

**WISCONSIN NORTH UPPER MICHIGAN DISTRICT
Of
OPTIMIST INTERNATIONAL**

District Policies

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By the Board of Directors, WINUM District**

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2008/2009 District Secretary**

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DISTRICT POLICIES

1. DISTRICT BOARD OF DIRECTORS INSTALLATION

The official representative of Optimist International, at the First Quarter District, Conference shall officially install the District Board of Directors, defined by O.I. Bylaws XII, Section 2.

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

Pursuant to Optimist International Bylaws, the District Board of Directors shall meet quarterly at such time and place as may be determined by the District administration except, at the District administrations discretion, the meeting in the second quarter may be waived if all zones hold zone meetings during the quarter. The First Quarter meeting shall be held not later than 30 November, the Third Quarter meeting shall be held in the month of April, May, or June and the Fourth Quarter meeting shall be held in conjunction with the annual District Convention.

The District Secretary-Treasurer or designate shall send notice of all meetings to the District Board of Directors. Publication in the District newsletter may be used as proper notification. Board meetings shall be budgeted and conducted under Accounts 130 and 360 and operated on a break-even basis. The District Secretary-Treasurer or his/her designate may collect cost of any meals and gratuities. (O.I. Bylaws XIII, 1-B)

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

The District Executive Committee shall meet quarterly immediately prior to meetings of the District Board of Directors or at the call of the Governor or a majority of the members of the Executive Committee. (O.I. Bylaws XIII, 2-B)

4. DISTRICT EXECUTIVE COMMITTEE - POWERS AND DUTIES

Pursuant to Optimist International Bylaws, and limitations therein, and accepting those functions and responsibilities specifically assigned to the Board of Directors by the Bylaws, the Board of Directors shall, for the purpose of expediency and efficiency, delegate its powers and authority to the District Executive Committee. (O.I. Bylaws XIII, 2-A)

5. DISTRICT OFFICERS LAPEL INSIGNIA (Acct. 400)

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

1. Governor's insignia with diamond
2. Past Governor's insignia with diamond
3. Governor-elect insignia with diamond

4. Lieutenant Governors insignia
5. Past Lieutenant Governors insignia
6. Secretary-Treasurer's insignia with diamond
7. Past Secretary-Treasurer's insignia with diamond

6. MINUTES OF MEETINGS

It shall be the responsibility of the District Secretary-Treasurer or his/her designate 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 Optimist International and such others as the Board of Directors may indicate, not later than thirty (30) days after the adjournment of each such meeting or Convention. (O.I. Bylaws XIV, 4).

Copies of the most recent Executive Committee Meeting minutes, Board of Directors Meeting minutes, and financial report shall be distributed to the appropriate people, 7-10 days prior to their next respective meeting.

7. ESTABLISHMENT OF ZONES

Pursuant to Optimist International Bylaws, the number and boundaries of zones for any administrative year, if subject to revision, shall be determined by a designated ad-hoc committee, appointed by the Executive Committee. Presentation of proposed Zone realignment will be at the First Quarter Conference, with approval by the Executive Committee and the Board of Directors at the Second Quarter Conference to accommodate selection of Lieutenant Governors, to serve during the next administrative year. Any changes in Zones or Zone boundaries shall become effective on 1 October of the administrative year immediately following approval.

No Zone shall be created with less than four (4) clubs. New clubs shall be assigned to the zone of the sponsor club and transferred to their respective geographical zone at the beginning of the next administrative year, in which they are geographically located, and services thereto, shall be the responsibility of the Lieutenant Governor of such zone. (O.I. Bylaws IX 1-C)

8. ZONE MEETINGS

Each Lieutenant Governor shall be responsible for the conduct of a zone meeting in each quarter of the administrative year and notice of such meetings shall be sent to the President and Secretary of each club in the zone at least twenty-one (21) days prior to the meeting. To fulfill this responsibility, zone meetings may not be held in conjunction with other district events, such as District Board Meetings, District Conferences and/or Convention except for the Lt. Governor election during the Third Quarter Conference.

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 borne by the clubs participating in the Zone meeting.

The Lieutenant Governor shall be responsible for preparation and distribution of each zone meeting program and completion and filing of a report on each meeting on the form provided by Optimist International. Because zones are not legislative bodies, minutes are inappropriate and, therefore, not required.

Zones are encouraged to hold joint Zone meetings to reduce the cost to the District for attendance by District officers and committee chairs. If a joint Zone meeting is scheduled, then time for each Zone to meet individually shall be built into the agenda.

9. DISTRICT ACHIEVEMENT AND AWARDS PROGRAM (Acct. 410)

The District may budget, maintain and conduct an annual Achievement and Awards Program, which shall be prepared and evaluated by the Chair of Achievement and Awards with the collaboration of the Governor, and any others at the discretion of the Governor.

It shall be the responsibility of the District administration to promote and encourage participation in both District and Optimist International Achievement and Awards Programs. Pursuant to the Achievements and Awards program and policies of Optimist International, the District administration shall refrain from offering or conducting any awards competition, personal or club, for any activity or performance embraced by Optimist International Achievement and Awards Program. The District's Achievement and Awards Program shall conform to the District Program advocated by the Optimist International Board of Directors.

