

KANSAS DISTRICT

OPTIMIST INTERNATIONAL

DISTRICT POLICIES

Revisions January, 2010

Reviewed August 2010

Revised March 2011

Reviewed June, 2011

Approved August 2011

Reviewed September, 2012

Reviewed August 2013

Reviewed & Revised June, 2014

Approved August, 2014

Amendment considered and defeated: August 2015

Approved August 2015

Reviewed & Revised November 2015, July 2016

Approved August 2016

Reviewed & Revised July 2017, Approved August 2017

Reviewed & Revised July 2018, Approved August 2018

Reviewed & Revised July 2019, Approved August 2019

Reviewed July 2020, Approved August 2020

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ARTICLE I

ORGANIZATION

SECTION I: *Name.* The name of this organization shall be “Kansas District 37 – Optimist International”

SECTION II: *Purpose.* Kansas District 37-Optimist International’s sole purpose shall be to function as an administrative division of Optimist International in furtherance of the purposes of Optimist International, the Bylaws and Policies as established by the International Board of Directors. The Kansas District shall provide service and support to Clubs for the purpose of enhancing growth, participation, administration and youth service. All Clubs located within the territorial boundaries of the Kansas District shall be members of the District, except as requested by the Club or Clubs involved, and in concurrence with the District or Districts involved and the Optimist International Board of Directors.

SECTION III: *Not-For-Profit Organization.* Kansas District 37-Optimist International is organized and shall operate for the common good and general welfare of the community as set forth in Section 501(c) (4) of the Internal Revenue Code, as now in effect on or as may be amended (the “Code”). Without limiting the generality of the foregoing, the purposes for which the District is organized and will be operated include, but are not limited to, promoting an active interest in good government and civic affairs, inspiring respect for law, promoting patriotism and working for international accord and friendship among all people, and aiding and encouraging the development of youth. Kansas District 37-Optimist International shall not engage in any business of a kind ordinarily carried on for profit and shall not enter into any transaction, carry any activity nor engage in any business for profit. No income received by Kansas “District 37-Optimist International shall benefit directors, officers and any member Club or Club member except for payment of reasonable compensation for services rendered, and to make payments and distributions to qualified persons (other than its directors, officers and employees or their immediate families) in furtherance of the purposes set forth herein.

SECTION IV: *Residence.* Kansas District 37-Optimist International is duly organized and exists under the General Not-for-Profit Corporation Act of the State of Missouri, with the International and principal office in the state of Missouri.

SECTION V: *Official Creed.* The Official creed of Kansas District 37 – Optimist International shall be the Optimist Creed, stated as follows:

Promise Yourself:

To be so strong that nothing can disturb your peace of mind

To talk health, happiness and prosperity to every person you meet

To make all your friends feel that there is something in them

To look at the sunny side of everything and make your optimism come true

To think only of the best, to work only for the best and to expect only the best

To be just as enthusiastic about the success of others as you are about your own

To forget the mistakes of the past and press on to the greater achievements of the future

To wear a cheerful countenance at all times and give every living creature you meet a smile.

To give so much time to the improvement of yourself that you have no time to criticize others

To be too large for worry, too noble for anger, too strong for fear and too happy to permit the presence of trouble

SECTION VI: *Official Slogan.* The official slogan of Kansas District 37 and Optimist International shall be “Friend of Youth.” and/or "Bringing Out the Best in Kids".

SECTION VII: *Use of Names, Insignia, and Slogans.* Any emblem, seal, insignia or other adopted or registered trademarks or slogans of Optimist International shall not be used for purposes other than those authorized by the International Board of Directors.

SECTION VIII: *Official Publication.* The District administration may publish a quarterly District Newsletter under the supervision and control of the District Executive Committee which shall be the official publication of Kansas District 37 – Optimist International. The Newsletter and other bulletins and print materials, approved by the Governor will be distributed to District officers and affiliated Optimist Clubs. Distribution of such materials may be by e-mail, mail, or as published on the Kansas District Web Site. www.ksoptimist.org

SECTION IX: *Membership in Optimist Clubs.*

A. Classification. Membership in an Optimist Club shall represent adults, who are persons of good character, from the business, social and cultural life of the community. Membership in Optimist Clubs shall be classified as active, and may be further classified as college membership, Friend of Optimist, or life membership. All membership in Clubs shall be held by individuals. Such memberships are not transferable.

B. Military Duty. As to a person who has ceased being a member of an Optimist Club in order to complete a tour of duty with the armed forces, upon submission of his enrollment with a Club after completion of the tour of duty, such Member shall be reinstated without the requirement to pay any processing fee to Optimist International.

C. Revocation of Membership. No individual shall be allowed membership or maintain membership if convicted of any serious crime against a child, person or entity. Upon failure of the club board of directors to take action, any individual charged with conduct unbecoming an Optimist member, may be subject to suspension and /or termination after an investigation and/or adjudication by the Optimist International Board of Directors and after an opportunity to be heard. Said member shall receive a final notice of determination from Optimist International Board of Directors. Such notice by the Board of Directors shall be given by certified mail and any other delivery method available.

D. Members Acting as Agents for Club Activities. Individuals having executive or supervisory control or authority such as coaches, assistant coaches, and other participants managing Club projects are required to be members of the Club to receive benefits of the Club, including liability insurance protection. Any contracted person(s) or entity(s) is not subject to this provision.

SECTION X: *Friend of Optimist.* Any member, due to relocations and potential Members to areas where there are no Optimist Clubs convenient for them to join, may remain as Members or become Members of the organization except for cause or conduct unbecoming to the Club. The Friend of Optimist Member shall pay annual dues set forth in the International Bylaws and shall be ineligible to serve as an officer of an Optimist Club and/or on the Club Board of Directors, or vote at International and District Conventions or Club meetings and shall be exempt from any action by the Optimist Club's Board of Directors under Club Bylaws Article V - Termination of Membership. No District Dues are assessed to a Friend of Optimist.

