

# Proposed District Policy Changes 2020-2021

The 2020-2021 District Governance Committee is comprised of the following members:

- Frank Fike
- Paul Gudmundsen
- Linda Ingersoll
- Steve Sucher
- District Governor Debbie Berry
- District Governor-Elect Dan Mills

This committee spent numerous hours in reviewing and updating existing policies for the following: Grammar, Punctuation, Capitalization, Correct word form (e.g. there, their, they're; capitol vs capital), Ambiguity, and Conciseness. These changes are within the authority of this committee to make if the intent of the policy was not changed.

A policy addition regarding a Michigan Leadership Academy was submitted by Linda Thompson. This committee thinks a Michigan Leadership Academy would be very beneficial to developing future leaders within the Michigan District. However, this is a program and not a policy.

The following proposed policy changes are being submitted for consideration that the Q4 Michigan District Convention. These proposed policy changes will be posted on the Michigan District web site.

<b><u>RATIONALE FOR CHANGE</u></b> No references within Optimist International Bylaws are made to establishment of zones within a district. There is proposed optional language for districts to use in the Suggested District Policies document. Submitted by: Michigan District Governance Committee	
<b><u>EXISTING POLICY</u></b> <b>A6. ESTABLISHMENT OF ZONES WITHIN THE DISTRICT</b> Pursuant to Optimist International Bylaws, the number and boundaries of Zones, for any administrative year, is subject to revision, and shall be approved by the Executive Committee at the third quarter District Conference upon presentation by the Governor-Elect for the next administrative year. Such revisions shall be submitted to the Governor not less than 30 days prior to said District Conference. New clubs shall, as practical, be assigned to the zones in which their parent clubs reside for at least one, but not more than two administrative years. The Lieutenant Governor of the zone in which the new club will ultimately belong shall monitor the progress of the club along with the presiding Lieutenant Governor.	<b><u>PROPOSED POLICY CHANGE</u></b> <b>A6. ESTABLISHMENT OF ZONES WITHIN THE DISTRICT</b> Pursuant to Optimist International Bylaws, the number and boundaries of Zones, for any administrative year, is subject to revision, and shall be approved by the Executive Committee at the third quarter District Conference upon presentation by the Governor-Elect for the next administrative year. Such revisions shall be submitted to the Governor not less than 30 days prior to said District Conference. New clubs shall, as practical, be assigned to the zones in which their parent clubs reside for at least one, but not more than two administrative years. The Lieutenant Governor of the zone in which the new club will ultimately belong shall monitor the progress of the club along with the presiding Lieutenant Governor.

# Proposed District Policy Changes 2020-2021

<p><b><u>RATIONALE FOR CHANGE</u></b></p> <p>Makes the policy more encompassing regardless of what the new options are with Optimist International and the Optimist International Foundation.</p> <p>Submitted by: Michigan District Finance Committee</p>	
<p><b><u>EXISTING POLICY</u></b></p> <p><b>B12. FUNDRAISING AT DISTRICT MEETINGS AND CONVENTION</b></p> <p>All funds solicited and raised during any Michigan District conference or convention shall exclusively benefit any of the following organizations:</p> <ol style="list-style-type: none"> <li>1) Optimist International Foundation (OIF)</li> <li>2) Optimist International Childhood Cancer Campaign (CCC)</li> <li>3) Any District Fundraiser approved by Optimist International</li> </ol> <p>This policy in no manner disallows information sharing, publicizing or promoting Club projects at District events in the exposition area. These efforts are not to be a distraction to, or a disruption of, conducting the business of the District.</p>	<p><b><u>PROPOSED POLICY CHANGE</u></b></p> <p><b>B12. FUNDRAISING AT DISTRICT MEETINGS AND CONVENTION</b></p> <p>All funds solicited and raised during any Michigan District conference or convention shall exclusively benefit any of the following organizations:</p> <ol style="list-style-type: none"> <li>1) Optimist International Foundation (OIF)</li> <li style="background-color: yellow;">2) <del>Optimist International Childhood Cancer Campaign (CCC)</del></li> <li>2) Any District Fundraiser approved by Optimist International</li> </ol> <p>This policy in no manner disallows information sharing, publicizing or promoting Club projects at District events in the exposition area. These efforts are not to be a distraction to, or a disruption of, conducting the business of the District.</p>