10. DISTRICT ACHIEVEMENT AND AWARDS APPEALS AND PROTESTS

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

11. DISTRICT BULLETIN (Acct. 330)

The District Administration may publish a District Bulletin under the direction of the Governor and edited by the District Bulletin Editor (or District Publicity chairperson) 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. As a minimum, the bulletin shall be published and distributed to all District officers, District committee personnel, club Presidents and Secretary-Treasurers, District and club officers-elect, and the International Office and Officers.

12. DISTRICT CONFERENCES (Accts. 130 & 360)

District Conferences shall be planned and conducted by the District administration, in conjunction with the District Conference and Convention committee, and the District Leadership Development committee. Conferences will be at the time and place of, and to coincide with, quarterly meetings of the District Board of Directors in the First, Second and Third quarters. At the discretion of the incoming District administration, they may schedule in the upcoming year a combined Second and Third Quarter District Conference so long as

regional District Meetings are held in place of the missed Conference. Such Conferences shall invite and encourage the attendance of club officers and committee chairs, District officers and District committee personnel, and such others as may benefit from the conduct of such Conferences. The program for such conferences may include the introduction and promotion of club and District goals and objectives, buzz sessions, forums, round tables, leadership development events and, under the leadership of Lieutenant Governors, brief zone meetings. The Third Quarter Conference shall include the election of Lieutenant Governors for the ensuing year and, open nominations for Governor-Elect, and if not otherwise scheduled, the District Oratorical Contest finals. All such Conferences will be budgeted and conducted by the District administration on a break-even basis. The District administration may collect fees for any meal service and gratuities provided at such Conferences. Notice of such Conferences and programs thereof may accompany the notice of District Board of Directors meetings.

13. DISTRICT CONVENTION (Accts. 120 & 350)

The District Convention shall be held annually between the dates of 1 August and 30 September, said dates to be established by the District Governor-Elect/Designate and the Conference & Convention Committee. The Convention will be budgeted and conducted by the District administration on a break-even basis. The District administration may collect fees for any meal service and gratuities provided at the Convention. Notice of Convention and programs thereof may accompany the notice of District Board of Directors meetings.

14. CONFERENCE & CONVENTION ALLOCATION FROM DISTRICT DUES (Accts. 100, 120 & 130)

In keeping with the fact all clubs and members benefit from the District Conferences and Convention, an amount determined by the Finance Committee per member shall be allocated from District dues paid by clubs for each of their members enrolled in the office of Optimist International as 1 October of the current Administrative year, which allocation shall supplement Conference and Convention registration fees for financing the District Conferences and Convention.

15. CONFERENCE & CONVENTION FINANCIAL REPORTS (Accts. 120, 130, 350. & 360)

Each District Conference and Convention financial report shall be prepared and approved as a supplement to the District Administrator's quarterly financial report. The statement of District Conference and Convention receipts and disbursements shall be prepared by the Conference and Convention Chairperson, in conjunction with the District Secretary-Treasurer, and shall be included in the District's Annual Financial Statement.

16. CONFERENCE & CONVENTION - O.I. REPRESENTATIVES

The official Optimist International Representative (and spouse) shall receive complimentary registration, meals, and hotel/motel lodging of suitable character and such shall be anticipated in the District Conferences and Convention budget.

17. FUNDRAISING ACTIVITIES AT CONFERENCES AND CONVENTIONS

Anyone, including clubs, individuals, organizations, businesses, and the District, will be placed into one of two categories. (A) MEMBER CLUBS of WINUM District and the District itself, and (B) NON-MEMBER CLUBS/INDIVIDUALS/OTHER ORGANIZATIONS. The latter is to include any individual, club, organization, or business, which is not an Optimist Club of WINUM District or the District itself. This grouping will be considered selling for their own gain or profit. It is hoped individuals will refrain from selling "raffle" tickets from their pocket during Conferences/Conventions and will utilize a table/stand in accordance with the District policies. All sales and displays will be done and set up in a respectful and professional manner. These policies do not apply to individuals or organizations coming to a District Conference or Convention as a speaker at one of the general or breakout sessions. They are intended to provide any interested parties with a fair and equal opportunity to further their respective fundraising efforts. From time to time situations will arise requiring an exception be made to the above. Every effort will be made to accommodate these situations in a manner consistent with the above policies.

POLICIES SALES GUIDELINES FOR (A)

MEMBER CLUBS:

1. Member Clubs shall be given the opportunity to sell items at WINUM District Conferences/Conventions only after receiving prior written approval.
2. The Executive Committee will approve or deny any request.
3. Member Clubs shall have the right to sell at District Conferences and Conventions items which the club is selling within the normal course of its respective fundraising efforts.
4. All sales, which are in conjunction with a fundraiser, must be timely with the club's fundraiser. Sales will only be allowed at the Conference/Convention which is during or closest to the clubs scheduled fundraiser dates.
5. The District, except to cover any additional costs incurred by the District to accommodate the sales efforts, will assess no fees or charges. If any expenses are incurred the club must reimburse the District prior to starting any sales activity.
6. All clubs will be responsible for staffing, maintaining, security, financial transactions, and anything else necessary to run their sales.
7. The District retains the right to deny or stop the sale of any item(s) it feels is inappropriate.
8. Placement of tables/stands will be permitted along side, or near, the Registration and Optimist International Supply tables, as space permits.
9. An individual may be considered within the Member Club category, if they are selling on behalf of a Member Club and all proceeds will go directly, and wholly, to the Member Club.