SECTION XI: *Youth Activities* In order to protect Optimist members and the children they serve, the District will encourage Clubs to take steps to promote child safety by implementing effective risk management policies and programs.

ARTICLE II

INTERPRETATION

SECTION I: *Kansas District Policies*. These policies shall be considered the policies of the Kansas District. The interpretation of the policies by the District Board of Directors shall be final and binding, unless such construction and interpretation is rescinded at a subsequent convention or is in conflict with the Bylaws of Optimist International.

SECTION II: *Parliamentary Procedure*. In the absence of specific rules, the current edition of Roberts' Rules of Order shall govern the deliberation of this organization.

SECTION III: *Language Reference*. Any reference to the words "he", "his", "him", "man", or "men" is for descriptive purposes only and shall not, in any way, be construed to limit the application of the Article or Section in which they appear to the masculine gender. All references to the word "Club" or "Optimist Club" shall refer to an adult Optimist Club unless otherwise specifically stated. All references to dollars shall mean U.S. dollars unless otherwise stated.

SECTION IV: *Dissolution*. Upon the dissolution of Kansas District 37 – Optimist International the District Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of Kansas District 37- Optimist International, dispose of all of the assets of Kansas District 37 – Optimist International exclusively for the purposes of Kansas District 37 – Optimist International in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) 3 of the Code, as the District Board of Directors shall determine.

SECTION V: *Notice of Nondiscrimination*. Kansas District Optimists prohibit discrimination on the basis of race, color, national origin, sex, age, or disability in admissions, or access in its programs and activities as required by Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with applicable civil rights statutes related to ethnicity, gender or age may be directed to the Governor of the Kansas District. Interested persons, including those with impaired vision or hearing, can also obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by contacting the Kansas District Governor as identified on the Optimist International Web Site at www.optimist.org

SECTION VI: *Records Retention (Non-Profit Organization)*. Non-profit organizations, like for-profit ones, need to retain certain records beyond current use needs, according to regulatory, legal, financial, and operational requirements. Which records to keep, and for how long, may vary from organization to organization. Whether a record is in paper or electronic format does not determine its value or retention period; its content is the key factor. Several Federal and State laws contain record keeping requirements. (Refer to Records and Retention & Disposition Guidelines in Appendix). Records retention act should be reviewed annually and updated as necessary.

ARTICLE III

ADMINISTRATION

SECTION I: *Officers*: The officers of each District shall be a Governor, Assistant Governor (if appointed), Governor-Elect, Lt. Governors (if any), Secretary-Treasurer and other such persons as named in the District policies.

SECTION II: *Executive Committee*. 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 shall consist of the District Officers and most immediate and available Past Governor(s) (at the option of the District). The JOOI Governor, if any, shall serve as a non-voting member of the Executive Committee. The Executive Committee is authorized to make purchases and pay expenses; travel allowances, reimbursements and obligations as provided by and within the limitations of the budget, make plans and establish policy furthering the objectives of the District and exercise general control over plans, budget and program of the District Conferences and Convention. Meetings of the Executive Committee may be called by a majority of its members or at the call of the Governor. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business and a majority vote of those present and entitled to vote shall be necessary to give effect to any action of the Executive Committee.

SECTION III: *District Administration*. The business of the District shall be administered by a Board of Directors. The Board of Directors shall consist of the officers of the District, the most Immediate and available Past Governor(s) (at the option of the District) and the President of each Club in the District. Should the President of a member Club be unable to attend, a delegate from that Club would be allowed to speak and act as the President, in the conduct of business coming before the Board of Directors. The JOOI Governor, if any, shall serve as a non-voting member on the District Board of Directors.

SECTION IV: *Duties of Officers*. The duties of the officers shall be delineated as follows:

ELECTED:

- A. Governor - The Governor shall preside at District Conferences and the convention and over the Executive Committee and the Board of Directors exercising general supervision over the interests and the affairs of Optimist International and the Kansas District subject to the direction of the Executive Committee. He/She shall perform such duties as usually pertain to the office of the Governor, subject to the direction of the Executive Committee. The Governor shall have authority to expend only such funds which are made available for official use in such accounts as specifically authorized by the Executive Committee.
- B. Immediate Past Governor – The Immediate Past Governor shall serve on the Executive Committee and shall perform such duties as directed by the Governor or Executive Committee to foster the interests and the affairs of Optimist International and the Kansas District.
- C. Governor Elect - The Governor-Elect shall perform such duties as are ordinarily incumbent on the Governor-Elect and such other duties as may be assigned to him by the Governor or the Executive Committee. The Governor-Elect serves as a member of the District Leadership Development Committee and assists in planning and conducting the training sessions. The Governor Elect shall not serve in any other elective office in the same year he is Governor-Elect.
- D. Lieutenant Governors – The Lieutenant Governors are an administrative arm of the District and are responsible for helping Clubs succeed by facilitating communication between the District and Club leadership and serve as a resource to the Clubs.