<p><b><u>RATIONALE FOR CHANGE</u></b></p> <p>The District Finance Committee wants to ensure the annual review report is assessed so any significant concerns can be addressed prior to the submission of the IRS Form 990.</p> <p>Submitted by: Michigan District Finance Committee</p>	
<p><b><u>EXISTING POLICY</u></b></p> <p><b>C2. FINANCE COMMITTEE AND BUDGET</b></p> <p>There shall be a three-member rotating committee, to which the governor shall appoint a person of leadership and ability to serve on this committee for a three-year term and that the governor shall also fill vacancies as may occur on said committee for the uncompleted term.</p> <p>The governor-designate and secretary-treasurer-designate (or the district treasurer- designate), in consultation with, review of and final approval by the finance committee, shall prepare a proposed balanced budget for submission to the incoming board of directors for approval at the first board meeting of the new administrative year. All budgets shall employ the standard district</p>	<p><b><u>PROPOSED POLICY CHANGE</u></b></p> <p><b>C2. FINANCE COMMITTEE AND BUDGET</b></p> <p>There shall be a three-member rotating committee, to which the governor shall appoint a person of leadership and ability to serve on this committee for a three-year term and that the governor shall also fill vacancies as may occur on said committee for the uncompleted term.</p> <p>The governor-designate and secretary-treasurer-designate (or the district treasurer- designate), in consultation with, review of and final approval by the finance committee, shall prepare a proposed balanced budget for submission to the incoming board of directors for approval at the first board meeting of the new administrative year. All budgets shall employ the standard district</p>

## Proposed District Policy Changes 2020-2021

chart of accounts, account numbers, definitions, and required supplements established by Optimist International.

The committee must consider all proposed revisions and proposals for expenditures not previously budgeted or approved and shall make recommendations in writing thereon to the executive committee.

The committee shall exercise advisory supervision over all financial transactions and shall:

- oversee the preparation and timely filing of all financial reports as may be required by the executive committee and/or Optimist International. An annual review of the books and accounts as of September 30 shall be performed by an independent certified public accountant, a certified managerial accountant, a certified general accountant, a chartered accountant, or a review committee. A review report shall be submitted to the District Finance Committee no later than December 31 of each year.
- assess the review report and submit a summary of the report to the executive committee at their next meeting. The review report shall be submitted to Optimist International as required.
- ensure that the IRS Form 990 has been prepared and has been submitted as required by law. Should the secretary-treasurer (or treasurer) be unable to complete his or her duties towards preparing the records for the annual review and the IRS records in a timely fashion as prescribed by law, the finance committee, with the assistance of the immediate past governor, shall complete these duties.
- supervise the orderly transfer of all pertinent district records and funds from each administration to its successor no later than December 31.
- meet with the secretary-treasurer (or the treasurer) and the governor on a quarterly basis to review all financial transactions that have occurred as well as the financial condition of the district.

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The committee shall exercise advisory supervision over all financial transactions and shall:

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- assess the review report and submit a summary of the report to the executive committee at their next meeting. The review report shall be submitted to Optimist International as required. **This assessment shall occur prior to the filing of the IRS Form 990.**
- ensure that the IRS Form 990 has been prepared and has been submitted as required by law. Should the secretary-treasurer (or treasurer) be unable to complete his or her duties towards preparing the records for the annual review and the IRS records in a timely fashion as prescribed by law, the finance committee, with the assistance of the immediate past governor, shall complete these duties.
- supervise the orderly transfer of all pertinent district records and funds from each administration to its successor no later than December 31.
- meet with the secretary-treasurer (or the treasurer) and the governor on a quarterly basis to review all financial transactions that have occurred as well as the financial condition of the district.

# Proposed District Policy Changes 2020-2021

## RATIONALE FOR CHANGE

District assets do not change much year to year. An annual submission is more appropriate.