**POLICIES
SALES GUIDELINES FOR (B)**

NON-MEMBER CLUBS/INDIVIDUALS/OTHER ORGANIZATIONS:

1. Those in Category (B) shall be given the opportunity to sell items at WINUM District Conferences/Conventions only after receiving prior written approval. These clubs/organizations must submit a written request to the Executive Committee by the Conference/ Convention preceding the Conference or Convention at which the desired sales(s) are to take place.
2. The District will place the request on the agenda of the Executive Committee and decide on approval or denial. It will be the responsibility of the Executive Member who forwarded the request, or the District Secretary/Treasurer, to inform the requesting party of the decision of the Executive Committee.
3. A fee of \$75.00 will be charged, payable in advance. Additionally, any expenses incurred by the District in conjunction with the sale(s) will be paid by the selling club/organization, prior to the start of selling.
4. Placement of tables/stands will be in an area designated by the District, based on space available. The location will not, however, be placed so as to indicate there is an endorsement or recommendation to patronize.
5. The District retains the right to deny, or stop, the sale of any and all item(s) it feels is inappropriate.
6. The District will not permit the sale of any items, which are in competition with any sales efforts by the District, or its Member Clubs.
7. Those in Category (B) will be responsible for staffing, maintaining, security, financial transactions, and anything else necessary to run their sales.

18. DISTRICT CONVENTION - COMPLIMENTARY REGISTRATIONS

The Governor shall receive complimentary District Convention registration and such shall be anticipated in the District Convention budget. The costs of meals included in the registration are excluded from this policy.

19. DISTRICT CONVENTION DURATION

The annual District Convention shall be a maximum two-day event exclusive of social, recreational or other extra-curricular activities and any supplemental training sessions.

20. FLAGS, CREED AND BANNER

The District administration will display at all District Conferences and Conventions appropriate national flags, the District Banner and the Optimist Creed Banner in the room in which District Conferences or Convention business is being conducted. The District shall

purchase these items and the District Secretary-Treasurer is responsible for bringing these items to each District Quarterly Conference and Convention.

21. GIFTS-MEMENTOS (Acct. 450)

It shall be the policy of the District to present a gift and/or memento to the retiring Governor and official Optimist International Representatives to District Conferences and Convention, the cost of which shall not exceed \$100 each.

It shall be the policy of the District to present a gift and/or memento to the retiring Secretary-Treasurer, not to exceed \$75.

The Governor-elect shall be responsible for selection of such gifts or mementos to the retiring Governor; and the Governor shall be responsible for the selection of a gift and/or memento to the Optimist International Representative and the retiring District Secretary-Treasurer.

It shall be the policy of this the District to present a gift and/or memento to the Optimist International President during his/her visit, not to exceed \$150. The Governor shall be responsible for the selection of a gift and/or memento to the Optimist International President.

22. CLUB HOSPITALITY ROOMS AT DISTRICT CONFERENCES AND CONVENTION

All club hospitality rooms, or other accommodations serving a like purpose, shall be closed during Conference and Convention business sessions or training events. In no event will club hospitality room(s) at a District Conference or Convention be subsidized by District funds.

22A DISTRICT HOSPITALITY ROOM(S) AT DISTRICT CONFERENCES AND CONVENTIONS

A District hospitality room or accommodation shall be permitted at District Conferences and/or Convention. This space shall be closed during Conference and Convention business sessions and training sessions, except for use by significant others.

Donations and a portion of the registration fee can subsidize this space. The Governor and Conference and Convention Committee can designate the space be used as needed.

23. DISTRICT CONVENTION PROGRAM

The Governor, through consultation with the Governor-elect, the Conference and Convention Committee, and the Leadership Development Committee, shall prepare the agenda and/or curriculum for all Convention business sessions, leadership development sessions, forums, and meal service events. The Convention schedule and program shall be distributed to all District officers and chairpersons, club Presidents and Secretary-Treasurers, not less than thirty (30) days prior to the Convention. The Convention schedule shall include, as a minimum, the following events:

1. A business session necessary to accomplish the business of the Convention.

2. All leadership development ~~events~~ training sessions for club and district officers as prescribed by Optimist International.
3. A meal service event to provide the official Optimist International Representative with an opportunity to address assembled attendees.
4. A recognition banquet featuring the Installation of new district officers.

24. CONFERENCE & CONVENTION REGISTRATION REFUNDS

The pre-registered individual must make all requests for refunds of prepaid District Conferences and/or Convention registration in writing. The Conference and Convention Chairperson or District Secretary-Treasurer must receive such requests for refunds within one (1) week of the last day of the Conference or Convention. No refunds of partial registration shall be honored. Meal fees will not be reimbursed unless cancellation is received within 72 hours prior to the beginning of the District Conference and/or Convention, unless the meal was resold to another attendee.

25. DISTRICT CONVENTION RULES

1. The Convention shall be composed of registered Optimist delegates as set forth by the Optimist International Bylaws; Article X, 4 and 5.
2. To be accredited by the Credentials Committee and eligible to vote on the District Convention business, delegates must have registered at the Convention, paid the registration fee, and produced such credentials as may be required by the Board of Directors. The number of accredited delegates of a club shall not exceed the voting strength of the club.
3. "Robert's Rules of Order" shall govern the District Convention proceedings in all cases.
4. Delegates shall register promptly upon arrival and should attend all sessions of the District Convention.
5. The Credentials Committee shall report at the first District Convention session thereof and periodically thereafter, or when directed to do so. The report shall include only those clubs with properly accredited delegates and may be amended by the committee before or between District Convention business sessions.
6. A member holding membership in more than one club may become an accredited delegate for such clubs provided he/she has completed registration and paid a registration fee as a delegate from each club for which he/she intends to vote.
7. The program as printed shall be the official program of the District Convention.
8. The Candidate Qualifications Committee shall report its nomination at the first business session. Following this report, the Presiding Officer shall call for other nominations from the floor three times, and then call for the

closing of nominations. The elections shall be conducted during the last business session.