APPOINTED:

- A. Assistant Governor - The Assistant Governor shall perform such duties as assigned at the discretion of the Governor
- B. Secretary-Treasurer – The Secretary-Treasurer duties are identified below:

1. Shall attend all meetings of the Executive Committee and Board of Directors, the District Executive Committee and the Annual District Convention and to act as secretary thereof.
2. Shall keep true and correct minutes of such meetings and transmit a copy to the Board of Directors and to others as may be designated by the District Board, within 30 days after the close of any such meeting.
3. A true and approved correct copy of the minutes and financials shall be submitted to the International Office within 30 days after having been approved by the Board of Directors.
4. Shall receive and deposit or invest all monies due the district and disburse moneys within the limitations of the District budget or by special instructions of the District Board, the District Executive Committee, or the accredited delegates at the District Convention.
5. Shall keep an accurate and complete record of all financial transactions and submit financial statements and records required by the District Board of Directors as set forth in the Bylaws and Policies of Optimist International.
6. Shall 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 each year.
7. The outgoing Secretary-Treasurer shall arrange for an annual review as of September 30 to be completed as soon as possible after that date but no later than the 31st of December. Any costs associated with this review shall be considered to be due upon receipt and should be paid by the incumbent administration no later than thirty days thereafter
8. Shall, at the end of their term of office, deliver all District records to the incoming Secretary and/or Treasurer.
9. Shall issue and cause to be delivered to each member Club in the District an official call for the annual convention at least 30 days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth.
10. 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 time and place of the holding of same together with a general statement of the proposed business to be transacted.
11. Shall issue and deliver notice of all meetings of the members of the Board of Directors at least 30 days prior to said meetings.
12. Shall be responsible for the presentation of a proposed annual budget to the Executive Board and Board of Directors for their approval. And perform such duties prescribed in these policies.
13. Notification by mail, e-mail, or posting on the web site shall constitute delivery.

SECTION V: *Vacancy*. For good cause or upon death, resignation, or incapacitation of any elected or appointed officers or any officer-designate of a District, or in the event of the

failure of any officer to carry out the duties of his office, the incumbent District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of his term. Should the Immediate Past Governor(s) be unable to serve as a member of the Executive Committee and Board of Directors, the next and most immediate and available Immediate Past Governor(s) shall automatically become a member of the Executive Committee and Board of Directors in his/her place. The foregoing shall apply to any individual who has been elected or appointed to office but for any reason does not assume or carry out the duties of his office.

SECTION VI: *District Policies*. The District shall adopt a set of operating policies authorized by the International Board of Directors, which will cover the items necessary to administer the District. These policies shall be adopted annually by the District Board of Directors at the Annual Convention or a specially called convention.

SECTION VII: *Meetings*. The Governor may call a meeting of the Board of Directors each quarter or at such time and place as he may determine with the advice and consent of the Executive Committee. Notices of all meetings of the Board of Directors shall be issued and caused to be delivered to all members of the Board of Directors by the District Secretary/Treasurer at least 30 days prior to said meetings. In any meeting of the Board of Directors, the quorum is a majority of the number of members who have been registered as attending, even if some of them have departed. For the transaction of business a vote of those present and entitled to vote shall be necessary to give effect to any action of the Board. Board meetings shall be budgeted and operated on a break-even basis. Costs of any meals and gratuities may be collected by the Secretary-Treasurer or designate.

SECTION VIII: *District Executive Committee Meetings*. The District Executive Committee shall meet at the time, place and immediately prior to meetings of the District Board of Directors or at a call of the Governor or a majority of the members of the executive committee.

SECTION IX: *Committees*. The District Board of Directors shall establish such committees as it deems appropriate to carry out the administration of the District. The Governor-Designate shall appoint the chairmen and the required number of members of all committees, and shall announce such appointments not later than 1 October following his election.

SECTION X: *District Board of Directors Installation*. The district board of directors shall be officially installed by a representative of Optimist International at the first quarter district meeting.

SECTION XI: *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. The District shall also purchase lapel insignia to Past Officers insignia to the retiring Governor, Lieutenant Governors and Secretary-Treasurer.

SECTION XII: *Minutes of the Meetings*

A. The District Secretary shall keep true and correct minutes of all meetings of the District Executive Committee, and the District Board of Directors.

B. It is the responsibility of the District Secretary 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, not later than thirty days after the adjournment of each such meeting or convention.

C. Notification by mail, e-mail, or posting on the web site shall constitute delivery.

SECTION XIII: *Financial Reports*

- A. The District Treasurer shall keep true and correct financial reports for the District Executive Committee, and the District Board of Directors.
- B. It is the responsibility of the District Treasurer to provide a complete copy of the Quarterly Financial Report to the Finance Committee two weeks prior to each District Conference for review and approval, if possible. The District Secretary-Treasurer or a member of the Finance Committee shall present said financial report to the District Executive Committee at District Conferences and Convention. No further action need be taken by the Executive Committee.
- C. An abbreviated copy of the Financial Report indicating income and expenditures **may** be prepared for the Board of Directors. No further action need be taken.

SECTION XIV: *Establishment of Zones of the District*

- A. The number and boundaries of zones, for any administrative year if subject to revision, shall be determined by the 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 for a realignment of zone boundaries shall be submitted to the governor not less than 30 days prior to the second quarter meeting. No zone shall be created with less than four (4) clubs.
- B. New clubs shall automatically be assigned to the zone in which they are geographically located and services thereto shall be the responsibility of the Lieutenant Governor of such zone.

SECTION XV: *District Conferences*

- A. District conferences shall be planned and conducted by the District administration at the time and place of and immediately following meetings of the District Board of Directors and at such other times and places as determined by the Governor with the advice and consent of the Executive Committee. Such conferences shall invite and encourage the attendance of the club officers and Committee Chairman, District officers, and District Committee personnel and such others as may benefit from the conducting of such conferences.
- B. The program for such conferences may include the introduction and promotion of club and District goals and objectives, buzz sessions, forums, round tables, leadership development events and, under the leadership of Lieutenant Governors, brief Zone Meetings. All such conferences will be budgeted and conducted by the District administration on a non-profit, break-even basis. The District administration may collect fees for any meal service and gratuities provided at such conference. Notice of such conferences and programs thereof shall accompany the notice of District Board of Directors meetings
- C. With the District Board of Directors approval, there will be no charges for children attending District Conference or the District Convention.

SECTION XVI: *District Directory*. The Secretary/Treasurer or their designee shall publish, at the earliest possible date after the beginning of the administrative year, with the help of District Administration, a District directory. The District may publish directory information on the District website. Such information shall be password protected and its use is restricted to Optimist International business by authorized representatives of Optimist International. Directory information will not be shared with any party outside of Optimist International.

