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ARTICLE I. DISTRICT ADMINISTRATION
SECTION I. DISTRICT POLICIES

Item A. – DEFINITIONS AND MEANING

The Definitions and Meanings of Titles and Descriptions, etc. are as follows:

“DISTRICT OFFICERS” - The officers of the District are the GOVERNOR, ALL LT. GOVERNORS, AND THE DISTRICT SECRETARY/TREASURER. OI Bylaws XII.3

“DISTRICT BOARD OF DIRECTORS” - The Board of Directors of each District 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. Should the President 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 Board of Directors. The JOOI Governor shall serve as a non-voting member on the District Board of Directors. OI Bylaws XII.2

“EXECUTIVE COMMITTEE” - The Executive Committee shall consist of the District Officers, the Governor-Elect and the two most Immediate Past Governors. The JOOI governor shall serve as a non-voting member on the District Executive Committee. OI Bylaws XII.4

“INTERNATIONAL REPRESENTATIVE” - Optimist International assigns an official representative to the FIRST QUARTER CONFERENCE and to the ANNUAL CONVENTION. This representative shall attend all business sessions and participate in any manner as requested by the District Leadership during his/her visit to the Ohio District.

“DESIGNATE” - Describes an ELECTED officer INSTALLED IN OFFICE prior to Oct. 1st each year. (i.e. The CURRENT Governor-Elect becomes the Governor-Designate when another member is elected and installed as the Governor-Elect at the Annual Convention each year.)

Item B. - DISTRIBUTIONS

The District Secretary/Treasurer shall provide each member of the District’s Board of Directors with a copy of the all District Policies at the beginning of each administrative year prior to the first official meeting of the Board of Directors.

Item C. – POLICY REVISIONS

These policies shall be reviewed at least annually by the District Executive Committee and revised as necessary. All revisions in policies shall be approved by a plurality of the Board of Directors in attendance. Policies may be reviewed and revised by the Board of Directors at other times as deemed necessary.

Item D. – JOB DESCRIPTIONS

GOVERNOR- Duties. Under the general supervision of the International Board of Directors, it shall be the duty of the Governor to further the purposes of Optimist International and the District and to 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 Board, the executive committee and the annual convention of the District. He/She 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. He/She shall at all times act on behalf of Optimist International in all relations with member clubs within the District. He/She shall also attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors. OI Bylaws XIV.2

The Governor-Elect shall automatically become Governor on 1 October of the year following the year in which he/she was elected Governor-Elect. Following the District convention, the Governor-Elect shall be known as the Governor-Designate. OI Bylaws XV.4

OHIO DISTRICT GOVERNOR’S OBLIGATIONS

When elected, he/she shall serve one (1) year as Governor Elect/Designate during which he/she shall serve as a member on the following Committees:

- Candidate Qualifications
- Convention
- District Hospitality
- Leadership Development
- Long Range Planning
- O I J G C
- Rezoning

Subsequent obligations are as follows:

As Immediate Past Governor, he/she shall serve or chair the following Committees:

- Chair - Candidate Qualifications
- Member - Finance and Budget
- Chair - Hall of Fame
- Member - Long Range Planning
- Member - Rezoning
- Chair - New Club Follow--up

As 2nd year Past Governor, he/she shall serve or chair the following Committees:

- Member - Candidate Qualifications
- Member - Finance and Budget
- Member - Long Range Planning
- Chair - Rezoning

As 3rd year Past Governor, he/she shall serve or chair the following Committees:

- Chair - Finance and Budget
- Member - Long Range Planning
- Member - O I J G C
- Member - Rezoning

As 4th year Past Governor, he/she shall serve or chair the following Committees:

- Member - Convention
- Chair - Long Range Planning

As 5th year Past Governor, he/she shall serve or chair the following Committees:

- Member - Convention
- Chair - Distinguished Optimist Award
- Chair - Humanitarian Award

As 6th year Past Governor, he/she shall chair the Convention Committee.

NOTE: In the event a Past Governor is unable or unwilling to fulfill his/her duties, the Incumbent Governor may appoint a substitute, with any Past Governor who is willing and able to fulfill the duties of the appointment. Said appointment shall be with the consent and approval of the Executive Committee.

ASSISTANT TO THE GOVERNOR - Duties.

It shall be the duties of each Assistant to the Governor to:

- A. Cooperate with and act as representative for the Governor-Designate in preparation for the year.
- B. Act as a liaison between a certain number of Lieutenant-Governors and/or committee chairs and the Governor.
- C. Attend all District Board of Directors meetings and executive committee meetings as well as the annual convention.

OI Bylaws XIV.5

The Assistant(s) to the Governor shall be appointed for one year by the Governor-Designate, subject to the approval of the District Executive Committee. The number of Assistants to the Governor so appointed shall not exceed four, and the Assistant to the Governor shall begin his/her term on October 1 following his/her appointment. Said Assistant to the Governor shall have served a full term as Lieutenant Governor.

OI Bylaws XV.8

GOVERNOR-ELECT - (Designate) - The Governor-Elect shall be elected at the annual or a special duly called convention by a majority vote of the accredited delegates present and voting at the time of the election. The Governor-Elect shall not serve in any other elective office in the same year he/she is Governor-Elect. OI Bylaws XV.5

LIEUTENANT GOVERNOR - Duties

- A. Duties. Each Lieutenant Governor shall function as a representative of Optimist International and the Governor in his assigned Zone, and generally conduct his/her office in a manner contributory to the attainment of all objectives of the District and Optimist International within each Zone.
- B. Club Visitations. Each Lieutenant Governor must make a least two visitations to each Club in his Zone during the administrative year. The specific dates, purposes and responsibilities to be established by the International Board of Directors. He/She must visit each newly affiliated Club in his/her Zone within 90 days following its official organization. He/She shall make the prescribed report of each visitation within 30 days.
- C. Zone Meetings. Each Lieutenant Governor shall schedule and conduct Zone Meetings at least once in each quarter. Notice shall be given to the Zone Club Presidents and Club Secretary-Treasurers at least 15 days prior to such meeting He/She shall make the prescribed report of each meeting within 30 days.

OI Bylaws XIV.3

The Lieutenant Governor shall be elected at a Zone Meeting to be conducted at the time of a District meeting held in the third quarter at which each President, or his/her official representative, in attendance shall cast the votes to which his/her Club is entitled under the provisions of Article I Section 3M8, of these Policies as of the end of March. The Lieutenant Governor may be a member of a Club within or outside of Zone, but within the District.

OI Bylaws XV.6

DISTRICT SECRETARY-TREASURER

Duties, it shall be the duty of the District Secretary-Treasurer to:

- A. Attend all meetings of the District Board of Directors, the District Executive Committee and the annual District convention, and to as a Secretary thereof.
- B. Keep true and correct minutes of such meetings and transmit a copy to the International Office and to others so designated by the District Board, within 30 days after the close of any such meeting.
- C. Receive and deposit all moneys due the District.
- D. Disburse moneys within the limitations of the District budget or by specific instructions of the District Board, the District Executive Committee, or the accredited delegates at the District Convention.
- E. Keep an accurate and complete record of all financial transactions and submit financial statements and records required by the District Board of Directors and as set forth in the Constitution and Bylaws.

- F. Keep books of account open at all times to the District and International Board of Directors, with such books to be subject to annual review as of 30 September of each year.
- G. Perform such duties as prescribed in these policies.

OI Bylaws XIV.4

The District Secretary-Treasurer shall be appointed for a term of one year by the Governor-Elect. The appointment of the Secretary-Treasurer Designate shall be confirmed at the third quarter Board meeting by the District's Executive Committee, and shall take office 1 October next following confirmation.

OI By-Laws XV.7

SECTION 2. DISTRICT PROCEDURES

Item A.1 - RESPONSIBILITIES

Responsibilities. The Board of Directors shall be responsible for the conduct of the business and affairs of the District as an administrative division of Optimist International as stated in these Policies and as determined by the Board of Directors of Optimist International. OI Bylaws XIII. 1A

Item A.2 – BOARD OF DIRECTORS MEETINGS

Meetings. The Governor shall call a meeting of the Board of Directors each quarter at such time and place as he/she may determine with the advice and consent of the Board of Directors, provided that the first meeting shall be held prior to 30 November. Zone meetings may be held in lieu of a Board meeting in the second quarter only if all zones hold meetings in this quarter. Notices of all regular and special meetings of the Board of Directors shall be issued and caused to be mailed to all members of the Board of Directors by the District Secretary-Treasurer at least 30 days prior to said meeting.