9. Nominations from the floor shall be limited to a statement including the candidate's name, club and office for which he/she is being nominated.
10. There shall be no nominating speeches if there are no nominations from the floor. In the event there are, nominating speeches shall be given on the day of election by persons approved by the respective candidates, and shall be limited to two for each candidate, one of five minutes duration and one of two minutes duration. It is permissible for the nominee to utilize the two minute seconding speech to address the convention delegates.
11. Voting:
 - a. All voting shall be voice, hand or rising vote, at the discretion of the Presiding Officer 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 Presiding Officer shall appoint a committee of tellers and name its chair. At the conclusion of the balloting, the tellers shall certify the tabulated results in writing to the Presiding Officer. If the balloting has been conducted for the purpose of electing an officer, the Presiding Officer shall announce the name of the winner only, and then entertain a motion to destroy the ballots.
 - b. Only accredited delegates may vote according to provisions of Optimist International Bylaws, Article X, Section 5.
 - c. Accredited delegates from each club shall select a delegation chair who shall cast the votes of his/her delegation on any District Convention business requiring a vote by written ballot or roll call.
 - d. Each delegation chair shall present himself/herself to the Credentials Committee before the close of registration on the opening day of the District Convention, to verify the accreditation of his/her club's delegates and obtain official ballots for the use of his/her delegation throughout the District Convention.
 - e. Delegation chairs unable to verify accreditation and obtain ballots within the hours of registration of the opening day of the District 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.

In the event of lost blank ballots obtained in advance by a delegation chair, he/she may appear before the Credentials Committee to request duplicate ballots.
 - f. 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).

decision from the Presiding Officer, not on sustaining the appeal. A majority vote in the negative reverses the decision of the Presiding Officer.

21. 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.
22. The District Convention may, to expedite the handling of business, limit as it chooses the time or the number of speakers for each side on any questions, or the total time for debate, by a two-thirds vote.
23. Chairs of committees may make partial reports during lull periods of the District Convention unless otherwise ordered.
24. These District 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 (OI Bylaws X, Section 6).

26. INTERNATIONAL CONVENTION

With due respect to the location and duration of the Optimist International Convention, the Governor, Governor-designate, Secretary-Treasurer, Secretary-Treasurer-designate, and Governor's Assistant shall receive an amount, to be budgeted annually (Accts. 500, 550, B500, 540 and A540), toward the expenses of attendance at the Optimist 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/her expense voucher.

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

The Lieutenant Governor-elect group will receive the full per diem to attend the Optimist International Convention. Any remaining budgeted funds not used by this group will be available to reimburse the current Lieutenant Governors who attend. To the extent the budget allows, current Lieutenant Governors will also receive the full per diem. If budgeted funds are not sufficient, the remaining pool will be divided equally among the attending current Lieutenant Governors.

If there are any remaining budgeted funds after paying the above per diems, any Committee Chair-Elect, designated by the Governor-Elect, will be reimbursed the per diem amount to attend specific leadership development training offered at the Optimist International Convention for their particular committee. If the remaining budgeted funds are not sufficient, the remaining pool will be divided equally among the attending Committee Chair-Elects.

27. HOSPITALITY ROOM AT INTERNATIONAL CONVENTION (Acct. 560)

The District administration may maintain a District headquarters or hospitality room at Optimist International Conventions, the expenses of which shall be budgeted and chargeable to Account 560.

28. 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 numbers of all District officers, District committee chairs, club Presidents and Secretary-Treasurers, club meeting days, times and locations, past Governors, and Optimist International officers. When feasible and practical, the directory shall also include all district policies and the dates and locations of all District Conferences, and Convention of the administrative year and any other information the Administration desires to add.

29. DISTRICT DUES

Each club in the District shall pay, for each member enrolled in the International Office as of 30 September and 31 March, annual dues of \$13.00 per member, which includes a \$1.00 per member subscription to the District Bulletin. The dues are waived for members who are enrolled as a full-time student in a College or similar accredited institution of higher learning, and thus listed as such with Optimist International. Dues are payable semi-annually on or before 1 November and 1 May each year, subject to the approval of the Board of Directors of Optimist International and in accordance with O.I. Bylaws. Annual dues payable by a newly affiliated club shall commence on the first day of the third month following which such club is officially organized such payments to be based on the number of members enrolled in the Optimist International Office on the billing date. (O.I. Bylaws XI, 2, 3)

30. DISTRICT FINANCE COMMITTEE

The Finance Committee shall be comprised of the Immediate Past Governor, Immediate Past Secretary-Treasurer, the Governor-elect and at least one member at large appointed by the current Governor. Governor shall appoint the chairperson from the membership of the committee.

The Finance Committee may also review, in consultation with the District administration; the District financial statements prior to each District Conference and Convention and the chairperson or District Secretary-Treasurer will make any recommendations as warranted to the Executive Committee.