SECTION XVII: *Zone Meetings*

- A. Each Lieutenant governor shall be responsible for conducting a Zone Meeting in each quarter.
- B. All zone meetings shall be conducted on a no-cost, no-registration fee basis.
- C. Lieutenant Governors shall be responsible for zone meeting programs, and the completion and filing of reports for such meetings.

SECTION XVIII: *Flags, Creed, and Banners*. It shall be the policy of the District administration to display the appropriate national flags, the district banner, the District Awards banner, and the Optimist Creed banner at all general session meetings at District Conferences and at the District Convention where District business is conducted.

SECTION XIX: *Gifts – Mementos*. It shall be the policy of the District to present a gift or plaque to the retiring Governor and to the retiring District Secretary-Treasurer and to the official International Representative(s) to the first quarter Board Meeting and the District Convention, and to the International President at his official visitation to the District. It is also recommended that the gift and or plaque be given to the Past Governor retiring from the Executive Committee as budgeted.

SECTION XX: *Governor's Visits*. 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 discretion, to charter presentations of new clubs, Zone Meetings and such special events as may be conducted by clubs and to which he has been invited. In view of the demand upon time and administrative responsibilities, the Governor may designate a representative to attend on his behalf.

SECTION XXI: *International President's Visit*

A. 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 visitations, which dates and locations, once established, may enhance but shall not conflict with any other District date or event.

B. All plans and arrangements for the International President's visit shall be under direct supervision of the Governor and District administration. All clubs in the District shall be invited, Clubs in the city or area of the visitation, under the leadership of the Lieutenant Governor, shall be invited to serve as hosts for the International Presidents visit.

SECTION XXII: *Distribution of District Policies*:. The District Secretary-Treasurer shall provide Optimist International and each member of the District's Board of Directors with a current copy of district policies after approval at the Annual District Convention. Notification by mail, e-mail, or posting on the Kansas District Web site constitutes delivery to members of the Board.

SECTION XXIII. *Policy Revisions*: These policies shall be reviewed and revised, if necessary, by a committee appointed by the Governor and the revision shall be presented to the Executive Committee for approval and presentation to the District Board of Directors. Proposed revisions should be posted on the Kansas District Web Site in advance of the Annual Convention. Posting on the District Web site, constitutes delivery to members of the Board.

SECTION XXIV: *District Permanent Records*. All files shall be maintained by the District Secretary-Treasurer and those files, as required by law, shall be passed on to the succeeding administration.

ARTICLE IV

AWARDS

SECTION I: *Awards Program.*

- A. The district may budget, maintain and conduct an Awards Program which shall be prepared by the Governor, and shall be presented to the Executive Committee for approval and presentation to the District Board of Directors.
- B. It shall be the responsibility of the District administration to promote and encourage participation in the Awards Program.

ARTICLE V

DISTRICT OPTIMIST INTERNATIONAL YOUTH AWARDS AND SCHOLARSHIP CONTESTS

SECTION I: *District Contests.*

A. Oratorical Contests

1. The District shall conduct an Oratorical Contest each year. The District finals will be held during the third quarter District Conference. If preliminary contests are necessary, they will be held prior.
2. Zone and/or Regional contests are to be conducted under the supervision of and coordinated by the District Oratorical Contest Chairman, with the responsibility for the actual conducting of Zone and/or Regional contests assigned to Lieutenant Governors.
 - A. It shall be the responsibility of the District Oratorical Contest Chairman to submit the required materials and information on contest winners to the International Office in accordance with International deadlines
3. Pursuant to the policies of Optimist International all phases of the oratorical contests shall be conducted in strict compliance with International Oratorical Contest Rules.

B. Communications Contest for the Deaf & Hard of Hearing

1. The district may, if funds for a second scholarship have been raised, conduct two separate contests for boys and girls up to grade 12 who are recognized by their school as deaf or hard of hearing. The district contests will be held on a date set by the district CCDHH chair and committee. Preliminary contests shall be held prior to this date.
2. The district will award two winners, if the second scholarship has been provided through club and fundraising donations accumulated in the District's managed fund: Schedule J Receipts and Disbursements Report. Such funds to be transferred to a Kansas State 529 account These funds will be placed in a Kansas 529 account in the name of the winner with the winner's parents designated as beneficiary.

3. Pursuant to the policies of Optimist International all phases of the district contests shall be conducted in compliance with International CCDHH Contest Rules.
4. Judges for this contest must be qualified to evaluate the presentation methods of all contestants with or without the assistance of an interpreter
5. Regional contests are to be conducted under the supervision of and coordinated by the district CCDHH chairperson, and responsibility for the actual conduct of Zone and/or Regional contests assigned to the Lieutenant Governors.
6. It shall be the responsibility of the district CCDHH contest chairperson to submit required materials and information on contest winners to the International Office, in accordance with International deadlines.

C. District Essay Contest

1. The district shall conduct an Essay Contest each year. The required information regarding the district winner shall be forwarded to Optimist International by the established deadline.
2. All phases of the contest shall be conducted in compliance with Optimist International Essay Contest Rules.
3. A district chairman will be appointed by the governor to administer all details pertinent to the conduct of the district contest.

D. The Robert G. "Bob" Cutter "Friend of Youth" Award.

1. This award is intended to recognize a young person from Kansas who performs outstanding service as a member of a Youth Club or as a volunteer on an Optimist project or projects. Specifically, the award will be presented to a youth who is an example of a person who gives of one's self in service to others.
2. Students who are seniors in High School or younger at the time of nominations are submitted, are eligible to receive this award.
3. Any Optimist Club or Optimist member in the Kansas District may nominate a young person to receive this award.
4. A plaque will be presented to the recipient of this award each year at the Kansas District Convention.
5. All nominations shall be submitted in letter form, along with any supporting documents, to the Kansas District Governor 30 days prior to convention.
6. The selection committee shall consist of the Governor, immediate past Governor, past Governor, Governor-Elect, and two (2) "at large" Optimist members appointed by the Governor.
7. The selection committee shall make the award to a young person who has shown outstanding leadership and/or made a major contribution in the development of youth; in the promotion of good government and civic affairs; in the development of respect for law; in the promotion of patriotism; in the development of international accord; and/or, in the development of friendship among all people.