A Board meeting shall be budgeted and conducted under Account 130 and 360 and operate on a break -even basis. The Registration Chairperson shall collect costs of registrations, meals and gratuities and shall report income and expenses to the District Secretary-Treasurer within 30 days of the end of each conference or District Convention. OI Bylaws XIII.1B

Item A.3 - QUORUM

A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business, and a majority of those present and voting shall be necessary to give effect to any action of the Board. OI Bylaws XIII.1C

Item B. - DISTRICT CONFERENCES

District Conferences shall be planned and conducted by the District Administration, at the time and place of, and as an integral part of quarterly meetings of the District Board of Directors in the first, second and third quarters. Such conferences shall invite and encourage the attendance of club officers and committee chairpersons, District Officers and District Committee personnel, and such others as may benefit from the conduct of such conferences. These Conferences are open to all members in good standing.

The program for such conferences may include the introduction and promotion of club and district goals and objectives, business sessions, forums, round table, leadership and development events and, under the leadership of Lieutenant Governors, brief Zone meetings at the THIRD Quarter meeting, and if not already scheduled at a different time, the District Oratorical Contest Finals. All such conferences shall 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. Notice of such conferences and programs thereof shall accompany the notice of such District Board Meetings.

Item C. - INTERNATIONAL REPRESENTATIVES

In keeping with the policy of Optimist International to provide an Official Representative to District Board meetings and conferences held in the first quarter of each year, and to the annual District Convention, the Governor shall issue an invitation, at the earliest time convenient, 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, and he/she shall be presented a gift and/or memento in the amount not to exceed \$75.00. The Governor shall be responsible for the selection of the gift or memento to the International Representative.

Item D. - INSTALLATION OF THE DISTRICT BOARD OF DIRECTORS

The District Board of Directors, defined in Optimist International Bylaws XII, Section 2, shall be officially installed by the official International Representative of Optimist International at the First Quarter District Conference.

Item E. - EXECUTIVE COMMITTEE MEETINGS

The District Executive Committee shall meet quarterly at the time, place and immediately prior to the meetings of the District Board of Directors or at the call of the Governor or by a majority of the members of the District Executive Committee. OI Bylaws XIII, 2.B

Item F. - EXECUTIVE COMMITTEE - POWERS AND DUTIES

Power and Duties - A District may delegate, subject to the limitations imposed by these Policies, the powers of the District Board of Directors to the District Executive Committee. The Executive Committee is authorized to make purchases and pay expenses, travel allowances, reimbursements and obligations as provided by and within the limitations of the budget, make plans and establish policy furthering the objectives of the District, and exercise general control over plans, budget and program of the District convention. OI Bylaws XIII 2.A.

Item G. - MINUTES OF 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 members of the District Board of Directors, Optimist International and such others as the Board of Directors may indicate, prior to 30 days before the next scheduled meeting or convention. OI Bylaws XIV.4B

Item H. - FUND RAISING ACTIVITIES AT DISTRICT CONFERENCES

Individuals, clubs and districts shall not offer merchandise for sale, conduct raffles, or engage in any fund raising activity at any zone or district meeting or at the International Convention except for the purpose of the Optimist International Foundation, District OIJGC, District Supply Sales and District Convention.

Item I. - DISTRICT CONFERENCE AND CONVENTION DRESS CODE

There are three (3) types of proper dress in the Ohio District. They are as follows:

1. DISTRICT CASUAL - Consists of red District Golf Shirts and/or appropriate casual wear, for both Men and Ladies.
2. DISTRICT BUSINESS - For the Men - gray trousers, white shirt, District tie, and applicable Red or Green Jacket, or other appropriate business attire. For the Ladies, Gray skirt or slacks, white blouse, applicable Red or Green jacket, or other appropriate business attire.
3. DISTRICT FORMAL DRESS - For the Men - Black trousers, white shirt, black bow tie, applicable Red or Green Jacket, or other appropriate Formal attire. For the Ladies, Black Skirt, dressy white blouse, applicable Red or Green Jacket, or other appropriate Formal attire. While Formal attire is encouraged, it is NOT mandatory.

At all Club, Zone, AND/OR District Business meetings, members serving on the Executive Committee should abide by the applicable District Dress Code when representing the Ohio District.

SECTION 3. DISTRICT CONVENTION

Item A. - DATE AND LOCATION

The District Convention shall be held annually to convene not sooner than August 1st and to adjourn not later than September 30th, said dates to be established by the Board of Directors at the recommendation of the District Convention Committee. An Election will be held for the position of Governor-Elect at each convention. The convention city shall be determined by the vote of the accredited delegates to the annual convention following recommendations of the District Convention Committee, for as many years in advance, not exceeding five (5) years, as may be deemed necessary. The District Board of Directors shall have the power to substitute another city in the event circumstances later make such actions necessary or advisable. OI Bylaws X, 1.

Item B. - DURATION

The annual District Convention shall be a two-day event, exclusive of social, recreational or other extra-curricular activities.

Item C. - ANNUAL DISTRICT CONVENTION COMMITTEE

The Annual District Convention Committee shall consist of the Chairperson, who has been approved by the Board of Directors and as many Sub-Committees/Sub-Chairs as necessary. These Sub-Chairs should include a Convention Treasurer, a Registration Chair, an Entertainment Chair and an Educational Chair. These Committees shall appoint as many committee members as needed and will work in concert with and with the full knowledge of the Governor, the Governor-Elect, the District Secretary-Treasurer, the Leadership Development Committee and the District Convention Committee

Further, they shall plan and supervise all arrangements, entertainment, promotions, financing and fees to ensure the best possible attendance of the leaders and members of the Ohio District at the Annual Convention.

Item D. - CONVENTION PROGRAM

The Convention Chairperson and his/her committee shall prepare, through consultation with the Governor and Governor Designate, the schedule of convention events and meetings for submission to the District Board of Directors not less than 90 days prior to the convention. The Leadership Development Committee, through consultation with the Governor and Governor Designate, shall prepare the agenda and/or curriculum for all convention business sessions, leadership development events and forums. 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:

Two (2) business sessions necessary to accomplish the business of the convention.

Leadership and Development events for Club and District officers will include a Lieutenant Governors Designate Conference the day preceding the convention. The Lieutenant Governor's Designate Conference shall be not less than eight (8) hours and shall be a part of the Convention schedule.

A Club officer training session for both president-elects and secretary-treasurer appointees.

The Convention Committee shall plan special events/programs for the children of members registered, as needed.

Single event tickets may be made available when the facilities are more than adequate to handle all registered delegates and guests.

Meal service events shall include an Old-Timers breakfast for member registrants; Spouses luncheon for spouse's registrants; A Past Governor's luncheon; A Past First Partner's brunch, A President-Elects and Secretary-Treasurer appointees luncheon, a Lt. Governor Elect luncheon and a Governors Ball as a recognition banquet featuring the installation of the new District Officers, who shall take office on October 1st of the current calendar year.

Admission to all convention events at which meals are served shall require tickets and/or color coded name badges.

For economy purposes, a dual reception may be held by both the Governor and Governor-Designate preceding the Governor's Ball.

The International Representative shall be provided the opportunity to address the assembled delegates and guests.

Item E. - CONVENTION BUDGET AND FINANCIAL REPORT

The convention budget shall be prepared in cooperation with the District Finance Committee and approved as a supplement to the District Administration's annual consolidated budget and shall be based on statements of receipts and expenditures and audits of previous conventions. The District Convention Chairperson (who shall appoint a Treasurer to handle the Convention Funds) is responsible for furnishing the District Secretary-Treasurer a complete financial statement along with bank statements, cancelled checks, check stubs and receipts to be merged with the District's end of year financial report by the auditor. All checks and accounts shall require two (2) signatures, one of which would be the District Secretary-Treasurer. All registration fees shall be deposited into the convention account as soon as received and processed. All expenses shall be paid by check. A petty cash account shall not exceed THREE HUNDRED DOLLARS (\$300.00) and must be part of the final convention financial statement.

