

SOUTH CAROLINA DISTRICT  
Optimist International

**POLICIES**

Adopted by Board of Directors  
November 4, 2012

**FOREWORD**

This is a rewrite of the policies approved April 30, 2010. There are very little substantive changes; mostly it is in the format. They are intended to bring the written policies in line with actual practice.

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 section in which they appear to the masculine gender.

Extended to Optimist year 2015 by Board of Directors October 2, 2014.

Extended to Optimist year 2016 by Board of Directors October 25, 2015.

Amended and extended to Optimist year 2017 by Convention Delegates September 18, 2016

SOUTH CAROLINA DISTRICT  
Optimist International

**POLICIES**

Adopted by Board Of Directors  
November 4, 2012

**ARTICLE I: DISTRICT PURPOSES**

The sole purpose of the District 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 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 a 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. (01 Bylaws Article VII, Section 2)

**ARTICLE II: 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. (01 Bylaws Article VII, Section 3, Paragraph E) These policies shall be reviewed annually by the District Executive Committee and revised as necessary and shall be approved by the full District Board of Directors. Policies may be reviewed and revised by the Executive Committee at other times as necessary.

**ARTICLE III: DISTRICT GOVERNANCE**

**BOARD OF DIRECTORS**

The business of the District shall be administered by a District Board of Directors. The Board of Directors shall consist of the officers of the District, the two most Immediate Past Governors, the Lieutenant Governors, the District Secretary-Treasurer, and the President of each Club. Should the President of a member Club be unable to attend, a delegate from that Club would be allowed to speak and act as the President in the conduct of the business coming before the Board of Directors. The JOOI Governor shall serve as a non-voting member on the District Board of Directors. (01 Bylaws Article VII, Section 3, Paragraph A)

**DISTRICT OFFICERS AND EXECUTIVE COMMITTEE**

The District officers shall be the Governor, Governor-Elect, Secretary-Treasurer, the Lieutenant Governors and the two Immediate Past Governors.

The Executive Committee shall consist of the officers, and the JOOI Governor as a non-voting member. (01 Bylaws Article VII, Section 3, Paragraphs B and C)

The Board of Directors may delegate authority to the Executive Committee to conduct all business of the District except those items listed below. (01 Bylaws Article VII, Section 3, Paragraph C) This delegation must be accomplished during the first Board of Directors meeting each year otherwise the delegation shall not be in effect.

- Election of officers
- Approval of annual club dues
- Approval of the annual budget
- Approval of governor's appointment of secretary-treasurer

SOUTH CAROLINA DISTRICT  
Optimist International

**POLICIES**

Adopted by Board of Directors  
November 4, 2012

**ELECTIONS AND TERMS OF OFFICE**

No one shall be eligible for election or hold a District office unless: He is duly enrolled on the International roster as a member of a Club in good standing in Optimist International; and he has held or is currently holding the office of President of an Optimist Club. (01 Bylaws Article VII, Section 6, Paragraph A) The term of office for Governor shall be one year.

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. (01 Bylaws Article VII, Section 6, Paragraph C) The Governor-Elect shall automatically become Governor on 1 October of the year following the year in which he was elected Governor-Elect. Following the District convention, the Governor-Elect shall be known as the Governor-Designate. (01 Bylaws Article VII, Section 6, Paragraph B)

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 Board of Directors, and shall take office 1 October next following confirmation. (01 Bylaws Article VII, Section 6, Paragraph D). The term of office for Secretary-Treasurer shall be one year. (01 Bylaws Article VII, Section 6, Paragraph D)

The Lieutenant Governor-Elect shall be elected at the 3rd Quarter District Meeting by a majority vote of the accredited delegates present and voting at the time of the election. The term of office for Lieutenant Governors shall be one year.

Should any elected office for the coming year be unfilled after the 4<sup>th</sup> Quarter Annual Convention, the Governor, with District Executive Committee approval may appoint a candidate, with his installation at the upcoming 1<sup>st</sup> Quarter District Meeting.