ARTICLE VI

DISTRICT CONVENTION

SECTION I: *District Conventions*: A convention of the Clubs in the District shall be held between August 1 and September 30 on such dates and at such locations as shall be determined by the District Board of Directors. The convention city shall be determined by a vote of the accredited delegates at the District Convention for as many years in advance, not exceeding five years, as may be deemed necessary. The District Board of Directors shall have the power to substitute another city in the event circumstances later make such action necessary or advisable. The District Secretary-Treasurer shall issue and cause to be delivered to each member Club in the District an official call for the Annual Convention at least 30 days prior to the date thereof, in which notice of the time and place of the holding of said annual convention shall be set forth. In the event of an emergency, with the approval of the International Board of Directors and the District Board of Directors, a District may hold a special district 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 time and place of the holding of same together with a general statement of the proposed business to be transacted.

SECTION II: *Convention Budget*. The convention budget shall be prepared and approved, as Schedule A, of the District's annual budget.

SECTION III: *Club Hospitality Rooms at District Conventions*. All club hospitality rooms or other accommodations serving a like purpose shall be closed during convention business sessions or training events unless serving as a meeting room for other groups (spouses, youth, etc.). NO alcohol shall be in evidence if the room is being used by youth for a meeting area.

SECTION IV: *Convention Planning*. The Governor, in 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.

SECTION V. *Convention Program*. A Convention Booklet will be and will serve as the official publication for the Annual District Convention.

SECTION VI: *Convention Registration Refunds*. Requests for refunds of prepaid convention registrations must be made to the Secretary/Treasurer before the first day of the convention.

SECTION VII: *Convention Rules*. The method and means of voting at convention shall be established by the District Board of Directors. Convention rules shall be adopted by a majority vote during the first business session of each convention, but may be suspended, rescinded or amended after their adoption by a two-thirds vote.

A. A quorum of any District Convention shall consist of a majority of total registered delegates.

B. To be accredited by the credentials committee and be eligible to vote on the convention business, delegates must have registered at the convention, paid the registration fees, if applicable, 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 strengths of the club.

C. All voting shall be based on total number of votes cast by accredited delegates and, unless otherwise

stated, any matter requiring a vote shall be approved by a majority of votes cast by present and voting accredited delegates. No member shall be deemed to be an accredited delegate unless he has registered at the convention and paid the required registration fee (if any) and produced such credentials to the Credentials Committee as may be required by the District Board of Directors.

D. The convention shall be composed of delegates. Delegates shall register promptly upon arrival and shall attend all business sessions of the convention.

1. *Number of Votes.* In the transaction of convention business requiring a vote each Club in the District in good standing with Optimist International and with the District shall be entitled to one vote for each 10 voting members or major fraction thereof (6 or more) based on the voting numerical membership 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.

2. *Accredited Delegates.* No member shall be deemed to be an accredited delegate unless he has registered at the convention and paid the registration fee and produced such credentials to the credentials committee as may be required by the District Board of Directors. The accredited delegates from each Club shall select a chairman who shall cast votes of his delegation on any convention business requiring a vote.

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

F. Following the report of the nominating committee, the Governor shall call for other nominations from the floor and then call for the closing of nominations.

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

H. Nominating speeches shall be limited to two for each candidate, one of five (5) minutes duration and one of two (2) minutes duration.

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

J. All voting shall be voice or by raising a hand to vote, at the discretion of the chair. A ballot or roll call vote may be ordered by the majority vote of the accredited delegates. In the event a vote by ballot is ordered, the chair shall appoint a committee of tellers and name its chairman. At the conclusion of the balloting the tellers shall count the ballots and the chairman of 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. Ten percent of the accredited delegates may request in writing, a roll call on any question at the convention.

a. Accredited delegates from each club shall select a chairman who shall cast the votes of his delegation on any convention business requiring a vote by written ballot or roll call.

b. Ten percent of the accredited delegates may request, in writing, a roll call on any question at the convention.

K. No delegate shall be entitled to the floor unless they rise, addresses the presiding officer, and give their name and club affiliation. Any registered delegate may speak on any issue; however, only accredited delegates may make or second motions.

L. Debate shall be limited to five minutes per speaker. A 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.

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

N. No motion shall be entertained by the chair unless seconded, and shall not be open to debate or amendment before the chair has repeated

O. 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 result final.

P. 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 shall sustain the decision of the chair. A majority vote in the negative reverses the decision of the chair.

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

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

S. ROBERT'S RULE OF PARLIAMENTARY LAW AND PROCEDURE shall govern the convention proceedings, not inconsistent with the District Policies and these convention rules.

T. A member holding membership in more than one club may become an accredited delegate for such clubs provided he has completed registration and paid a registration fee (IF APPLICABLE) as a delegate from each club for which he intends to vote.

U. Voting:

1. Each delegation chair shall present themselves to the credentials committee, before the close of registration on the opening day of the convention, to verify the accreditation of his club's delegates and obtain official ballots for the use of his delegation throughout the convention.

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

3. In the event of lost blank ballots obtained in advance by a delegation chair, he may appear before the credentials committee to request duplicate ballots.

4. Voting strength may be split by clubs with more than one vote. Such clubs may caucus prior to voting to determine how voting strength shall be split (whole votes only, no half votes permitted).