Item F. - ALLOCATION FROM DISTRICT DUES

In keeping with the fact that all clubs and members benefit from conducting the annual District Convention, the sum of \$2000.00 shall be allocated from District Dues paid by clubs. Such allocation shall supplement convention registration fees for the financing the annual District Convention. Any and all excess funds remaining in the Convention account shall be returned to the District Secretary/Treasurer to be re-deposited into the District Account.

Item G. - REGISTRATION REFUNDS

A pre-registered individual must make all requests for refunds or prepaid convention registration in writing. Such requests for refunds must be received by the Convention Chairperson or District Secretary/Treasurer on or before the first day of the convention.

Item H. - FLAGS, CREED AND BANNERS

It shall be the policy of the District Administration to display the appropriate National flag(s), the District banner and the Optimist Creed banner in the room in which convention business is conducted at all District Conventions. This is the responsibility of the District Sgt.-At-Arms.

Item I. - CONVENTION - COMPLIMENTARY ROOMS

The Incumbent Governor, Governor-Designate, and Secretary-Treasurer should be furnished complimentary rooms at the convention as a courtesy of the hotel facility. If unable to negotiate this into the contract, the District shall pay for the rooms out of the District Treasury.

Item J. - INTERNATIONAL REPRESENTATIVE

The official International Representative to the annual convention shall be provided with complimentary registration and hotel/motel lodging of suitable character for self and spouse and a complimentary fruit basket, cheese tray or flowers should be delivered to the International Representative as a welcoming gift and such shall be anticipated in the Convention budget.

Item K. - GIFTS – MEMENTOS

It shall be the policy of this District to present a gift or memento to the retiring Governor not to exceed \$200.00 and to the official International representative to the annual District convention, the cost of which shall not exceed \$100.00.

The Immediate Past Governor shall be responsible for the selection of such gift or memento to the retiring Governor and the Retiring Governor shall be responsible for the selection of the gift or memento to the International Representative.

Item L. - CLUB HOSPITALITY ROOM

All club Hospitality rooms, or other accommodations (including the District Hospitality Room) serving a like purpose, should be closed to members during convention business sessions or training events on the two (2) official days of the convention. These accommodations may be used by the spouses for whatever functions deemed appropriate. The policy will be posted in a prominent position in each of such rooms.

Item M. - CONVENTION RULES

Adoption of convention rules shall be the first order of business. These rules shall be adopted by a majority vote; but may be suspended, rescinded or amended after their adoption by a two-thirds vote. OI Bylaws X.6

1. The Convention shall be composed of delegates as set forth in the International Bylaws, Article X, Section 4.
2. No member shall be deemed to be an accredited delegate unless he/she has registered at the convention and paid the full registration fee and produce such credentials to the credential committee as may be required by the District Board of Directors.
3. The Credential Committee shall report at the FIRST business session of the convention and periodically thereafter, or as directed by the Chair to do so.
4. The program as printed shall be the official program of the Convention.
5. Following the report of the District Candidate Qualifications Committee on the first day of the Convention, the Governor shall call for other nominations from the floor three (3) times. All nominees must have submitted the proper paperwork to the District Qualifications Committee before being nominated in compliance with a stated deadline (normally 10:00 pm the night before the election unless otherwise publicized.) Following the final report of the District Qualifications Committee prior to the election, the Governor shall then call for the closing of all nominations.

6. AFTER NOMINATIONS ARE CLOSED. Each nominee for the office of Governor-Elect will have the opportunity to address the Convention delegates for a maximum time of FIVE (5) minutes, during which time the nominee may expound on any subject pertaining to the position to which they have been nominated. All nominees will draw for the order in which they will speak, just prior to the beginning of the speeches.
7. Any club that desires to have any of the nominees speak to their club, must arrange for this to take place before the convention starts. No club or group of delegates (Club, Zone, Committee, etc.) will have the right to interview any of the nominees during the Convention.
8. 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 in good standing shall be entitled to a minimum of one vote. A Club organized after 30 June and prior to the first day on which the convention is held, shall be entitled to cast its vote on the basis of the numerical charter membership enrolled by the Club in the International Office.
9. All voting for the office of Governor-Elect shall be by written ballot vote at the discretion of the Chair, unless a roll call, voice, hand or rising vote is ordered by the majority vote of the accredited delegates. All other voting shall be by voice, hand, or rising vote at the discretion of the Chair, unless a ballot or roll call vote is ordered, the Chair shall appoint a committee of tellers and name a chairperson. At the conclusion of the balloting, the tellers shall count the ballots and the Chairperson of the tellers shall certify the tabulated results in writing to the Chair. If the balloting has been 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.
10. No accredited delegate shall be entitled to the floor unless they rise, address the chair and state their name and club affiliation.
11. Debate shall be limited to five (5) 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.
12. No accredited delegate shall speak more than twice on the same subject if anyone objects.
13. The Chair shall entertain no motion unless seconded, and shall not be opened for debate or amendment before the Chair has repeated it. Main motions shall be in writing when the Chair so directs.
14. The vote on a motion, once commenced, shall not be interrupted except to ask that the Chair restate the motion.
15. An accredited delegate may change their vote from one side to the other provided they rise and ask for the floor promptly (and) before the Chair declares the results final.
16. No appeal from a decision of the Chair shall be in order unless based on a point of order. The appeal 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.
17. Not more than two amendments to any motion shall be pending at one time, but after disposal of one or both of them, other amendments may be proposed.
18. The Convention may, to expedite the handling of business, limit as it chooses the time or number of speakers for each side on any question, or the total time for debate, by a two-thirds vote.
19. Chairpersons of committees may make reports or partial reports during periods of the Convention at the direction or discretion of the Governor.
20. The current edition of Robert's Rules of Order shall govern the Convention proceedings, not inconsistent with the Constitution and Bylaws and these Convention Rules.
21. Items G, L and M - Section 3 are to be duplicated and made part of the Convention packet and given to all registered delegates.

SECTION 4. DISTRICT COMMITTEES

ITEM A. - STANDING COMMITTEES

The Governor shall appoint such committee as are required by Optimist International and these Policies. OI Bylaws XVI-1

1. THE DISTRICT CANDIDATES QUALIFICATION

This committee shall consist of the most two Immediate Past Governors, Governor Designate, and two members appointed to one year term by the Governor. Elections of Lieutenant Governors shall be conducted at the Third

Quarter District Conference, and the Governor-Elect at the District Convention. OI Bylaws XV 3.B, 3.C and 3.D

- A.1 Functioning under the provisions of the International Bylaws, with the Chairperson being the Immediate Past Governor, the Candidate Qualification Committee shall seek one or more candidates for the office of Governor-Elect and shall require the following information for a candidate to be considered by the candidate Qualifications Committee:
 1. A written presentation of the proposed candidates background and qualifications for the office Governor-Elect.
 2. A letter from the club of which the proposed candidate is a member indicating that club's support of candidacy.
 3. A statement from the proposed candidate's employer indicating his/her understanding and approval of the proposed candidate's anticipated commitment to serve. If a candidate is self-employed or retired, he/she shall submit such paperwork on his/her own behalf.
 4. A candidate for the office of Governor-Elect cannot serve as Host Area Chairperson for the District Convention during the same year he/she is a candidate.
- A.2
 1. A written presentation of the proposed candidate's background and qualifications for the office of Lt. Governor Elect.
 2. A letter from the club of which the proposed candidate is a member indicating that club's support of candidacy.
 3. A Lt. Governor can not serve successive terms in the same Zone without appointment and approval of the District Executive Committee.
- B. This committee has only one function, namely to determine that any proposed candidate is duly qualified for the office for which he/she is a candidate. No interviews of any candidate for any office shall be allowed after the first business session is convened. The Chairperson shall only announce the names of the candidates as being qualified without expanding on any background of the candidates.

2. LEADERSHIP DEVELOPMENT

The Leadership Development Committee shall be composed of six (6) members. A Past Governor, Past Lt. Governor and a Past Club President, one serving a three year term, one serving a two year term, one serving a one year term. The member serving in his/her third year shall act as Chairperson.