The Finance Committee shall assist the Governor-elect and District Secretary-Treasurer-elect, in preparing the succeeding proposed annual budget. The Finance Committee shall review the proposed budget prior to submission to the incoming Executive Committee and incoming Board of Directors for approval at the First Quarterly District Conference of the administrative year. The District budget will be a break-even budget based on total expected receipts and expected expenses. Executive Committee approval shall be required for any expenditure exceeding the total budgeted expenses. All budgets shall employ the Standard District Chart of Accounts, account numbers, definitions and required supplements established by Optimist International (O.I. Bylaws XI, 5) (O.I. Policy ID-15).

31. GOVERNOR'S CLUB VISITATIONS

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

32. 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 on the Governor's behalf). The Governor or his/her appointee shall present charters. In the event of a charter presentation occurring after the end of the administrative year in which the new club was established, the Immediate Past Governor shall have the prerogative of presenting the charter.

33. GIFTS TO NEW CLUBS (Acct. 440)

The District administration shall provide each new club with a complimentary Club Banner, Bell and Striker, purchased from Optimist International, and shall budget an estimated amount for such purpose annually. (Policy may include sharing a gift expense by sponsor club).

34. NOMINATING PROCEDURE

Functioning under the provisions of the International Bylaws, the Candidate Qualifications Committee, comprised of the five (5) most recent past Governors chaired by one of the Past Governors shall seek, qualify, and nominate one or more candidates for the office of Governor-elect. Nominations shall be presented at the Third Quarter Conference. The Candidate Qualification Committee shall request the following for the consideration of the committee:

1. A written presentation of the proposed candidate's background and committee involvement, leadership training, WINUM District involvement, and Optimist International involvement; bearing in mind the only requirement of Optimist International is to have served as Lt. Governor, for the office of Governor-elect.
2. A letter from the club(s) of which the proposed candidate is a member indicating the club's support of his/her candidacy.
3. A statement from the proposed candidate's employer(s) indicating his/her understanding and approval of the proposed candidate's anticipated commitment to serve. If candidate be self-employed, he/she shall submit such a statement on his/her own behalf.

The Candidate Qualifications Committee shall prepare a brief summary and description of each of the nominee's background and preparedness, which shall be delivered to each club

President and Secretary-Treasurer, via any means deemed feasible, prior to the date of the elections.

35. INTERNATIONAL PRESIDENT'S VISITATION (Acct. 360)

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

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. The event shall be budgeted and conducted under accounts 130 and 360, and operated on a break-even basis. All clubs in the District shall be invited, at least forty-five (45) days in advance, to send representatives to the event. Clubs in the city or area of the visitation, under the leadership of the Lieutenant Governor may be invited to provide staffing for the conduct of the event. The Governor and spouse, or a past Optimist International or District officer and spouse, shall be designated as official host to the Optimist International President.

36. INTERNATIONAL REPRESENTATIVES TO DISTRICT MEETINGS

The policy of Optimist International to provide an official International Representative to the District Board Meeting held in the first quarter of each year and to the Annual District Convention, the Governor shall issue an invitation, at his/her earliest convenience, to such individuals as soon as their identities are established. Courtesies traditionally provided to the International President, including complimentary accommodations, meals, and registration, shall also be provided to such official Optimist International Representatives.

37. DISTRICT ESSAY CONTEST

1. WINUM District shall conduct an Essay Contest each year. The required information regarding the District winner shall be forwarded to Optimist International as prescribed by Optimist International guidelines.
2. All phases of the contest shall be conducted in strict compliance with Optimist International Essay Contest Rules.
3. A District chairperson may be appointed by the Governor to administer all details pertinent to the conduct of the district contest.
4. Winning essay(s) shall be presented at the Third Quarter District Conference to attendees at a time allocated in the Conference agenda. If feasible the youth entering the winning essay(s) shall be encouraged to attend and read their essay.
5. The costs of all District awards and all authorized receipts and expenditures shall be budgeted and conducted under accounts 147 and 390. All such items shall be purchased directly by the committee chairperson, subject to approved budget limitations and submitted to the District Secretary-Treasurer for direct payment or for reimbursement.

38. DISTRICT ORATORICAL CONTEST

1. WINUM District shall conduct both a boys and girls Oratorical Contest each year. The District finals will be held at the Third Quarter District Conference. If preliminary contests are necessary, they will be held as determined by the District Oratorical chairperson and approved by the Governor.
2. District Oratorical Contest winners shall present their winning speeches at the Third Quarter District Conference to attendees at a time allocated in the Conference agenda.
3. Pursuant to the policies of Optimist International, all phases of the District Oratorical Contest shall be conducted in strict compliance with Optimist International Oratorical Contest rules.
4. A committee may be appointed by the Governor to assist the District Oratorical Chairperson in the selection of facilities, equipment, judges, etc., and other details pertinent to the conduct of the contests.
5. The responsibility for the actual conduct of zone contests is assigned to Lieutenant Governors or zone chairperson in consultation with the District chairperson.
6. The costs of all transportation, food and lodging, zone certificates and awards, while at or en route to or from zone contests shall be the responsibility of the sponsoring clubs.
7. The costs of food, lodging and transportation while en route to or from the District contest semi-finals and finals shall be the responsibility of the sponsoring clubs. The clubs shall not be responsible to cover the costs for more than four individuals.
8. The costs of all District trophies and participation certificates and frames, and all authorized receipts and expenditures, shall be budgeted and conducted under Accounts 140 and 370. All such items shall be purchased directly by the District Oratorical Committee chairperson, subject to approved budget limitations and submitted to the District Secretary-Treasurer for direct payment or for reimbursement.
9. It shall be the responsibility of the District Oratorical Contest chairperson to submit required materials and information on contest winners to ~~the~~ Optimist International within thirty (30) days following the contest. The Governor, at the District Convention, when possible, shall make the presentation of the official scholarship award provided by Optimist International