5. The vote on any business or question before the convention except reports of the candidate qualifications, resolutions or district policies committees shall be taken immediately following its presentation and debate.

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

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

(b). The presiding officer shall appoint a committee of tellers as provided earlier in Paragraph "I,"

(c). To expedite the balloting process, multiple ballot boxes may be placed in convenient locations within

the meeting room. Tellers shall be stationed at each ballot box.

(d). Each delegation chair shall deposit one ballot for his club only.

(e) Main motions shall be put in writing when the convention chair so directs.

V. *Resolutions for other Subjects:*

1. The Convention Resolution process may be used for any aspect of the organization not covered in the Policies. Clubs must submit resolutions in advance of the Annual Convention

2. Resolutions must be typed on Club stationery and include the Club name, number, and Club President's signature. All resolutions should be written in standard resolution format: "Whereas..., Whereas..., Whereas..., Be it resolved that the Board of Directors of the Kansas District is asked to consider....,"

3. Resolutions should be sent to the Governor to be reported to delegates at the Annual Convention for debate and vote (note: Resolutions endorsed by Convention delegates are non-binding and are sent to the Executive Board for further consideration and study with a report to be made to the District's Board of Directors at the next Annual Convention. Except for the Resolution adopted by a two-thirds majority vote of the accredited delegates at a District Convention as outlined in Article VII – Finances, Section II: District Dues of these District Policies.)

ARTICLE VII

FINANCES

SECTION I: *General Provisions*: The conduct and administration of District business shall be financed by District dues, payable by Clubs for each of their members enrolled in the office of Optimist International from conference and convention fees, and as provided from the general fund of Optimist International (Annual Allotment). The amount of each District's dues, and dates on which such dues shall be payable, shall be established by the Board of Directors of Optimist International. Districts may reduce or eliminate dues for a college member.

SECTION II: *District Dues*. Each club in the District shall pay for each member enrolled in the International Office, except Friends of Optimist and College Members as of the 30th of September, the 31st of December, the 31st of March and the 30th of June annual dues of \$13.00 per member. Payable in quarterly amounts of \$3.25 on the 1st of October, the 1st of January, the 1st of April and the 1st of July of each year; subject to the approval of the Board of Directors of Optimist International in accordance with Article VII, Section 5, Paragraph B of the Bylaws of Optimist International.

Annual dues payable by newly affiliated clubs shall commence on the first day of the third month following that in which such club is officially organized, such payments to be based on the number of members enrolled in the International Office on that date.

Any club more than 90 days in arrears for any indebtedness to the District or Optimist International shall be considered not in good standing and shall forfeit all rights and privileges of membership during the period of indebtedness. The Board of Directors may restore such Club to good standing upon payment of its indebtedness.

A District, by resolution adopted by a two-thirds majority vote of the accredited delegates to its annual convention, may petition the Board of Directors of Optimist International, in the form and manner prescribed by that Board, for adjustment of the amount of its annual dues.

SECTION III: *No Assessment*. No financial obligation or assessment, of any kind, other than provided in these policies shall be placed upon or requested of the Clubs or their members by the District.

SECTION IV: *Finance Committee – Budget*.

A. The Finance Committee, in collaboration with the current District Governor and Secretary-Treasurer and the incoming Governor and District Secretary-Treasurer-designate shall prepare the proposed annual budget. At its first meeting the District Board of Directors shall review, amend and approve the annual budget submitted by the finance committee, ensuring that it is done in a manner conforming with the standard District chart of accounts established by the Board of Directors of Optimist International. Such budget shall be submitted to the Board of Directors of Optimist International for final approval. The budget shall include income only from authorized sources for the current fiscal year, any accumulated surplus and shall not authorize the expenditures of any money in excess of such income and surplus.

B. 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, and supervise the orderly transfer of all District records and funds from each administration to its successor before or at the first meeting of the Board of Directors.

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

D. The Governor shall appoint one member to the Finance Committee to serve for a term of three (3) years. The Governor shall appoint one member as chairman of this committee. Even though the choice of chairman can be the newly appointed member, it is recommended that the chairman be the senior member of the committee. Appointees to the Finance Committee shall be either past Governors or past District Treasurers.

E. At the time of the District Convention, the current District administration shall transfer an amount to be determined by the Finance Committee to the incoming District administration. The balance of all District funds shall be transferred as soon as possible after September 30, but not later than November 1.

F. All property owned by the District shall be transferred to the incoming District administration, as soon as possible, after September 30 of the administrative year, but not later than November 1.

G. An inventory from the House of Optimism manager shall be provided to the incoming administration as soon as possible after September 30, but not later than November 1.

SECTION V: *Depositories and Signatories*: The District Board of Directors shall annually determine the official depositories for District funds and designate officers authorized to endorse, execute and sign checks or orders for the payment of money and such shall be Co-signed by two (2) such officers. The co-signers shall not be members of the same family, household and/or business partners.

SECTION VI: *Review*. An annual review of the books of account of the Kansas District 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 submitted to the District Board of Directors not later than 31 December of each year.

ARTICLE VIII

POLICY FOR ALLOCATING AND DISBURSING DISTRICT BUDGET FUNDS

SECTION I. *Governor and Secretary-Treasurer*

A. The budget allowance for the Secretary-Treasurer and Governor as established by the Finance Committee shall be to reimburse each for the followings items upon receipt by the District Secretary-Treasurer of a properly completed expense voucher:

1. Mileage based on 30 cents per mile to club meetings, district conferences, district convention, and any special meeting called and/or authorized by the Governor.
2. A per night stay allowance of \$50 per each overnight spent at District Conferences, District Convention, and for overnight trips required to clubs as well as any special meeting authorized by the Governor requiring an overnight stay.