In addition, the Governor-Elect and two (2) individuals appointed by the Chairperson for a one year term shall complete the committee. The appointed members should be chosen from members who have been recognized by Optimist International as proven leaders in growth and service. In subsequent years, the Governor-Designate will appoint someone to fill the vacated seat, which will be for a three year term.

The Leadership Development Committee shall be responsible for promotion and planning of training at District Conferences. This committee shall be responsible for distribution and use of training modules and for the implementation of Optimist International directed training programs. The committee shall provide liaison between District Administration and Clubs for training and shall select the best facility available for District training events. The committee shall provide necessary continuity in training between the Optimist International Board of Directors, the District Administration and the Clubs.

The District Governor-Elect shall be responsible for promotion and planning of training at the District Convention for President-Elects and Lieutenant Governor-Elects, with the assistance of the Leadership Development Committee, utilizing the Optimist International Faculty Guide. OI Bylaws XVI 4A, 4B and 4C.

3. MEMBERSHIP

The Membership Committee shall be responsible for promoting Membership growth within the District and will also be responsible for promoting Optimist International growth initiatives as well as those growth programs developed by the District Administration.

4. PERSONAL GROWTH AND INVOLVEMENT

The Personal Growth and Involvement Committee shall be responsible for promoting the PGI program to the clubs and will maintain a record of achievement and attendance for every member who participates in this program. This committee will work with the Leadership Development Committee to promote and sponsor the PGI module training at District training events.

5. DISTRICT LONG RANGE PLANNING

The Long Range Planning Committee shall be composed of the Past Governor (4th year after serving as Governor), who shall act as Chairperson, the Governor-Elect, the Immediate Past Governor (Candidate Qualification Committee Chairperson), Past Governor (2nd Year) (Rezoning Committee Chairperson), Past Governor (3rd Year) (Finance and Budget Chairperson), the District New Club Building Chairperson, District Secretary-Treasurer and current Governor. The committee shall have no authority, but shall work to review past and present policies and to formulate new ideas for future policies and present such findings and recommendations to the District Executive Committee for final disposition.

6. REZONING

The Rezoning Committee shall be responsible for reporting any proposed realignment of zone boundaries to the Governor not less than 30 days prior to the Third Quarter District Conference. The Rezoning Committee shall be composed of the Immediate Past Governor, Past Governor in his/her second year, who shall be chairperson, Past Governor in his/her third year and the Governor-Elect

ITEM B. - ROTATING COMMITTEES

Rotating Committees shall consist of at least three members whose terms of service shall be three (3) years. At the inception of a rotating committee, the Governor shall appoint one member for a term of three (3) years, one member for a term of two (2) years and one member for a term of one (1) year, and shall appoint one (1) member of each committee to serve as chairperson and other members appointed as needed. OI Bylaws XVI.2

1. - FINANCE AND BUDGET

The Finance and Budget Committee shall be composed of the Immediate Past three (3) Governors. The Past Governor (3rd year after serving as Governor) shall serve as the Chairperson. The Committee in concert with, the Governor and the District Secretary-Treasurer, shall prepare the proposed annual budget for submission to the incoming District Executive Committee for review and to the incoming District Board for review, amendment and approval at the FIRST DISTRICT CONFERENCE of the administrative year. All budgets shall employ the standard District Chart of Accounts, account numbers, definitions, and required supplements established by Optimist International. OI Bylaws XI.5 and XVI.2A

The Finance and Budget 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 the annual audit as of September 30th, but not later than November 30th, and supervise the orderly transfer, before or at the first meeting of the DISTRICT Board of Directors, of all District records and funds from each administration to its successor. OI Bylaws XI.6

The Finance and Budget Committee shall consider all proposed budget revisions and proposals for expenditures not previously budgeted or approved, and shall make recommendations to the District Executive Committee and/or District Board of Directors at the next scheduled District Conference.

2. CONVENTION COMMITTEES: FUTURE AND ANNUAL

The District Convention Committee shall be composed of the three (3) Past Governors (in the 4th, 5th, and 6th year after their term as Governor), the current District Secretary/Treasurer, a person to be appointed by the Governor, a person to be appointed by the Governor-Elect, and the Convention Chairperson. The Past Governor in their 6th year shall act as Chairperson. The District Convention Committee shall have the responsibility of assisting the current Convention Chairperson and shall faithfully seek out future convention cities. The District Secretary/Treasurer and the persons appointed by the Governor and Governor-Elect, will also assist in the negotiations at the convention hotel. The committee shall present their findings and recommendations to the Long-Range Planning Committee, who in turn shall review and study these presentations and present them to the District Executive Committee. Any member not able to fulfill their committee commitment will be replaced by an appointment of the current Governor.

Please refer to Article 1 - Section 3 of these Policies for detailed annual convention format and Annual Convention Committee make-up.

3. ORATORICAL CONTEST

A committee of three (3) members from club in the city where the District's finals are held shall be appointed by the Governor to assist the District Oratorical Contest Chairperson in the selection of facilities, equipment, judges, etc. and other details pertinent to the conduct of the contest.

See Article IV, Section 1 of these Policies for the contest details.

4. CLUB SERVICES AND TRACKING

The Club Services and Tracking Committee shall be responsible for emphasizing and strengthening club administration, membership maintenance and publicizing District level assistance programs for clubs and promoting follow-up and indoctrination for newly organized Optimist Clubs. OI Bylaws XVI.3D

The committee shall consist of a Past Governor, a Past Lt. Governor, and a Past Club President each appointed for a three (3) year term. The member serving in their third year shall be chairperson.

The governor shall appoint a Past Governor, a Past Lt. Governor OR a Past Club President, never having served at a higher level, to the vacant three (3) year term.

5. PUBLIC RELATIONS

The Public Relations Committee shall be responsible for overall promotion and publicity efforts of the District. This includes promotion of all programs and activities which occur at the District level, promotion of Club and District level contests, and overall promotion responsibility for the organization to both the Clubs in the District and the general public. This committee shall also be responsible for assisting the Clubs in the District with their publicity efforts. OI Bylaws XVI 2.E

The committee shall consist of three (3) members each appointed for a three (3) year term. The member serving in their third year shall be the chairperson.

6. JOOI

The District JOOI Clubs Chair and Committee shall promote the development and growth of Junior Optimist, Octagon and Alpha Clubs. It is recommended that the chair serve a two (2) year term in order to provide continuity; and that a committee of at least two (2) additional people, to represent different areas of the District, to help the chair. OI Bylaws XVI 2.F

7. NEW CLUB BUILDING COMMITTEE

The New Club Building Committee shall be responsible for supervising, assisting and promoting the new club building efforts within the District. The committee will provide assistance to clubs in their building efforts as well as provide training at District Conferences.

ITEM C. - OTHER COMMITTEES

The Governor-Designate shall appoint the chairmen and the required number of members of all committees and shall announce such appointments not later than October 1 following his/her election. The Governor-Designate may appoint other committees and chairs as he/she deems necessary.

The duties of all other committees shall be to cooperate in making effective in the District the policies, programs, and objectives of Optimist International and the District, and to encourage the participation of member clubs therein.

1. ACHIEVEMENTS AND AWARDS COMMITTEE

The District may budget, maintain and conduct an annual Achievements and Awards Program which shall be prepared and evaluated by the Chairperson of Achievements and Awards 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 its First

Quarter District Conference. It shall be the responsibility of the District Administration to promote and encourage participation in both District and International Achievements and Awards Programs. Pursuant to the Achievements and Awards Program and Policies of Optimist International, the District Administration shall refrain from offering or conducting any awards competition, personal or club, for any activity or performance embraced by Optimist International's Achievements and Awards Program. The District Achievements and Awards Program shall conform to the District Program advocated by the International Board of Directors. Points shall be awarded in a final report (including amendments) received by District Secretary/Treasurer, and/or Governor up to October 20. Any amendments must be included in the Annual (Final) Activities Report, which must be received by October 20th. A Designated Club person should keep the point record form in the Directory and/or consult with the Achievements and Awards Chairperson during the year.