**DUTIES OF THE DISTRICT OFFICERS**

**Governor**

Under the general supervision of the International Board of Directors, it shall be the duty of the Governor to further the mission and purposes of Optimist International and promote the interest and coordinate the work of member Clubs within the District. The Governor shall function as the chief executive officer of the District, preside at all meetings of the District Board of Directors, the Executive Committee and the annual convention of the District. He 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 shall at all times act on behalf of Optimist International in all relations with member Clubs within the District. He shall also attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors. He will make as many club visits as reasonably prudent throughout his term.

**Governor-Elect**

The Governor-Elect will be responsible for promotion and planning of training at the District convention for Presidents-Elect and Lieutenant Governors-Elect, with the assistance of the Leadership Development Committee, utilizing the Optimist International Faculty Guide. He will be an ex-officio member of all committees to familiarize himself with all District programs. In the event the Governor is unable to fulfill his obligation for whatever reason, the Governor Elect shall assume responsibility until such time as the Governor is able to re-assume his role. He will make as many club visits as reasonably prudent throughout his term.

SOUTH CAROLINA DISTRICT Optimist  
International

**POLICIES**

Adopted by Board of Directors  
November 4, 2012

**District Secretary-Treasurer**

It shall be the duty of the District Secretary-Treasurer to:

- attend all meetings of the District Board of Directors, the District Executive Committee and the annual District convention, and to act as Secretary thereof,
- 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,
- receive and deposit all moneys due the District.
- 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,
- 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 Bylaws & Policies of Optimist International,
- 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,
- 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,
- 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,
- issue and deliver notice of all meetings of the members of the Board of Directors at least 30 days prior to said meetings, perform other such duties as prescribed in these policies.

**Lieutenant Governor**

Each Lieutenant Governor

- shall function as a representative of Optimist International and the Governor in his assigned Zone, and generally conduct his office in a manner contributory to the attainment of all objectives of the District and Optimist International.
- should make at least two visitations to each Club in his Zone during the administrative year.
- make every attempt to visit each newly affiliated Club in his Zone within 90 days following its official organization. He shall make the prescribed report of each visitation within 30 days.
- should schedule and conduct meetings in the Zone as often as needed and necessary - they shall not conflict with any District meeting. Notice shall be given to the Zone Club Presidents and Club Secretary-Treasurers at least 15 days prior to such meeting. He shall make the prescribed report of each meeting within 30 days.

**DUTIES 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 convention. (OI Bylaws Article VII, Section 3, Paragraph C).

SOUTH CAROLINA DISTRICT  
Optimist International

**POLICIES**

Adopted by Board of Directors

November 4, 2012

**VACANCY OF DISTRICT OFFICE**

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 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 members of the Executive Committee and Board of Directors, the next Immediate Past Governor shall automatically become a member of the Executive Committee and Board of Directors in his place and stead. The foregoing shall apply to any individual who has been elected or appointed to office but for any reason does not assume or carry out the duties of his office. (01 Bylaws Article VII, Section 3, Paragraph D)

**BOARD OF DIRECTORS INSTALLATION**

The Board of Directors shall be installed at the annual convention

**BOARD OF DIRECTORS MEETINGS AND NOTICE**

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. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business. (01 Bylaws Article VII, Section 3, Paragraph F)

District meetings shall be held each quarter and the annual convention will be during the 4<sup>th</sup> quarter, between 8/1 and 9/30 with a 30 day notice from the Secretary-Treasurer

Executive Committee shall meet immediately prior to the district board of directors' meetings or at the call of the governor. Meetings may also be called by a majority of its members or at the call of the Governor. (01 Bylaws Article VII, Section 3, Paragraph C)

**MINUTES OF MEETINGS**

It shall be the responsibility of the District Secretary-Treasurer to keep accurate 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, not later than thirty days after adjournment of each such meeting or convention.