39. DISTRICT COMMUNICATION CONTEST FOR THE DEAF AND HARD OF HEARING

The District shall conduct a Communication Contest for the Deaf and Hard of Hearing each year. The Governor shall appoint a District Communication Contest for the Deaf and Hard of Hearing Chairperson to administer all details pertinent to the conduct of the contest.

The cost of all District awards shall be accounted for in Account A370. All scholarship funds awarded by the District will be sent to Optimist International for their administration.

1. WINUM District shall conduct both a boys and girls Communications Contest for the Deaf and Hard of Hearing each year. The District finals will be held at the Third Quarter District Conference. If preliminary contests are necessary, they will be held as determined by the District Communications Contest for the Deaf and Hard of Hearing Chairperson and approved by the Governor.
2. District Communications Contest for the Deaf and Hard of Hearing winners shall present their winning speeches at the Third Quarter District Conference to attendees at a time allocated in the Conference agenda.
3. Pursuant to the policies of Optimist International, all phases of the District contest shall be conducted in strict compliance with International Communications Contest for the Deaf and Hard of Hearing rules.
4. A committee may be appointed by the Governor to assist the District Communications Contest for the Deaf and Hard of Hearing Chairperson in the selection of facilities, equipment, judges, etc., and other details pertinent to the conduct of the contests.
5. The responsibility for the actual conduct of zone contests is assigned to Lieutenant Governors or zone chairperson in consultation with the District chairperson.
6. The costs of all transportation, food and lodging, zone certificates and awards, while at or en route to or from zone contests shall be the responsibility of the sponsoring clubs.
7. The costs of food, lodging and transportation while en route to or from the District contest semi-finals and finals shall be the responsibility of the sponsoring clubs. The clubs shall not be responsible to cover the costs for more than four individuals.
8. The costs of all District trophies and participation certificates and frames, and all authorized receipts and expenditures, shall be budgeted and conducted under Accounts 140 and 370. All such items shall be purchased directly by the committee chairperson, subject to approved budget limitations and submitted to the District Secretary-Treasurer for direct payment or for reimbursement.
9. It shall be the responsibility of the District Communications Contest for the Deaf and Hard of Hearing Chairperson to submit required materials and information on contest winners to Optimist International within thirty (30) days following the contest. The Governor, at the District Convention, when possible, shall make the presentation of the official scholarship award provided by Optimist International

40. DISTRICT JUNIOR WORLD GOLF

1. WINUM District may conduct a Junior World Golf tournament each year. The District finals shall be conducted and the number of contestants provided to Optimist International by the required date.

2. All phases of the contest shall be conducted in strict compliance with Optimist Junior World Golf rules.
3. A chairperson shall be appointed by the Governor and shall be responsible for all details pertinent to the conduct of the contest.
4. The costs of all transportation, food and lodging in relation to zone and/or District contests shall be the responsibility of the sponsoring clubs.
5. The costs of all District awards and all authorized receipts and expenditures shall be budgeted and conducted under accounts 147 and 390. All such items shall be purchased directly by the committee chairperson, subject to approved budget limitations and submitted to the District Secretary-Treasurer for direct payment or for reimbursement.
6. District winner will be one boy and one girl in the 16 -18 age bracket. The District will pay only the fees set by the Optimist International Junior Golf Championship Committee for each winner. Travel and all other expenses involved in the Optimist International Junior Golf Championship will be the responsible of the individual participants.

41. TRI-STAR TOURNAMENTS

1. WINUM District may conduct Tri-Star Sports tournaments each year. The District finals shall be conducted and the number of contestants provided to the International office by the required date.
2. All phases of the contest shall be conducted in strict compliance with Optimist Tri-Star Sports rules.
3. A chairperson shall be appointed by the Governor and shall be responsible for all details pertinent to the conduct of the contest.
4. The costs of all transportation, food and lodging in relation to zone and/or District contests shall be the responsibility of the sponsoring clubs.
5. Expenditures shall be budgeted and conducted under accounts 147 and 390. All such items shall be purchased directly by the committee chairperson, subject to approved budget limitations and submitted to the District Secretary-Treasurer for direct payment or for reimbursement.

42 .YOUTH CLUBS CONFERENCE (JOOI)

1. The District shall be encouraged to conduct a conference for Junior Optimist and Octagon Clubs each year.
2. A planning committee comprised of the District JOOI Chairperson, JOOI Governor, JOOI Board of Directors and JOOI Club sponsors and advisors, as

the committee deems necessary, shall be responsible for organizing all phases of the conference.

3. Elections for District JOOI officers must be held in accordance with guidelines in District JOOI Club's Policies.
4. Finances shall be under the control of the District Secretary-Treasurer and JOOI Chairperson.