**Please refer to the special section in this Directory entitled
"DISTRICT ACHIEVEMENTS PROGRAM"**

2. ACTIVITIES

The Activities Committee shall be responsible for promoting all activities such as Wheel Safety, Community Projects Awards competition and other activities not under the direct control of another committee. The committee chairperson shall recruit as many committee members as necessary to promote its programs.

3. BULLETIN EDITOR

The Bulletin Editor shall be responsible for publishing the District Bulletin on the schedule requested by the District Administration and published in the District Directory. The Bulletin Editor shall also promote and supervise the annual District Bulletin contest.

4. DISTRICT HOSPITALITY

The District Hospitality Committee shall provide for hospitality in the District hospitality suite during the three District Conferences within the budget allocated.

5. ESSAY CONTEST

The District Essay Contest Committee shall supervise, program and promote the Optimist International Essay Contest in the form and manner established by Optimist International Board of Directors. The Essay Contest Chairperson shall be responsible for ordering the plaques and participation certificates from Shumsky Supply and for any engraving required thereon.

6. JUNIOR GOLF CHAMPIONSHIP COMMITTEE

The duties and responsibilities of the Junior Golf Championship are contained in Article IV 2 of these policies.

7. THE HOTEL/MOTEL LIAISON

The Hotel/Motel Liaison Committee shall be the interface between the hotel/motel used for conferences and the District Administration, and shall be responsible for coordinating the requirements of the District to the hotel/motel.

8. C.C.D.H.H. CONTEST

The Communications Contest for the Deaf and Hard of Hearing committee shall supervise, program and promote the Optimist International CCDHH contest in the form and manner established by the Optimist International Board of Directors.

9. SUPPLY

The Supply Committee shall be responsible for supervising, ordering, setting up a display area and selling Optimist International supply items at the District Conferences and the District Convention.

10. DISTRICT SGT.-AT-ARMS/FELLOWSHIP

The District Sgt.-At-Arms shall be responsible for the display of the District banners and flags at the quarterly Conferences and the District Convention. The Sgt.-At-Arms shall also be responsible for maintaining proper decorum and shall cause any offender to pay a fine for their transgressions. The Sgt.-At-Arm may recruit as many assistants to help maintain order as may be required.

11. DISTRICT CHAPLAIN

The District Chaplain shall be responsible for providing invocations at all District functions where needed and for the Sunday morning worship services at the District Conferences and Convention. The Chaplain shall also be responsible for the memorial service during the first business session at the District Convention.

12. OPTIMIST INTERNATIONAL FOUNDATION REPRESENTATIVE

The District OIF Representative shall be responsible for the promotion of all of the Foundation's programs, the collection, tracking and forwarding to the Foundation all funds collected. The Representative shall also be responsible for the distribution of all awards from the Foundation. He/She shall also promote and encourage the appointment of Club Foundation Representative for all Clubs.

The Governor-Elect will usually be given a choice of Optimist Members to be the District Foundation Representative (DFR). The Governor-Elect may make a recommendation to the Foundation's President-elect for appointment; however, the President-Elect of the International Foundation makes the final appointment.

13. PRESIDENT'S INTERNATIONAL CONVENTION AMBASSADOR

The primary function of the Ambassador is to promote attendance at the International Convention by the members of the Ohio District.

The Ambassador shall also serve as the host/hostess for the District Hospitality Room at the International Convention. The Ambassador shall solicit volunteers from those attending the convention for any help needed in the operation of the hospitality room.

The Immediate Past Governor should be offered the position first. If he/she can not serve, then Governor may select any other member in the District to fill this position.

The International President may request a certain person to chair this position, but the Governor may request someone different.

14. LIFE MEMBERSHIP

The Life Membership Committee shall be responsible for encouraging clubs to purchase life memberships for one of their members, as a recognition award.

15. CHILDHOOD CANCER

The Childhood Cancer Committee shall be responsible for the promotion of the program within the Ohio District. The Chairperson shall hold seminars and disseminate information for the promotion of the program to all Clubs.

16. NEW CLUB FOLLOW-UP

The New Club Follow Up Committee shall provide an additional 12 months of support to Clubs built during the last administrative year. At least monthly contact will be made with new clubs to insure that they are receiving necessary support to develop a healthy club. The Immediate Past Governor shall be the Chair of the Committee.

17. PARLIAMENTARIAN

The District Parliamentarian shall provide support to the Governor whenever a question of parliamentary procedure arises.

18. DISTINGUISHED OPTIMIST COMMITTEE

The duties and responsibilities of the Distinguished Optimist Committee are contained in Article III 3 of these policies.

19. HALL OF FAME COMMITTEE

The duties and responsibilities of the Hall of Fame Committee are contained in Article III 2 of these policies.

20. OHIO DISTRICT HUMANITARIAN AWARD

The duties and responsibilities of the Ohio District Humanitarian Committee are contained in Article III 4 of these policies.

21. SCRAPBOOK COMMITTEE

The Scrapbook Committee shall be responsible for supervising, promoting and conducting the District Scrapbook Contest.

22. TECHNOLOGY ENHANCEMENT COMMITTEE

The Technology Enhancement Committee shall recommend equipment and developing technology to the Long Range Planning Committee who shall study those recommendations and further pass them on the District Executive Committee for action.

23. INTERNET COMMUNICATIONS COMMITTEE

The Chair and/or Committee shall notify those with Internet capabilities of current and future events in the District. These will include scheduled meetings, training sessions and other District events. Other postings will include deaths and serious illnesses of members and/or their family members, i.e. children, spouses, etc.

SECTION 5 - DISTRICT FINANCES

ITEM A. - FINANCE COMMITTEE/BUDGET

See Article 1 Section 4 Item B.1.

ITEM B. - DISTRICT DUES

Ohio District dues statements are mailed to each club bi-annually or quarterly per administrative year, at the discretion of the District Secretary /Treasurer.

The billings are based on all members on the club's roster as follows:

October is based on September 30th, January is based on December 31st, April is based on March 31st, and July is based on June 30th,

If additional billings are required to a club, the first shall be sent thirty (30) days after the original billing to the President of that club. If the second billing is not paid, an additional billing shall be sent sixty (60) days after the original billing to the President of that club. The sixty-day bill shall also have a 1.5% service charge on the balance due to the Ohio District.

Any club more than 60 days in arrears for any indebtedness to the Ohio District or Optimist International shall be considered "not in good standing" and shall forfeit all rights and privileges of membership during the period of indebtedness.

If a club is over 90 days past due, the club is subject to charter revocation.

ITEM C. - TRAVEL EXPENSES

(Accounts 200 thru 265) - Authorized individuals shall be reimbursed for expenses incurred in travel on District Administration business upon receipt by the District Secretary-Treasurer, of properly and completed signed voucher accompanied by a copy of any required report in writing, such as visitation report, zone meeting report or committee chairperson report. Reimbursement shall be the allowable IRS rate except that no reimbursement shall be made for occasions within the city of the individual's residence. All reimbursements will be set each year by an approved budget and released to designated officers and chairpersons within the limitations of the budget and available funds. In addition, reimbursement shall be paid for out of pocket expenses for the promotional materials needed by a committee chair, as funds are available.

ITEM D. - EXPENSE ALLOCATION

(Accounts 200 through 265) - Authorized individuals shall be reimbursed according to the limitations of each year's budget with payment approximately 4 times per year. Within 15 days of the end of the administration year, the District Secretary-Treasurer is authorized to make payment under Account 480, Previous Administration, with no payment for statements rendered after 15 days.

SECTION 6 - DISTRICT NOMINATING COMMITTEE

ITEM A. - CANDIDATE QUALIFICATION COMMITTEE

The District Candidate Qualifications Committee shall consist of the two most Immediate Past Governors, Governor Elect and two members appointed by the Governor. Elections of Lieutenant Governors shall be conducted at the Third Quarter District Conference and the Governor Elect at the Fourth Quarter District Conference (District Convention). OI Bylaws XV 3A, B, C, D

ITEM B. - NOMINATING PROCEDURE

Functioning under the provisions of the International Bylaws, with Chairperson being the Immediate Past Governor, the Candidate Qualifications Committee shall seek one or more candidates for the office of Governor or Governor-Elect and shall require the following for consideration and information of the committee.