**ESTABLISHMENT OF ZONES**

The number and boundaries of Zones, for any administrative year, shall be determined by the **current Governor and** Governor-Elect and reported to the Board of Directors prior to the 3rd Quarter Conference to accommodate 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 said meeting. New Clubs may automatically be assigned to Zones in which they are geographically located and services to the new Club shall be the responsibility of the Lieutenant Governor of such Zone

SOUTH CAROLINA DISTRICT  
Optimist International

**POLICIES**

Adopted by Board Of Directors  
November 4, 2012

**ZONE MEETINGS**

Each Lieutenant Governor shall be responsible for the conduct of meetings in the Zone as needed to assist the Clubs, and Club officers in the Zone. Notice of such meetings should be sent to the President and Secretary of each Club in the Zone prior to the meeting in order to encourage attendance. The Lieutenant Governor shall be responsible for preparation and distribution of each Zone meeting program and completion and filing of a report of each meeting.

To avoid conflict, the dates for all Zone meetings shall be established with the knowledge and approval of the Governor. All Zone meetings shall be conducted on a no-host, no-registration fee basis. If fees for the use of facilities for Zone meetings are anticipated or incurred, such expenses shall be budgeted and paid by the District administration.

**ARTICLE IV: DISTRICT COMMITTEES**

The Board of Directors shall establish in these policies, such committees as it deems appropriate to carry out the administration of the District. (01 Bylaws Article VII, Section 3, Paragraph G) 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. (01 Bylaws Article VII, Section 3, Paragraph G)

The following committees are established:

**FINANCE COMMITTEE** will conduct business in accordance with 01 Bylaws Article VII, Section 5, Paragraph D.

**CANDIDATE QUALIFICATIONS COMMITTEE** shall seek, qualify and nominate the best qualified candidates for each elected office, and shall require the following for the consideration 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 that Club's support of his candidacy.
3. A statement from the proposed candidate's employer indicating his understanding and approval of the proposed candidate's anticipated commitment to serve. If a candidate be self-employed, he shall submit such statement on his own behalf.

The candidate qualifications committee may prepare a brief summary and description of each of the nominees' background and qualifications to be mailed to each Club president and Secretary-Treasurer not less than thirty days prior to the date of the elections.

SOUTH CAROLINA DISTRICT  
Optimist International

**POLICIES**

Adopted by Board of Directors  
November 4, 2012

**ACHIEVEMENT AND AWARDS (A & A) PROGRAM**

The District may budget, maintain and conduct an annual Achievement and Awards Program which shall be prepared and evaluated by the chairman of achievement and awards with the collaboration of the Governor, Governor-elect, shall be presented to the District Executive Committee/Board of Directors for final approval at the annual convention, or at some other time as established in the District. If adopted by the District, it shall be the responsibility of the District administration to promote and encourage participation in both District and International achievement and awards programs.

Any appeals or protests of the final published standings of clubs or individuals in the district A & A Program must be in the hands of the district A & A Chair no later than thirty 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 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.

**ARTICLE V: DISTRICT CONVENTION**

**GENERAL PROVISIONS**

A convention of the Clubs shall be held between August 1 and September 30 on such dates and at such location as shall be determined by the Governor with the advice and consent of District Board of Directors. 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 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 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.

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 quorum of any convention shall consist of a majority of the accredited delegates. (01 Bylaws Article VII, Section 4)

**CONVENTION ALLOCATION FROM DISTRICT DUES**

In keeping with the fact all Clubs and members benefit from the annual District convention, the sum of \$0.75 for the convention shall be allocated from District dues paid by Clubs for each of their members enrolled in the office of Optimist International as of the last dues billing date, which allocation shall supplement convention registration fees for financing the meeting and convention.