SECTION II *Lieutenant Governors.*

A. Funds shall be reimbursed to each Lieutenant Governor as established by the Finance Committee shall be reimbursed to each Lieutenant Governor for the following items upon quarterly receipt by the District Secretary-Treasurer of properly completed expense vouchers:

1. Postage.
2. Long distance telephone calls.
3. Mileage based on 30 cents a mile, to Club Visitations, Zone Meetings, District Conferences, District Convention, and any special meetings called and/or authorized by the Governor.
4. A per night stay allowance of \$50 per each overnight spent at District Board Meetings, District Convention, and for any overnight trips required to clubs, as well as special meetings authorized by the Governor.

B. In the event that the budget allowance as allocated for each Lieutenant Governor is not sufficient, each Lieutenant Governor must secure written authorization from the Governor for any amount in excess of their allowance.

C. Lieutenant Governors requesting the presence of District Chairman or of the Governor-Elect at meetings will secure the Governor's permission to have each such person reimbursed. Requests pursuant to this paragraph shall be made prior to the date upon which the presence of the person is desired.

SECTION III: *District Chairs and Governor-Elect.*

A. The budget shall contain funds for District Chairs and for the Governor-Elect for the purpose of travel to District Conferences, District Convention, and for such other travel as may be authorized by the Governor. Expenses to be paid are:

1. Travel to District Conferences and to the District Convention will be reimbursed at the rate of 30 cents per mile.
2. A per night stay allowance of \$50 per overnight at District Conferences and the District Convention.
3. Travel to special meetings such as zone meetings and new club meetings shall be reimbursed only when trips are authorized by the Governor.

B. District Chairs and Governor-Elect shall make payment requests on a quarterly basis and on the district expense voucher to the District Secretary-Treasurer.

SECTION IV: *International Convention*

A. The budget shall contain funds provide stipends to send the Governor, Governor-Elect, Secretary-Treasurer Designate and all Lieutenant Governor-Elects to the International Convention each year. The current Secretary-Treasurer, New Club Building Chair, Membership Chair, Leadership Development Chair, Assistant Governor, OI Convention Ambassador and JOI District Chair may also receive stipends to attend the International Convention if funds are available.

B. Each individual of the Kansas District named in paragraph "A" of this section will be required at the International Convention to attend and receive their certificate to qualify for this fund.

C. In the event that any of these officers do not attend the International Convention and receive their certificate, or resign their position prior to October 1, this stipend will be repayable to the district.

D. An amount will be budgeted for Hospitality at the International Convention.

E. The Governor, with approval of the Finance Committee, shall be authorized to consider payment or partial payment of any other related International Convention expenses if funds are available.

SECTION V: *Youth Communications Contests.*

A. An allocation for District Communications Contests shall be as established by the Finance Committee and shall be collected as part of the annual District dues for use by Communications Contest Chairs who conduct Zone and/or Regional and District Communications Contests.

B. The budget shall contain funds sufficient for the promotion of the District Communications projects as follows:

1. Certificates with frames shall be purchased by the District for presentation to each Zone, Regional and District contestant.
2. Trophies/Plaques shall be purchased by the District for presentation to Regional and District Winners and Runners-up.
3. Each contestant's expense to the District Oratorical contest shall be borne by the sponsoring club.

SECTION VI: *District Meetings and Convention.* An allocation of the district dues on a per member basis shall be collected for District Meetings, District Administrative Conferences and the District Convention as part of the annual district budget.

SECTION VII: *Other Budget Items*

A. Other budgeted funds shall be subject to supervision by the District Governor and District Secretary-Treasurer and the Finance Committee.

B. The district contingency funds shall be maintained in an amount not to exceed \$10,000. The Governor with the approval of the Finance Chairman shall authorize, in writing, the receipt and disbursement of contingency funds by the Secretary-Treasurer.

C. Authorized individuals shall be reimbursed for expenses incurred in travel on district administrative business upon receipt, by the District Secretary-Treasurer, of a properly completed and signed voucher accompanied by a copy of any required receipts and reports in writing, such as a visitation report, zone meeting report, or committee chairman report. All reimbursements will be made within the limitations of budget and available funds, except that no reimbursements shall be made for occasions at the individual's home club.

D. Reimbursements shall be made on a quarterly basis. Receipt of requests for reimbursements beyond the quarterly deadline for submission may result in non-payment for expenses incurred.

ARTICLE IX

NEW CLUBS

SECTION I: *New Club Building Policy.* The Kansas District 37 - Optimist International will promote the building of New Clubs in accordance with the Bylaws, Policies, and Guidelines developed by the International Board of Directors.

SECTION II: *New Club Charter Presentations.* Dates and programs for the charter presentation events of new clubs shall be established by joint action of the new club, the club's sponsor club and the Governor or Lieutenant Governor of the Zone in 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 club was established, the then immediate past Governor shall have the prerogative of presenting the charter.

SECTION III: *Gifts to New Clubs.* The District administration shall provide each new club with a complimentary club banner, bell and striker and shall budget an estimated amount for such purposes annually. The sponsor club shall provide the new club the "CREED" banner. When new clubs are built in September, the billings are not made until the latter part of October or middle of November; therefore complimentary supplies shall be paid for by the incoming administration.

SECTION IV: *District Conferences.* The District Budget shall contain funds for the Charter President and the Charter Secretary-Treasurer of a newly formed club to attend the first District Board Meeting immediately following the organizational meeting of the new club. Expenses shall be paid as provided for by the district administration.

SECTION V: *New Club Officers Training.* The District shall provide training equivalent to Officer Training at the International and District Convention to all elected officers and board members of a new club as soon after the Charter presentation as possible by District Officers.

SECTION VI: *New Club Follow-Up.* Beginning the new Optimist year, the President of the sponsoring club or his/her designate will be responsible for three follow-up visits to the new club to insure stability of the new club and to assist in any way. New club follow up will be in accordance with Optimist International guidelines for new club building.