43. DISTRICT POLICIES

The District Secretary-Treasurer shall provide each member of the incoming District Executive Committee with a copy of all District polices no later than the closing date of the District Annual Convention immediately proceeding their term and shall provide Optimist International and each member of the District's Board of Directors with a copy of all District Policies by the beginning of the Administrative year. District policies will be made available to other members upon request to the District Secretary-Treasurer, and will be posted on the District's web site.

44. POLICY REVISIONS

These policies shall be reviewed annually by an ad-hoc committee comprised of one (1) Past Governor not more than five (5) years out of office, a Lt. Governor, the District Secretary, and one WINUM District member appointed by the Governor, and revised as necessary. Selection of the ad-hoc Committee shall be appointed at the Annual Convention Executive Committee Meeting and announced at the Board of Directors Meeting. All revisions in policies shall be presented at the First Quarter Conference, and voted on by the full Board of Directors at the Second Quarter Conference. Revisions shall take effect 1 October following their approval. Policies may be reviewed and revised by the Board of Directors at other times as necessary.

45. EXPENSES - GENERAL (Accts. 200 through 265)

Authorized individuals shall be reimbursed for expenses incurred on District administration business by the District Secretary-Treasurer upon receipt of a properly completed and signed voucher accompanied by a copy of any required report in writing, such as a visitation report, zone meeting report, or committee chair report. Travel reimbursement shall be at the rate of 30 cents per mile and \$75.00 per night if overnight stay is required except that no reimbursement shall be made for occasions within the city of the individual's residence or within a thirty (30) mile drive. Lodging shall be for one (1) night at WINUM District Conferences and two nights (2) at WINUM District Convention. Reimbursement for postage, photocopies and related expenses would be limited to such as is necessary to the duties of authorized persons and as District funds permit. All reimbursement shall be made within the limitations of budget and available funds.

Travel and other expense reimbursement requests should be submitted to the District Secretary-Treasurer on a quarterly basis by the 15th of the month following the end of the first three quarters. For the 4th quarter, requests should be submitted by 15 September, or 7 days following the District Convention, whichever is later. If vouchers are not submitted, in this timely basis, they will not be reimbursed by the next Administration.

46. EXPENSES - COMMITTEE CHAIRS (Acct. 265)

All District committee chairpersons shall be reimbursed for authorized expenses incurred in attendance at District Conferences, Conventions, District Executive Committee and Board of Directors meetings, when specifically requested by the Governor to be present and report. Committee Chairpersons shall be reimbursed at the same rate and schedule as prescribed in Section 45.

47. EXPENSES - GOVERNOR (Acct. 200).

The Governor shall be reimbursed for authorized expenses when engaged in the execution of the responsibilities of his/her office excluding those occasions reimbursable by Optimist International. The hotel negotiated room rate at District Conferences and Conventions shall be paid in full. Room upgrades will be at the expense of the Governor. All other expenses incurred by the Governor for District Conferences and Conventions, may be reimbursed after approval by the District Secretary-Treasurer and/or the District Conference Chairperson. Lodging for WINUM Conferences and Convention shall be one (1) night for Conferences and two (2) nights for Convention.

Authorized expenses include attendance at the annual Governor's conference for the Governor and guest, as required by Optimist International. In no event, however, should reimbursements for the Governor's conference cause account. 200 to exceed the budgeted amount for the year.

48. EXPENSES - GOVERNOR-ELECT (DESIGNATE) (Acct. 255)

The Governor-elect (designate) shall be reimbursed for authorized expenses incurred in attendance at District Conferences and Convention, District Board of Directors and Executive Committee Meetings, and such other occasions and events specifically requested by the Governor. Governor-Elect shall be reimbursed at the same rate and schedule as prescribed in Section 45.

Authorized expenses include attendance at the annual Governor-Elect conference for the Governor-Elect and guest, as required by Optimist International. In no event, however, should reimbursement for the Governor-Elect conference cause account 255 to exceed the budgeted amount for the year.

49 EXPENSES - LIEUTENANT GOVERNORS (Acct. 210)

Lieutenant Governors shall be reimbursed for authorized expenses, when engaged in the business of the District administration, as prescribed in Section 45, or Optimist International, incurred in required visitation, authorized zone meetings and charter presentations, within their zones, meetings of the District Executive Committee and Board of Directors Meetings, and District Conferences and Conventions.

A Lieutenant Governor-elect will receive reimbursement for the International Convention at an amount determined by the District Executive Committee and will be reimbursed for the District Convention.

50. EXPENSES - PAST GOVERNORS (Acct. 260)

The Past Governors serving as members of the District Executive Committee shall be reimbursed for authorized expenses incurred in attendance at meetings of the District Board of Directors and Executive Committee, District Conferences and Convention, and such other occasions and events specifically authorized by the Governor.

51. EXPENSES - SECRETARY/TREASURER (Acct. 250)

The District Secretary-Treasurer shall be reimbursed for authorized expenses incurred in the execution of the duties of his/her office, attendance at meetings of the District Board of Directors and Executive Committee, District Conferences and Convention and such other occasions and events specifically authorized by the Governor. The hotel negotiated room rate at District Conferences and Conventions for the Secretary-Treasurer shall be paid in full. Room upgrades will be at the expense of the District Secretary-Treasurer.

52. PAST GOVERNOR'S ASSOCIATION (PGA)

The past Governors shall have an association known as the Past Governor's Association (PGA). The Association shall be comprised of all past Governors of the Wisconsin Upper Michigan District (WINUM) and of the Wisconsin North Upper Michigan (WINUM) as well as the current Governor and Governor-Elect. The Association shall elect a chairperson at its First Quarter Conference meeting of each administrative year. The chairperson shall appoint a Secretary/Treasurer.