SOUTH CAROLINA DISTRICT  
Optimist International

**POLICIES**

Adopted by Board of Directors  
November 4, 2012

**CONVENTION BUDGET AND FINANCE REPORT**

The convention budget may be prepared and approved as a supplement to the District administration's annual consolidated budget and shall be based on statements of receipts and expenditures and audits of previous conventions. The statement of convention receipts and disbursements shall be prepared by the Meeting Coordinator, Governor and District Secretary-Treasurer and shall be included in the District's annual financial statement.

**CONVENTION COMPLIMENTARY REGISTRATIONS**

The Executive Committee members, Past Governors, as well as the official 01 Representative (and spouse), shall receive complimentary convention registrations. International Representatives shall also receive hotel/motel lodging of suitable character and such shall be anticipated in the convention budget. All other members attending the Board of Directors meeting or any training session will be required to pay the registration fee.

**CONVENTION DURATION**

The annual District convention shall be a 3-day event, beginning Friday evening and ending Sunday midday, exclusive of social, recreational or other extra-curricular activities.

**CONVENTION PROGRAM**

The Governor, through consultation with the Governor-elect, shall prepare the agenda and/or curriculum for all convention business sessions, leadership development events, forums, and meal service events. The convention schedule and program shall be distributed to all District officers and committee chairmen, 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:

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

**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 quorum of any convention shall consist of a majority of the accredited delegates. (01 Bylaws Article VII, Section 4)

- The convention shall be composed of registered Optimist delegates as set forth in the International Bylaws.
- To be accredited by the credentials committee and eligible to vote on convention business, delegates must have registered at the convention, paid the registration fee, and produced such credentials as may be required by the Board of Directors. The number of accredited delegates of a Club shall not exceed the voting strength of the Club. (Bylaws Article VII. Districts. Section 4. District Convention)
- Club voting strength will be based on 1 vote for 10 Members.
- Roberts' Rules of Order shall govern the convention proceedings in all cases not governed by the Constitution and Bylaws and these convention rules.



SOUTH CAROLINA DISTRICT  
Optimist International

**POLICIES**

Adopted by Board of Directors  
November 4, 2012

- Voting:
  - All voting shall be voice, hand or rising vote, at the discretion of the chair, unless a ballot or roll call vote is ordered by a majority vote of the accredited delegates. (In the event a vote by ballot is ordered, the chair shall appoint a committee of tellers and name its chairman. At the conclusion of the balloting the tellers shall certify the tabulated results in writing, to the chair. If the balloting has been conducted for the purpose of electing an officer, the chair shall announce the name of the winner only, and then entertain a motion to destroy the ballots.) 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.
  - Roll call on any question may be requested in writing by accredited delegates representing not less than 10 per cent of the Clubs represented at the convention.
  - Adoption of convention rules shall be the first business in order. These convention rules shall be adopted by a majority vote, but they may be suspended, rescinded or amended after their adoption by a two-thirds vote.
  - The District Board of Directors shall have full supervision and management of all conventions of the District and shall prepare the official program. All plans, arrangements, programs and budgets shall be subject to the approval of said District Board of Directors.
  - A quorum of any District convention shall consist of a majority of the accredited delegates.

**CONVENTION REGISTRATION REFUNDS**

All requests for refunds of prepaid convention/conference registrations must be made in writing by the pre-registered individual. This request must be received by the district secretary-treasurer on or before 10 days following the convention. No refunds of partial registrations will be honored. The governor will render a decision regarding refunds which is final and may only be appealed to the board of directors at the next meeting of the board.

**DISTRICT ORATORICAL CONTESTS**

Rules will be as announced by Optimist International

The District may conduct either two separate contests for boys and girls, or one combined gender contest each year. To be determined each year by the contest chairman in consultation with the Governor

The District finals will be held at the time of the third quarter District conference. If preliminary contests are necessary, they will be held at least **two weeks** prior to the district competition.

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

A committee of three members from Clubs in the city where the District finals are held may be appointed by the Governor to assist the District contest chairman in the selection of facilities, equipment, judges and other details pertinent to the conduct of the contests.