Submitted by: Michigan District Finance Committee

## EXISTING POLICY

### **C5. CAPITAL PURCHASE**

Purchases of computer programs, fax machines, etc. shall be considered capital purchases and must first be approved by the District Governor, District Secretary-Treasurer (or District Treasurer) and the District Finance Committee. Those items, if purchased, shall remain the property of the Michigan District. No transaction or contract for capital purchases of more than five hundred dollars (\$500.00) may be entered into without the prior review by the District Finance Committee, the District Secretary-Treasurer (or District Treasurer) and the District Executive Committee.

The District Secretary-Treasurer (or District Treasurer) shall maintain an accurate record of district assets and shall provide quarterly a copy of the record to the District Finance Committee.

## PROPOSED POLICY CHANGE

### **C5. CAPITAL PURCHASE**

Purchases of computer programs, fax machines, etc. shall be considered capital purchases and must first be approved by the District Governor, District Secretary-Treasurer (or District Treasurer) and the District Finance Committee. Those items, if purchased, shall remain the property of the Michigan District. No transaction or contract for capital purchases of more than five hundred dollars (\$500.00) may be entered into without the prior review by the District Finance Committee, the District Secretary-Treasurer (or District Treasurer) and the District Executive Committee.

The District Secretary-Treasurer (or District Treasurer) shall maintain an accurate record of district assets and shall provide **annually** a copy of the record to the District Finance Committee.

# Proposed District Policy Changes 2020-2021

## RATIONALE FOR CHANGE

There may be instances such as illness or a death in the family of a pre-registered individual that occur less than 72 hours before the start of the Saturday business meeting that preclude them from submitting a refund request earlier.

Submitted by: Linda Ingersoll, Secretary-Treasurer, Breakfast Optimist Club of Kalamazoo

## EXISTING POLICY

### **C7. CLUB REGISTRATIONS AND REFUNDS**

Registrations by phone, fax or e-mail shall be recognized as a valid registration. Payments for "early bird" registration must arrive before cutoff date. All registrants will be billed for same if they do not attend the registered event unless notification of non-attendance is received at least 72 hours before the start of the Saturday business meeting.

All refund requests of prepaid registrations must be made in writing or email by the pre-registered individual. Such refund requests must be received by the District Secretary-Treasurer (or District Secretary or District Treasurer) at least 72 hours before the start of the Saturday business meeting. No refunds of partial registrations shall be honored. The content of this section shall appear on all pre-registration forms.

## PROPOSED POLICY CHANGE

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Registrations by phone, fax or e-mail shall be recognized as a valid registration. Payments for "early bird" registration must arrive before cutoff date. All registrants will be billed for same if they do not attend the registered event unless notification of non-attendance is received at least 72 hours before the start of the Saturday business meeting.

All refund requests of prepaid registrations must be made in writing or email by the pre-registered individual and must be received by the District Secretary-Treasurer (or District Secretary or District Treasurer). Refund requests made at least 72 hours before the start of the Saturday business meeting will be honored. A refund request made less than 72 hours before the start of the Saturday business meeting by the pre-registered individual, or a club representative, may be allowed by the District Governor if there are extenuating circumstances (e.g. death or hospitalization of a family member). No refunds of partial registrations shall be honored. The content of this section shall appear on all pre-registration forms.

# Proposed District Policy Changes 2020-2021

## RATIONALE FOR CHANGE

1. Scrapbook competitions are no longer held.
2. The CPAs are no longer in existence at Optimist International so there is no CPA competition.

Submitted by: Michigan District Governance Committee

## EXISTING POLICY

### **D3. AWARD RIBBONS**

Ribbons shall be awarded to the overall winner and Division 1- 5 winners for the scrapbook. Each club participating in the CPA competition for the year will receive a ribbon.

## PROPOSED POLICY DELETION

### **~~D3. AWARD RIBBONS~~**

~~Ribbons shall be awarded to the overall winner and Division 1- 5 winners for the scrapbook. Each club participating in the CPA competition for the year will receive a ribbon.~~

## RATIONALE FOR CHANGE

1. Practice should follow policy and policy should follow practice.
2. The awards have not been given out in years. Policy should be deleted.