See Article I Section 4.B.2 for Nomination Procedure

SECTION 7 - ZONES

ITEM A. - ESTABLISHMENT OF ZONES

Pursuant to the International Bylaws, the number and boundaries of zone, for any administrative year, if subject to revision, shall be determined by the District Board of Directors, prior to its meeting held in the Third Quarter of the preceding year to accommodate the selection of Lieutenant Governors to serve during the next administrative year. All proposals of the realignment of zone boundaries shall be submitted to the Governor not less than 30 days prior to said meeting. No zone shall consist of less than four (4) or more than ten (10) clubs. New clubs shall be the responsibility of the sponsoring club and Lieutenant Governor of that zone for the remainder of that year with assignment to a zone which they are geographically located within at the start of the new year. OI Bylaws IX, 1.C

ITEM B. - ZONE MEETINGS

Each Lieutenant Governor shall be responsible for the conducting of a zone meeting in each quarter of the administrative year and written notice of such meetings shall be sent to the Club President and Secretary of each club in the zone not less than 21 days prior to the meeting. To avoid conflict, the dates for all zone meetings shall be established with the knowledge and approval of the Governor. While it would be well for the Lieutenant Governor to provide hospitality at District and/or Convention, it would not officially be a zone meeting. Meetings should be held separately. The Lieutenant Governor shall be responsible for the preparation and distribution of each zone meeting program and the completion and filing of a report on each meeting on the form provided by Optimist International. Because zone meetings are not legislative bodies, minutes are inappropriate and are not required.

SECTION 8 - NEW CLUBS

ITEM A. - CHARTER PRESENTATION

Dates and programs for the Charter Presentation events for a new club shall be established by joint action of the new club, the new club's sponsor club and the

Governor or Lieutenant Governor of the zone on the Governor's behalf. Charters shall be presented by the Governor or appointee. 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.

ITEM B. - GIFTS TO NEW CLUBS

The District Administration shall provide each new club with a complimentary club banner and bell and striker purchased from Optimist International, and shall budget an estimated amount for such purposes annually. The sponsor clubs are encouraged to provide luncheon badges and case and/or an Optimist Creed banner as a gift from the Sponsor Club.

ITEM C. - NEW CLUB BUILDING LOCATIONS

Whenever more than one Optimist Club exists within the corporate limits of a city, town or village, and an Optimist Club seeks to sponsor a new club within these corporate limits, the prospective sponsor shall observe territorial courtesy, by notifying PRIOR to the first preliminary meeting of the proposed new club, all other Optimist Clubs within the corporate limits, of the intent to sponsor a new club.

The purpose of such notification shall be to give all Optimist Clubs within the corporate limits of the city, town, or village an opportunity to advise or consult with the President or its Board of Directors of the sponsoring club, if in their opinion, the proposed new club would not be in the best interest of the Optimists Club(s) already established within the said corporate limits.

Article II - OPTIMIST INTERNATIONAL ITEMS **Section 1 - INTERNATIONAL CONVENTION**

ITEM A. - BUDGET; DISTRICT OFFICERS/CHAIRS

With due respect to the location and duration of the International Convention and available funds, each Lieutenant Governor-Elect who attends the full International Convention shall participate in the distribution of available funds budgeted annually for the purpose of financial assistance to those Lieutenant Governor Elects who attend and are registered for the full Convention. (Account 510).

ITEM B. - HOSPITALITY ROOM

The District Administration may maintain a district headquarters or hospitality room at the International Convention, the expenses of which shall be

budgeted and chargeable to Account 560 of the standard district chart of accounts. Room open only during designated times by the Governor and Governor Designate and so posted. Room will not be open during convention sessions.

SECTION 2 - INTERNATIONAL PRESIDENT'S VISIT

ITEM A. - LOCATION AND DATE

The Governor, at the earliest opportunity, shall invite the International President to visit the District and shall provide Optimist International with preferred, 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.

ITEM B. - PLANS AND ARRANGEMENTS

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 and 360, 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 personnel 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. The International President shall be presented a gift or memento, the cost of which shall not exceed \$150.00. The Governor shall be responsible for the selection of a gift or memento to the International President.

ARTICLE III - OHIO DISTRICT AWARDS **SECTION 1 - ACHIEVEMENTS AND AWARDS PROGRAM**

ITEM A. - ACHIEVEMENTS AND AWARDS PROGRAM

The District may budget, maintain and conduct an annual Achievements and Awards Program which shall be prepared and evaluated by the chairman of Achievements and Awards with 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 its First Quarter District Conference. It shall be the responsibility of the District Administration to promote and encourage participation in both District and International Achievements and Awards Programs. Pursuant to the Achievements and Awards Program and policies of Optimist International, the District Administration shall refrain from offering or conducting any awards competition, personal or club, for any activity or performance embraced by Optimist International's Achievements and Awards Program. The District Achievements and Awards Program shall conform to the District Program advocated by the International Board of Directors. Points shall be awarded in a final report (including amendments) received by District Secretary-Treasurer and/or governor up to October 20. Any amendments must be included in the Annual (Final) Activities Report, which must be received by October 20. A Designated club person should keep point record form in handbook and/or consult with the Achievements and Awards Chairperson during the year.

ITEM B. - APPEALS AND PROTESTS

Any appeal or protests of the FINAL published standing of clubs or individuals in the District Achievements and Awards Program, 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 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.

SECTION 2 - OHIO DISTRICT HALL OF FAME

ITEM A. - CRITERIA

The Ohio District has established a Hall of Fame for outstanding Optimists who contribute at least 10 years of service to the Ohio District. A selection committee will be comprised of the three most recent recipients and the person serving as Immediate Past Governor that year as Chairperson. Candidates for selection to the Hall of Fame shall have completed all of the selection criteria prior to their names being placed in nomination for the Hall of Fame. Nominations will be accepted from Optimist Clubs which cite the dates of attainment of each of the following criteria:

- A. The Nominee shall have ten years of service to Optimism as a current member in good standing of an active Optimist Club in the Ohio District.
- B. The Nominee shall have held the office of Lt. Governor and shall have attained the status of either Distinguished President, Distinguished Lt. Governor or Distinguished Governor.
- C. The Nominee shall have served at least twice as District Chairperson or once as Chairperson, and twice as a District committee member.
- D. The Nominee shall have demonstrated the personal demeanor that is in keeping with the philosophy and goals of Optimist International and the Great Ohio District.

ITEM B. - RECOGNITION

The name of the recipient shall be placed on a District Banner designed for the purpose of identifying Hall of Fame members. A plaque recognizing the induction shall be presented to each recipient at the District Convention each year.

SECTION 3 - OHIO DISTRICT **DISTINGUISHED OPTIMIST**

ITEM A. - AWARD

This award has been established to recognize the Optimist member of some club who has made the greatest contribution to the cause of optimist in their own club and in the Ohio District during the year of completion. This award shall be designated as the Ohio District Distinguished Optimist for (year of the

award). A specially designed plaque will be presented to the selected Optimist. The recipient of the award shall be announced at the February District Awards Banquet and shall have a place of honor at all District functions during the year of the award.

ITEM B. - PURPOSE

The purpose of the award is to stimulate club interest in District activities by direction of recognition to an individual for his/her outstanding contributions to humanity and optimism. This award will be made for unselfish devotion and enthusiastic activity in promoting the growth and success of his/her Optimist Club and Ohio District.

ITEM C. - QUALIFICATIONS

Nominees must have been a member of an Optimist Club in good standing for at least one year. He/she should have a record of PERFECT ATTENDANCE and have sponsored at least ONE NEW MEMBER during the period of competition. He/she must be an active participant in his/her club's activities. Although emphasis will be placed on CURRENT ACTIVITIES, a nominee's background of past activities, honors, and accomplishments will be taken into consideration in making the selection. The dossier of all nominees shall include their past history and District activities in respect to offices held, year elected to club membership, attendance and honors and distinctions in other service fields. Nominees must not currently be a member of the Executive Committee.

ITEM D. - PERIOD

The period of competition shall cover the Optimist Year, October 1, through September 30.