Zone contests are to be conducted under the supervision of the Lieutenant Governors and coordinated with assistance from the District Oratorical Contest Chairman.

SOUTH CAROLINA DISTRICT  
Optimist International

**POLICIES**

Adopted by Board of Directors  
November 4, 2012

Responsibility for the conduct of Zone contests is assigned to Lieutenant Governors

An entry fee shall be paid to the District by all Clubs sponsoring an entrant in a Zone contest. The amount of the fee will be determined by the District Contest chairman in consultation with the Governor and District Secretary-Treasurer and published in the district budget and contest instructions. The fee will be collected by Lieutenant Governors along with documents required for contestant to compete in the District contest. The funds will then be forwarded to the District Secretary-Treasurer before the District contest.

The costs of all transportation, food and lodging while at, or en route to or from Zone and/or District contests shall be the responsibility of the sponsoring Clubs.

The costs of all District trophies and Zone certificates and frames, and all authorized receipts and expenditures, shall be budgeted. All such items shall be supervised by the District contest chairman and accountable to the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.

It shall be the responsibility of the District oratorical contest chair to submit required materials and information about contest winners to the International Office within 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.

**COMMUNICATIONS CONTEST FOR THE DEAF AND HARD OF HEARING**

All phases of the District contest shall be conducted in strict compliance with Optimist International Contest for the Deaf and Hard of Hearing (CCDHH) Rules.

Location and date of District contest will be set and announced by the District CCDHH chairman in consultation with the Governor. 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.

An entry fee shall be paid to the District by all Clubs sponsoring an entrant in the District contest. The amount of the fee will be determined by the District Contest chairman in consultation with the Governor and District Secretary-Treasurer and published in the district budget and contest instructions. The fee will be collected by District contest chairman along with documents required for contestant to compete in the District contest. The funds will then be forwarded to the District Secretary-Treasurer before the District contest.

The costs of all transportation, food and lodging while at or en route to or from District contest shall be the responsibility of the sponsoring Club.

One winner in the CCDHH contest will be awarded the Optimist International scholarship.

The costs of all District trophies, certificates, frames and all authorized receipts and expenditures, shall be budgeted. All such items shall be supervised by the District contest chairman and accountable to the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.

SOUTH CAROLINA DISTRICT  
Optimist International

**POLICIES**

Adopted by Board of Directors  
November 4, 2012

It shall be the responsibility of the District CCDHH contest chairman to submit required materials and information about contest winners to the International Office within 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.

**DISTRICT ESSAY CONTEST**

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

An entry fee shall be paid to the District by all Clubs sponsoring an entrant. The amount of the fee will be determined by the District Contest chairman in consultation with the Governor and District Secretary-Treasurer and published in the district budget and contest instructions. The fee will be forwarded to the District Secretary-Treasurer along with documents required for contestant to compete in the District contest.

The costs of all District trophies, certificates, frames and all authorized receipts and expenditures, shall be budgeted. All such items shall be supervised by the District contest chairman and accountable to the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.

It shall be the responsibility of the District contest chairman to submit required materials and information about contest winners to the International Office. The presentation of the official scholarship award provided by Optimist International shall be made by the Governor at the District convention when possible.

**OPTIMIST INTERNATIONAL JUNIOR GOLF CHAMPIONSHIP QUALIFIER**

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

The chairman shall be responsible for all details pertinent to the conduct of the contest.

An entry fee to be determined by the Chair of the District Qualifier shall be paid by all entrants in the District contest.

The costs of all District trophies, certificates, frames and all authorized receipts and expenditures, shall be budgeted. All such items shall be supervised by the District contest chairman and accountable to the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.

It shall be the responsibility of the District contest chairman to submit required materials and information about contest winners to the International Office within 10 days following the contest.

The costs of all transportation, food and lodging in relation to District contest shall be the responsibility of the sponsoring Clubs.