Submitted by: Michigan District Governance Committee

## EXISTING POLICY

### **D4. CLUB MEMBERSHIP CHAIRPERSON AWARD**

Club membership chairpersons shall be recognized for their achievements in gaining honor club status with a certificate from the district.

## PROPOSED POLICY DELETION

### **~~D4. CLUB MEMBERSHIP CHAIRPERSON AWARD~~**

~~Club membership chairpersons shall be recognized for their achievements in gaining honor club status with a certificate from the district.~~

# Proposed District Policy Changes 2020-2021

## RATIONALE FOR CHANGE

Optimist International Oratorical Contest rules require a district to submit their winner by May 15. Prior language of 30 days after district contest could cause an entry to be submitted late and be ineligible.

Submitted by: Michigan District Governance Committee

## EXISTING POLICY

### **D5. DISTRICT ORATORICAL CONTESTS**

The District shall conduct a non-gender oratorical contest each year. The District finals will be held at the time of the third quarter meeting. The preliminary Area contests will be held by April 30.

Pursuant to the policies of Optimist International, all phases of the District and Area contests shall be conducted in strict compliance with International oratorical rules.

The District is divided into five areas composed of the following zones.

AREA I - North/Northeast  
AREA II -- Central/West/Southwest  
AREA III – East  
AREA IV – Oakland  
AREA V – Wayne

Should an area not have enough clubs participating (minimum of three clubs) the club will send the participants to the closest area contest.

The Governor-Designate at the District Convention may specify the specific counties contained in each area if changes are proposed for the upcoming year. Counties are used to make it easier to determine which “Area Contest” an entrant should be attending, regardless of the zone number of the sponsoring club. It shall be based on the sponsoring club’s location.

Below are specified counties allocated to each area:

## PROPOSED POLICY CHANGE

### **D5. DISTRICT ORATORICAL CONTESTS**

The District shall conduct a non-gender oratorical contest each year. The District finals will be held at the time of the third quarter-District Conference. The preliminary area contests will be held by April 30.

Pursuant to the policies of Optimist International, all phases of the district and area contests shall be conducted in strict compliance with International oratorical rules.

The District is divided into five areas composed of the following zones.

AREA I - North/Northeast  
AREA II -- Central/West/Southwest  
AREA III – East  
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AREA V – Wayne

Should an area not have enough clubs participating (minimum of three clubs) the club will send the participants to the closest area contest.

The Governor-Designate at the District Convention may specify the specific counties contained in each area if changes are proposed for the upcoming year. Counties are used to make it easier to determine which “Area Contest” an entrant should be attending, regardless of the zone number of the sponsoring club. It shall be based on the sponsoring club’s location.

Below are specified counties allocated to each area:

## Proposed District Policy Changes 2020-2021

Area I - consists of the following 25 counties: Alcona; Alpena; Antrim; Arenac; Bay; Benzie; Charlevoix; Cheboygan; Clare; Crawford; Emmet; Gladwin; Grand Traverse; Iosco; Kalkaska; Leelanau; Midland; Missaukee; Montmorency; Ogemaw; Oscoda; Otsego; Presque Isle; Roscommon; Saginaw

Area II - consists of the following 29 counties: Allegan; Barry; Berrien; Branch; Calhoun; Cass; Clinton; Gratiot; Ionia; Isabella; Kent; Lake; Manistee; Mason; Mecosta; Montcalm; Muskegon; Newaygo; Oceana; Osceola; Ottawa; Wexford, Eaton; Hillsdale; Ingham; Jackson; Kalamazoo; St. Joseph; Van Buren

Area III - consists of the following 10 counties: Genesee; Huron; Lapeer; Lenawee; Livingston; Macomb, Monroe, Sanilac; St. Clair, Shiawassee; Tuscola; Washtenaw

Area IV--Oakland

Area V - Wayne

Entry fees for the area and district contest may be charged only to cover the costs involved in operating the contests payable to Michigan District Optimist. Other costs including transportation, food and lodging while at or in route to the said contests shall be the responsibility of the sponsoring club.