ITEM E. - NOMINATION

Nominations for the award shall originate from an Optimist Club in good standing or may be submitted by District officers through the Club's Board of Directors. Nominations shall have the approval of the Board of Directors of the nominee's home club. Only one nominee from each club will be considered, and all nominations must be submitted on the prescribed form. Forms can be found in the District Directory.

ITEM F. - SUBMISSION

Nominations on the prescribed form must be submitted to the Distinguished Optimist Committee Chairman on or before December 1, following the Optimist year. Mail nomination forms to the Committee Chairman who shall be listed in the District Directory.

ITEM G. - COMMITTEE STRUCTURE

The Distinguished Optimist Committee will be comprised of three members. The Past Governor in his/her fifth year after serving as Governor, during the year of competition, who shall be named Chairperson, a current club President appointed by the then serving Governor, and the previous year's recipient of the award.

ITEM H. - SELECTION

The Chairperson of the Distinguished Optimist Committee and his/her committee shall consider all nominations received and shall select a recipient to be recognized. The names of nominees not receiving the award shall not be made public.

SECTION 4 - OHIO DISTRICT HUMANITARIAN AWARD

ITEM A. - AWARD

This award has been established to recognize the Optimist member of some club who has made the greatest contribution to the cause of Optimism and Humanity in their own club, community and the Ohio District during the year of competition. This award shall be designated as the "Ohio District Humanitarian Award" (for the year of the award). A specially designed plaque will be presented to the selected Optimist. The recipient of the award shall be announced at the February District Awards Banquet and shall have a place of honor at all District functions during the year of the award.

ITEM B. - PURPOSE

The purpose of the award is to stimulate club interest in District activities by directing recognition to an individual for his/her outstanding contributions to humanity and optimism. The award will be made for unselfish devotion and enthusiastic activity in promoting and/or participating in humanitarian activities within his/her club, community and the Ohio District.

ITEM C. - QUALIFICATIONS

Nominees must have been a member of an Optimist Club in good standing for at least one year. He/She should have a record of PERFECT ATTENDANCE and be an active participant in his/her club's activities. Although emphasis will be placed on CURRENT ACTIVITIES, a nominee's background of past activities, honors and accomplishments will be taken into consideration in making the selection. HOWEVER, HIS/HER COMMUNITY SERVICE AND HUMANITARIAN ACTIVITIES MUST BE INDEPENDENT OF THE NOMINEES PROFESSION OR BUSINESS AFFILIATIONS. The dossier of all nominees shall include their past Optimist activities in respect to offices held, year elected to club membership, attendance, members sponsored, honors, and/or distinctions in other service fields.

ITEM D. - PERIOD

The period of competition shall cover the Optimist year, October 1, through September 30.

ITEM E. - NOMINATION

Nominations for the award shall originate from an Optimist Club in good standing or may be submitted by District Officers through their club's Board of Directors. Nominations shall have the approval of the Board of Directors of the nominee's home club. Only one nominee from each club will be considered, and all nominations must be submitted on the prescribed form. Forms can be found the District Directory.

ITEM F. - SUBMISSION

Nominations on the prescribed form must be submitted to the Humanitarian Award Committee Chairperson on or before December 1, following the Optimist year. Mail nomination forms to the Committee Chairperson who shall be listed in the District Directory.

ITEM G. - COMMITTEE STRUCTURE

The Humanitarian Award Committee will be comprised of three members. The Past Governor in his/her fifth year after serving as Governor, during the year of competition, who shall be named Chairperson, a current club President appointed by the then serving Governor, and the previous year's recipient of the award.

ITEM H. - SELECTION

The Chairperson of the Humanitarian Award Committee and his/her committee shall consider all nominations received and shall select a recipient to be recognized. The names of nominees not receiving the award shall not be made public.

ARTICLE IV - OHIO DISTRICT CONTESTS
SECTION 1 - DISTRICT ORATORICAL CONTESTS

ITEM A. - DATE AND LOCATIONS

The District shall conduct both a boys' and girls' Oratorical Contest each year. The District finals will be held at the Third Quarter District Conference meeting.

ITEM B. - CONTEST RULES

Pursuant to the policies of Optimist International, all phases of the district Contests shall be conducted in strict compliance with the International contest rules.

ITEM C. - COMMITTEE

A committee of three members from clubs in the city where the District's finals are held shall be appointed by the Governor to assist the District Oratorical Contest Chairperson in the selection of facilities, equipment, judges, etc., and other details pertinent to the conduct of the contests.

ITEM D. - ZONE CONTESTS; RESPONSIBILITY

Zone Contests are to be conducted under the supervision of and coordinated by the District Oratorical Contest Chairperson with responsibility for the actual conduct of contests assigned to Lieutenant Governors or Zone Chairpersons.

ITEM E. - REGIONAL CONTESTS; RESPONSIBILITY

Regional Contests are to be conducted under the supervision of and coordinated by the District Oratorical Contest Chairperson with actual conduct of contests assigned to Regional Chairpersons.

ITEM F. - ZONE CONTESTS; CONDUCT

No meals need to be served. Consider cookies and punch after contests. No trophies are to be presented; only framed certificates of participation, purchased by the District. Winners will automatically receive a trophy at the Regional or District Contest. If there is expense for contestant, family member or guests for transportation, food, lodging at, or en route to contest location, it shall be the discretion and/or responsibility of the sponsoring club(s).

ITEM G. - REGIONAL CONTESTS; CONDUCT

No entry fee required. No meals are to be served. Consider cookies and punch after contests. Runners up will receive trophies and winners will receive a runner up or winner trophy at the District Contest. District will cover expenses for mementos for three (3) judges and timer. Suggest that costs be kept under \$10.00 each. If there is expense for contestant, family member or guests for transportation, food or lodging at, or en route to contest location, it shall be the discretion and/or responsibility of the sponsoring club(s).

ITEM H. - DISTRICT CONTEST

Contestants will be provided with meal cost and lodging, if necessary. Meal costs and mementos for judges and timer will be a District expense. All other costs, including transportation of contestant, family members and guests will be at the discretion and/or responsibility of the sponsoring club(s).

ITEM I. - FUNDING OF CONTESTS

The costs of all district trophies, Zone certificates, frames and all authorized

receipts and expenditures shall be budgeted and audited under Accounts 140 and 370. All such items shall be supervised by the District Oratorical Chairperson who shall be accountable to the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenues and

expenses.

ITEM J. - REPORTING TO OPTIMIST INTERNATIONAL

It shall be the responsibility of the District Oratorical Contest Chairperson to submit the required materials and information on contest winners to the International Office within thirty (30) days following the contest. The presentation of the official scholarship award provided by Optimist International shall be made by the Governor at the proper time and location.

**SECTION 2 - OPTIMIST INTERNATIONAL
JUNIOR GOLF CHAMPIONSHIP**

ITEM A. - DATE AND LOCATION

Each year, the Ohio District shall conduct as many regional pre-qualifying tournaments in the Optimist International Junior Golf Championship, as deemed necessary. The tournaments will be held on the second Saturday in May at courses selected by the District Optimist International Golf Championship Committee.

ITEM B. - COMMITTEE

The committee shall consist of the District Chairperson, who had been appointed by the Governor Designate, the Governor, the District Finance Chairperson, the Governor-Elect, the District Secretary-Treasurer, Assistant Chairperson(s), and the Regional Chairpersons, appointed by the District Chairperson.

ITEM C. - REGIONAL TOURNAMENTS

The Regional Tournaments shall be conducted by the Regional Chairperson in strict compliance with the plans and details as determined by the District Committee.

ITEM D. - ENTRY FEES

The entry fees for each participant will be a fee sufficient to cover the cost of operating the tournament(s). Clubs may sponsor individuals and are encouraged to do so, but each participant should be expected to pay at least \$10.00 toward the total registration. When a club sponsors a participant, the participant should pay the club at least \$10.00 and the club would enclose a check for the total registration fee along with an application to the District Chairperson, or to whomever he/she designates, by the deadline printed on the application form.

ITEM E. - AWARDS

Trophies shall be presented to the 1st, 2nd and 3rd place winners in all divisions, 12-13 year old boys and girls, 14-15 boys and girls, and 16-18 boys and girls, at both the Pre-qualifying and District final qualifying tournament. A meal, beverage and gift along with the green fee shall be provided. Costs shall be covered by the registration fees of all participants.