SOUTH CAROLINA DISTRICT  
Optimist International

**POLICIES**

Adopted by Board of Directors  
November 4, 2012

**YOUTH CLUBS**

The District will attempt to maintain a Junior Optimist Octagon International (JOOI) District structure and conduct an annual JOOI District Conference for all official Youth Clubs in the District.

The District Youth Clubs chairperson shall be the official liaison between the Optimist District and the JOOI District Board of Directors.

A special conference planning committee shall be responsible for all facets of the JOOI District Conference. The committee shall include the District Youth Clubs chairperson, the JOOI Governor, the JOOI District Board of Directors and any/all Youth Club advisors and chairpersons deemed necessary by the District Youth Clubs chairperson and JOOI Governor.

Elections for JOOI District officers must be held in accordance with the guidelines established in both the JOOI District bylaws and the International JOOI Constitution & Bylaws.

Finances shall be managed by the Optimist District Secretary-Treasurer, the District Youth Clubs chairperson and the JOOI District Secretary-Treasurer. A separate checking account for JOOI District funds will be established as long as a dual signature process is utilized.

All dues rebate funds received from Optimist International for holding JOOI District conferences and elect JOOI District officers will be used to support District Youth Club/JOOI activities. Such activities may include the JOOI District Conference, District newsletter production/distribution, District officer travel, District officer communication, etc. Rebate funds not utilized by year-end must be rolled over to the next year's budget.

**ARTICLE VI: DISTRICT FINANCES**

**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 convention fees, and as hereinbefore provided from the general fund of Optimist International. The amount of each Club's dues, and dates on which such dues shall be payable, shall be established by the Board of Directors of Optimist International. The District, by resolution adopted by a two-thirds majority of the votes cast by 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.

Beginning October 1, 2016 each club in the District shall pay for each member enrolled in the International Office as 30 September, 31 December, 31 March and 30 June, annual dues of \$21 per member, payable quarterly of each year, subject to the approval of the Board of Directors of Optimist International and in accordance with Optimist International Bylaws. Annual dues payable by a newly affiliated Club shall commence as provided in policies established by the Optimist International Board of Directors.

Any member in a post-secondary educational institution who is enrolled as a full time student shall pay zero district dues.

SOUTH CAROLINA DISTRICT  
Optimist International

**POLICIES**

Adopted by Board of Directors  
November 4, 2012

No financial obligation or assessment, of any kind, other than provided in these Bylaws, shall be placed upon or requested of the Clubs or their members by the District. (01 Bylaws Article VII, Section 5, Paragraphs A, B, and C)

**FINANCE COMMITTEE - 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 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. (01 Bylaws Article VII, Section 5, Paragraph D)

**ANNUAL REVIEW**

An annual review of the books of account of the District as of 30 September shall be performed by an independent certified public or managerial 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. (01 Bylaws Article VII, Section 5, Paragraph E)

**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. (01 Bylaws Article VII, Section 5, Paragraph F)

**EXPENSE REIMBURSEMENTS**

Authorized individuals shall be reimbursed for expenses incurred in district administration 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 (i.e. club visitation report, zone meeting report).

**ARTICLE VII: MISCELLANEOUS**

**CONFLICT OF INTEREST**

The following provisions govern conflicts that may arise between the interests of any District officer or members of the Executive Committee and the South Carolina Optimist 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 know, 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 days prior to the transaction.
- A transaction that is not made in good faith or that is not fair to the District shall be null and void and may not be authorized or approved by any persons.

SOUTH CAROLINA DISTRICT  
Optimist International

**POLICIES**

Adopted by Board Of Directors  
November 4, 2012

**INTERNATIONAL PRESIDENT'S VISITATION**

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

All plans and arrangements for the International President's visit shall be under direct supervision of the Governor and District administration including the provisions of complimentary accommodations, customary courtesies, and a suitable gift or memento. 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 a Lieutenant Governor, may be invited to provide manpower 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.