ARTICLE X

DISTRICT ELECTIONS

SECTION I. *Candidate Qualifications Committee.*

A. The District Candidate Qualifications Committee shall be composed of the Governor-Elect, the two most immediate and available Past Governors and two members appointed for one year by the Governor.

B. Functioning under the provisions of the International Bylaws, the candidate qualifications committee shall seek, qualify, and nominate one or more candidates for the office of Governor-Elect and shall require the following for the considerations and information of the committee:

1. A written presentation of the proposed candidate's background and qualifications for the office of Lieutenant Governor or Governor-Elect.
2. A letter from the club of which the proposed candidate is a member indicating the club's support for the candidate.

C. Governor-Elect candidates shall qualify for consideration at the third quarter board meeting where they shall be interviewed by the candidate qualification committee. Items 1 and 2, noted above, will be required at this interview. The committee shall propose the selected candidate or candidates to the Board of Directors.

SECTION II: *Election or Appointment of District Officers*

A. Qualifications. No one shall be eligible for election or hold a District office unless they are duly enrolled on the International roster as a member of a Club in good Standing in Optimist International; and for the office of Governor or Governor-Elect, they should have served all of a term of Club President.

B. 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 is Governor-Elect.

1. The Governor-Elect shall automatically become Governor on 1 October of the year following the year in which he was elected.

2. Following the District convention, the Governor-Elect shall be known as the Governor-Designate

C. Lieutenant Governors. The Lieutenant Governors shall be elected at a zone meeting to be conducted at the time of a District Conference held in the third quarter at which each President, or his official representative, in attendance shall cast the votes to which his Club is entitled under the provisions of *Article VI, Section VII Paragraph D of these Policies* as of the end of March. The Lieutenant Governor may be a member of a Club within or outside the Zone, but within the District. The term of office for Lieutenant Governors shall be one year.

D. A 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 Board of Directors and shall take office 1 October next following confirmation. A District Secretary-Treasurer, District Secretary, District Treasurer, or any combination thereof, shall not serve more than three consecutive years.

E. An Assistant Governor (if any) shall be appointed for a term of one year by the Governor-Elect. The appointment of the Assistant Governor designate shall be confirmed at the third quarter Board Meeting by the District's Board of Directors and shall take office 1 October next, following confirmation.

ARTICLE XI

POLICY - CAMPAIGNS FOR DISTRICT OFFICE

SECTION I: *Code of Conduct.*

A. Capable people need not, and people of honor do not, degrade others in order to express their own merits or the merits of those for whom they speak. Every Optimist has the right to freedom of speech regarding any aspect of Optimism so long as they honor such right by putting the good of the entire organization before personal opinions and aspirations, their own or others.

B. Any level of Optimism, and for any purpose whatsoever, the transmittal of letters, mailings or other communications of a derogatory, belittling or personally damaging nature are hereby denounced as inimical to the object of Optimist International and service to our communities, in violation of our Creed and harmful to the prestige of Optimism.

SECTION II: *Candidates for District Office.*

A. Literature or material soliciting support of, or offering candidates for District office is permissible providing such is in good taste. Each candidate will be permitted posters, pictures and banners to display, providing permission is obtained from the management of the convention housing and the objects are posted on easels or similar objects belonging to the candidate.

SECTION III: *Responsibilities of Present District Officers.*

A. It is the responsibility of the present Governor to encourage and stimulate all qualified Optimists to aspire to serve our District as a District Officer.

B. It is the responsibility of the present Lieutenant Governor to motivate and encourage qualified Optimists in their Zone to aspire to serve our District as Lieutenant Governor

ARTICLE XII

POLICY - CLUB FUND RAISING

SECTION I: *Telephone Solicitation Campaigns.* No clubs shall permit any telephone solicitation campaign for fund raising purposes which is NOT planned, managed, supervised, and conducted by regular, active members of their Optimist Club.

SECTION II *Club Fundraising at District Meetings.* No club(s) shall be permitted to conduct Club Fundraising during business or training sessions at any District Conference or Convention.

SECTION III *District Supported Fund-Raising.* The Kansas District reserves the right to approve special fundraising efforts on behalf of Kansas Approved initiatives, such as the Childhood Cancer Campaign, Optimist International Foundation, Communications Scholarship for the Deaf and Hard of Hearing, Christian D. Larson Past Governor's Award or other. Such approval, including the method of solicitation, is at the discretion of the Governor and must be approved in advance.

ARTICLE XIII

AMENDMENTS

SECTION I: *How Made.* These District Policies may be amended by a majority vote of the District's Board of Directors present and voting at an Annual District Convention.

SECTION II: *Who May Propose and When.*

- A. Amendments which may be proposed only by Clubs or the District Board of Directors shall be received by the secretary-treasurer at least 60 days prior to the date of the convention.
- B. Each proposed amendment shall be accompanied by a brief explanation of the intent and purpose of the proposed amendment and forwarded to the Secretary-Treasurer citing the article and section, and exact proposed wording change to articles and sections cited.
- C. The Club must submit the proposal on Club letterhead signed by the Club President. Such proposed amendments will be published on the Kansas District web site 30 days prior to the convention. www.ksoptimist.org. Posting on the web site constitutes delivery.

SECTION IV: *Effective Date*. Amendments or revisions of these District 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.

Review by Policy Review Committee, July 2019:

Charles Galligher, Finance Chair and Past Governor 2000-2001

Rod Obermeier, Past Governor 2010-11, District Secretary-Treasurer, 2017-2018, 2018 - 2019

Ruth Nelson, Past Governor, 2005-06, OI VP Southwest Region 2013-14

Marlene Natoli, Past Governor, 2016 - 2017

Dale Fox, Past Governor, 2013 – 2014

Kris Kirkes, Governor, 2018 - 2019

Review based on passage of Bylaws Amendments, Issues 2 - 4, at the 2019 International Convention, Louisville, Kentucky, June 30 – July 3, 2019