The Association shall act as an advisory body for the District administration with an emphasis on WINUM District growth through New Club Building. The Past Governor's Association and the its members shall assist in any New Club Building project requested and, as an association, initiate at a minimum of two (2) projects per year. The Association shall meet at a minimum once each quarter, if said meeting is held at the District Conferences or Convention it shall be a breakfast meeting and the cost shall be paid by the members attending. The current Governor may request the Association and/or members thereof to assist him/her in whatever capacity necessary.

The Association may charge dues to cover the cost of name badges or other expenses incurred for its members.

53. HISTORIAN

The Governor may appoint a Historian who shall keep records and information of District activities of the past to assist Governors in their planning and provide consistency in meetings, and Conferences and Conventions.

54. DISTRICT SUPPLY SALES

The Governor each year will appoint a Chairperson for supply sales. This Chairperson will be authorized to conduct a supply sales table at every District event. The District Supply Chairperson shall provide to the District Secretary-Treasurer a full and detailed accounting of all supply sales and purchases during the administrative year no later than (thirty) 30 days after each Conference or Convention at which supply sales took place, and should cover the entire period since the last accounting. This accounting shall also include a detail listing of inventory

on hand and of any receivables from members or clubs billed for supply purchases. Supplies may only be billed to a members and clubs if the invoice amount is over \$25.00. All invoices must be paid within thirty (30) days of receipt.

55. DISTRICT RESOLUTIONS COMMITTEE

At the Third Quarter District meeting, the Governor shall cause to be placed on the agenda the topic of resolutions. At the meeting, the Governor shall announce the chairperson and committee members of the District Resolutions Committee, which will act upon all resolutions ultimately forwarded to the District. All clubs will be solicited to submit resolutions to their Lt. Governor.

No later than 15 July of each year, the Lt. Governor of each zone and all District Officers shall review any resolutions submitted to him or her and shall transmit those resolutions to the District Resolutions Committee.

After 15 July, the District Resolutions Committee shall meet and consider all the resolutions forwarded to the committee as well as any other resolutions the committee wishes to address. The committee shall make a report of its deliberations and proposed action, if any, to the delegates at the Annual District Conventions.

56. DISTRICT CONFERENCE AND CONVENTION COMMITTEE

WINUM District shall maintain a District Conference and Convention Committee. This committee shall be comprised of the Chairperson who is appointed by the Governor, and two (2) to four (4) additional members. These members shall be in accordance with O.I. Bylaws.

1. The committee shall select the properties, in consultation with the Governor who will be in office at the time of the District Conference or Convention, negotiate the contracts and establish the registration fees for each District Conference or Convention.
2. The committee shall be responsible for the running of each District Conference and Convention in coordination with the District Administration. It will be involved in the specific matters of coordinating rooms, meals, social functions, tours, children's programs, spouse's programs and facilities. The committee shall utilize local clubs for the District Conferences and Convention wherever and whenever possible. The specific agenda for each conference will be established by the Governor and the Leadership Development Committee.
3. A report will be made at each Executive Committee meeting showing the income and expenses of the previous conference. A final compiled report of all expenses and income for each District Conference and the Convention will be submitted to the District Secretary/Treasurer by 15 September or within two weeks after Convention if Convention is after 1 September.
4. The committee shall be responsible to recommend possible locations to the delegates at the Annual District Convention the sites for future Annual Conventions. All attempts shall be made to rotate the Annual Convention around the district.
5. All expenses incurred at a District Conference and/or Convention must be approved, prior to incurring such expenses, by the Conference and Convention

Committee Chairperson. Any deviation from this policy may result in the reimbursement for the expense being denied. Only the District Conference and Convention Chairperson or appointed designate may sign for expenses at the Conference or Convention sites.

57. DISTRICT ASSISTANT TO THE GOVERNOR – POWERS, DUTIES, AND RESPONSIBILITIES

The Governor or Governor designate may appoint an Assistant to the Governor as provided by the Bylaws of Optimist International Article XV-8. The duties of the Assistant to the Governor shall be those designated by Optimist International Bylaw XIV-5 and those designated by the Governor.

Expenses for the Assistant to the Governor shall be reimbursed as provided in Policy #45. Expenses for attending the International Convention shall be reimbursed at the same rate as the Lieutenant-Governor Elect as provided in Policy #26.

58. DISTRICT COMMITTEE STRUCTURE AND CHAIRPERSON

WINUM District shall have established committees consisting of three members who each serve a three (3) year term. The Governor-Elect designates the Committee Chairperson for the upcoming year, who will serve a three (3) year term. Standing committees shall be; Membership, New Club Building, Finance, Leadership Development, Optimist International Foundation, Oratorical Contest, Essay Contest, Communication Contest for the Deaf and Hard of Hearing, JOOI Clubs, Supply, Community Projects and Awards, Awards and Achievements, Junior Golf, Conference and Convention, Personal Growth and Involvement, and Scrapbook and Newsletter Contest. An incoming Governor may add one-year ad-hoc committees, as he/she deems necessary. The one (1) year ad-hoc committee members will serve one (1) year and the committee(s) will disband at the end of the year. The Governor-Elect will appoint three members to serve a one year term

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