**INTERNATIONAL REPRESENTATIVES TO DISTRICT MEETINGS**

In keeping with the policy of Optimist International to provide an official International Representative to a District board meeting, and to the annual District convention, the Governor shall issue an invitation, at his earliest convenience, to such individuals as soon as their identities are established. Courtesies traditionally provided to the International President, including complimentary accommodations and registration, shall also be provided to such official International Representatives.

**CONFERENCES ALLOCATION FROM DISTRICT DUES**

In keeping with the fact all Clubs and members benefit from the quarterly District conferences, the sum of \$0.35 for each conference shall be allocated from District dues paid by Clubs for each of their members enrolled in the office of Optimist International as of the last dues billing date, which allocation shall supplement conference registration fees for financing the meeting.

**CONFERENCES COMPLIMENTARY REGISTRATIONS**

The official OI Representative (and spouse), shall receive complimentary conference registrations. International Representatives shall also receive hotel/motel lodging of suitable character and such shall be anticipated in the convention budget. All other members attending the Board of Directors meeting or any training session will be required to pay the registration fee.

**CONFERENCES REGISTRATION REFUNDS**

All requests for refunds of prepaid conference registrations must be made in writing by the pre-registered individual. This request must be received by the district secretary-treasurer on or before 10 days following the conference. No refunds of partial registrations will be honored. The governor will render a decision regarding refunds which is final and may only be appealed to the board of directors at the next meeting of the board.

**DISTRICT OFFICERS LAPEL INSIGNIA**

The District administration may provide official lapel insignia for all District officers to be presented at the time of their installation. The District also may purchase and present past officers' insignia to the retiring Governor, Lieutenant Governors and Secretary-Treasurer.

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**DISTRICT BULLETIN**

The District administration may publish a District bulletin under the direction of the Governor and edited by the District bulletin editor (or District publicity chairman) appointed by the Governor. Costs, publication frequency and distribution shall be established by the District administration from year to year according to budgetary provisions and available funds.

**DISTRICT DIRECTORY**

The District administration may 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 number of all District officers, District committee chairmen, Club presidents 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. This directory may be in digital form.

**FLAGS. CREED AND BANNERS**

The District administration will display at all District meetings appropriate national flags, the District banner and the Optimist Creed banner in the room in which District business is conducted.

**GIFTS-MEMENTOS**

This District will present a gift and/or memento to the retiring Governor and to the official International Representative to the annual District convention. The immediate past Governor shall be responsible for the selection of such gifts or mementos to the retiring Governor and the Governor shall be responsible for the selection of a gift or memento to the International representative.

**GIFTS TO NEW CLUBS**

The District shall provide each new Club with a complimentary Club banner, bell and striker, purchased from Optimist International Supply and shall budget an estimated amount for such purposes annually.

**INTERNATIONAL CONVENTION**

With due respect to the location and duration of the International convention, the Governor, Governor-designate and Secretary-Treasurer-designate shall receive an amount, to be budgeted annually toward the expense of attendance at the International convention, excluding those expenses reimbursable by Optimist International. To qualify for this amount, each must attend and be registered at the full convention and show evidence thereof when submitting his expense voucher.

With due respect to the location and duration of the International convention and available funds, each District Officer and Committee Chairman who attends the full International convention shall participate in the distribution of available funds budgeted annually for the purpose of financial assistance to those who attend and are registered for the full convention.

**HOSPITALITY ROOM AT INTERNATIONAL CONVENTION**

The District administration may maintain a District headquarters or hospitality room at International conventions. At the discretion of the Governor, a district social gathering may be held in lieu of having a hospitality room, the cost of which will be covered by District funds.

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**CLUB HOSPITALITY ROOMS AT DISTRICT CONVENTION**

All Club hospitality rooms or other accommodations serving a like purpose, shall be closed during convention business sessions or training events.

**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 new Club's sponsor Club, and the Governor or the Lieutenant Governor of the Zone in the Governor's behalf. Charters shall be presented by the Governor or his 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.