ITEM F. - REGIONAL QUALIFIERS

The low 25% of scores in each age division in each pre-qualifying tournament will qualify to play in the final qualifying District Tournament, (course to be designated) at no additional charge. Travel, lodging and other incidental expense would be the responsibility of the participants or at the discretion of the sponsoring club.

ITEM G. - OIJGC QUALIFIERS

The first place boy and girl in each age division at The District Qualifying Tournament will win an all expense paid trip to compete in the Optimist International Junior Golf championship in Miami, Florida, held in July of each year. The expenses of the winners will be the responsibility of the Ohio District. If additional funds are available, it will be the District Chairperson's discretion to help defray the expenses of other qualifiers who plan to play in the finals in Miami, Florida.

ITEM H. - BUDGET AND FINANCIAL REPORT

All receipts and expenditures shall be handled by the District Chairperson. The District Chairperson shall be completely accountable to the District and will present the records for audit by the end of the Optimist year.

ITEM I. - REGIONAL CHAIRPERSON'S RESPONSIBILITIES

It shall be the responsibility of the Regional Chairperson to submit copies of their qualifiers to the District Chairperson within five (5) days after their tournament. All materials, unused trophies, badges, etc. shall be returned to the District Chairperson after the Regional tournament.

SECTION 3 - ESSAY CONTEST

ITEM A. - The District shall conduct an Essay Contest each year. The required information regarding the district winner shall be forwarded to the International Office as published by Optimist International.

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

ITEM C. - A District Chairperson shall be appointed by the Governor to administer all details pertinent to the conduct of the District Contest.

ITEM D. - The costs 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.

SECTION 4 - CCDHH CONTEST

ITEM A. - The District may conduct a contest open to boys and girls up to Grade 12 (Grade 13 in Jamaica) who are recognized by their school as deaf or hard of hearing. The District contests will be held on a prescribed date as set by the District CCDHH Chairperson and Committee. Preliminary (club) contests shall be held prior to this date, allowing one winner from the club level to participate at the District level for a scholarship.

ITEM B. - Pursuant to the policies of Optimist International all phases of the District Contests shall be conducted in strict compliance with International Oratorical Contest Rules.

ITEM C. - A Committee of three members from clubs in the area where the District finals are held shall be appointed by the Governor to assist the District Contest Chairperson with the selection of facilities, equipment, judges and other details pertinent to the conduct of the contests. Judges for this contest are to be a recognized authority on deaf speaking and signing - both forms of communication are accepted as a means of delivering this presentation.

ITEM D. - Zone Contests are to be conducted under the supervision of and coordinated by the District CCDHH Chairperson, and responsibility for the actual conduct of Zone Contests assigned to Lieutenant Governors or Zone Chairperson.

ITEM E. - The costs of transportation, food and lodging while at, or even en route to or from District Contest shall be the responsibility of the sponsoring club(s).

ITEM F. - The costs of transportation, food and lodging while at, or even en route to or from District Contest shall be the responsibility of the sponsoring club(s). (Costs will vary with each District but they should be established in advance to maintain uniformity through out the District. Costs of food and housing for participants in the District Finals shall be funded by the District.

ITEM G. - Each District is to recognize one winner in the CCDHH contest for the \$1500 Scholarship. A District may choose to award two winners, but the \$1500 for the second Scholarship must be provided by the District before Optimist International can officially recognize a second winner.

ITEM H. - The costs of all District trophies and zone certificates and frames, and all authorized receipts and expenditures shall be budgeted and audited under Accounts 140 and 370. All such items shall be supervised by the District Contest Chairperson and accountable to the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.

ITEM I. - It shall be the responsibility of the District CCDHH Contest Chairperson to submit required materials and information on contest winners to the International Office within thirty (30) days following the contest. The presentation of the official scholarship award provided by Optimist International shall be made by the Governor at the District Convention when possible.

ARTICLE V - MISCELLANEOUS ITEMS

ITEM A. - 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 Chairpersons, Club Presidents and Secretary-Treasurers, Club's meeting day 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.

ITEM B. - DISTRICT BULLETIN

The District Administration shall publish a District Bulletin under the direction of the Governor and edited by the District Bulleting 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 the budgetary provisions and available funds. As a minimum, the bulletin will be published and distributed to all District Officers, district Committee Personnel, Past Governors, Club Presidents and Secretary-Treasurers and the International Office and Officers.

ITEM C. - DISTRICT LONG RANGE PLANNING COMMITTEE

The Long Range Planning Committee shall be composed of the Past Governor (4th year after serving as Governor), who shall act as Chairperson, the Governor Elect, the Immediate Past Governor (Candidate Qualification Committee Chairperson), Past Governor (2nd year) (Rezoning Committee Chairperson), Past Governor (3rd year) (Finance and Budget Chairperson), the District New Club Building Chairperson, District Secretary-Treasurer and current Governor. The committee shall have no authority, but shall work to review past and present policies and to formulate new ideas for future policies and present such findings and recommendations to the District Executive Committee for final disposition.

ITEM D. - GOVERNOR'S CLUB VISITATION

The Governor shall not be required or expected to visit each club in the District. The Club visitations shall be limited by the Governor's own discretion, as to charter presentations to new clubs, zone meetings and such special events as may be conducted by clubs and to which an invitation has been extended. In view of the demand upon his/her time and the administrative responsibilities, the Governor may delegate or appoint an individual to appear on such occasions and stand in, when available.

ITEM E. - DISTRICT OFFICERS LAPEL INSIGNIA

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 District Secretary-Treasurer. The recipients and identification of insignia shall be as follows:

- A. Governor's insignia with stone.
- B. Past Governor's insignia with stone.

- C. Governor Elect insignia with stone.
- D. Lieutenant Governors' insignia.
- E. Past Lieutenant Governor's insignia. (Distinguished with stone)
- F. Secretary-Treasurer's insignia with stone.
- G. Past Secretary-Treasurer's insignia with stone.
- H. Assistant Governor's insignia with stone.
- I. Past Assistant Governor's insignia with stone.

ITEM F. - SCHOLARSHIPS; CLUB LEVEL

No Optimist Club shall grant a scholarship or similar award, regardless of term, unless it is fully funded at the time it is awarded. This is not to prohibit the granting of a RENEWABLE scholarship for a term in excess of one (1) year, if the renewal is subject to the availability of funds in advance of granting such renewals.

ITEM G. - SPECIAL CONVENTIONS

In the event of an emergency, with the approval of the International Board of Directors and the District Board of Directors, a District may hold a special convention at any time or place. The District Secretary-Treasurer shall issue and cause to be mailed to each member Club in the District, at least 20 days prior to the date of said special convention, a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted. OI Bylaws X.3

ITEM H. - POLICY AMENDMENTS

How made:

These policies may be amended by a majority vote of accredited delegates present and voting at a meeting of the Board of Directors of the Ohio District, provided that no amendment shall be adopted which shall be inconsistent with the provisions of the Constitution of Optimist International.

Who May Propose and When:

1. Amendments, which may be proposed only by Clubs or the Ohio District Board of Directors, shall be received by the Secretary-Treasurer at least 90 days prior to the date of the Board meeting. Each proposed amendment shall be accompanied by a brief explanation of the intent and purpose of the proposed amendment. The Secretary-Treasurer shall send a copy of all proposed amendments and related explanations to all District Officers and to the President and Secretary of each Club not later than 60 days prior to the date of the convention.
2. Notwithstanding provisions of the foregoing section, by unanimous consent of the accredited delegates, amendments may be proposed for consideration at the Board of Directors' meeting if submitted not less than 24 hours prior to final action thereon.
3. Effective date: Amendments or revisions of these policies shall be effective on the first day of the administrative year next following the annual convention unless otherwise specified at the time of adoption.

ITEM I. - CONFLICT OF INTEREST

The following provisions govern conflicts that may arise between the interest of any District Officers or Members of the Executive Committee and the Ohio 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 of the Board knew, at the time of the commitment, that any person has or may have control or unusual influence over a voting member of those committees.

If any conflict of interest arises, the officer or board member must disclose in writing to the Finance Committee the existence and nature of the conflict thirty (30) days prior to the transaction.

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