The costs of all district (including area contests) finalist plaques shall be budgeted and reviewed under accounts 140 and 370. Such items will be purchased by the district oratorical chairperson and reimbursed by the District Secretary-Treasurer (or District Treasurer). The District Secretary-Treasurer (or District Treasurer) will record all revenue and expenses.

It shall be the responsibility of the chairperson to submit the required materials and information on contest winners to the International office no later than 30 days following the contest.

Area I - consists of the following 25 counties: Alcona; Alpena; Antrim; Arenac; Bay; Benzie; Charlevoix; Cheboygan; Clare; Crawford; Emmet; Gladwin; Grand Traverse; Iosco; Kalkaska; Leelanau; Midland; Missaukee; Montmorency; Ogemaw; Oscoda; Otsego; Presque Isle; Roscommon; Saginaw

Area II - consists of the following 29 counties: Allegan; Barry; Berrien; Branch; Calhoun; Cass; Clinton; Gratiot; Ionia; Isabella; Kent; Lake; Manistee; Mason; Mecosta; Montcalm; Muskegon; Newaygo; Oceana; Osceola; Ottawa; Wexford, Eaton; Hillsdale; Ingham; Jackson; Kalamazoo; St. Joseph; Van Buren

Area III - consists of the following 12 counties: Genesee; Huron; Lapeer; Lenawee; Livingston; Macomb, Monroe, Sanilac; St. Clair, Shiawassee; Tuscola; Washtenaw

Area IV--Oakland

Area V - Wayne

Entry fees for the area and district contest may be charged only to cover the costs involved in operating the contests payable to Michigan District Optimist. Other costs including transportation, food and lodging while at or in route to the said contests shall be the responsibility of the sponsoring club.

The costs of all district (including area contests) finalist plaques shall be budgeted and reviewed under accounts 140 and 370. Such items will be purchased by the district oratorical chairperson and reimbursed by the District Secretary-Treasurer (or District Treasurer). The District Secretary-Treasurer (or District Treasurer) will record all revenue and expenses.

It shall be the responsibility of the chairperson to submit the required materials and information on contest winners to the International office by May 15.

# Proposed District Policy Changes 2020-2021

## RATIONALE FOR CHANGE

I suggest that all 3 winners (1st, 2nd, and 3rd) in the district optimist essay contest receive a scholarship (to be used for future education). Currently only the winner receives a prize. This would make more sense and be fairer to all state finalist contestants.

Inspired by: Frederick Rottach, Detroit Downtown Club

Policy language adapted from scholarship procedures developed by the Bay City Noon Optimist Club in support of their club Essay and Oratorical contests.

## NEW POLICY

### **Dx. ADDITIONAL SCHOLARSHIP AWARDS**

The District shall annually offer scholarship awards for the 2<sup>nd</sup> and 3<sup>rd</sup> place winners of the Essay and Communication Contest for the Deaf and Hard of Hearing (CCDHH) Contests should a contest be held. These scholarship awards can only be used to assist the recipient in the pursuit of further education at a college, university, trade school, and other type of post-secondary educational institution.

Optimist International Foundation (OIF) provides the scholarships for the 1<sup>st</sup> place winners of these contests along with the Oratorical Contest. OIF provides scholarships for the 2<sup>nd</sup> and 3<sup>rd</sup> place winners in the Oratorical Contest, but not the Essay and CCDHH Contests. The scholarship awards provided by the District are not to exceed the scholarship amounts provided by OIF for the Oratorical Contest. These district scholarship awards will be accounted for in the proposed balanced budget for the new administrative year.

A club campaign fund titled the Michigan District Scholarship Fund has been established with OIF to hold the scholarship funds in escrow until the winners claim their funds. Procedures established by OIF for club campaign funds will be followed. This includes the designation of an executor for the fund. District scholarship awards will be deposited in the fund in the campaign fund in the Optimist year of the event.

OIF provides quarterly statements of a fund including deposits received, withdrawals processed, interest paid and current balance. The executor of the club campaign fund will maintain a record of the scholarship award winners held in escrow. This record will be reconciled to the statements

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provided by OIF. This record and latest OIF statement will be provided annually to the District Finance Committee.

All scholarship award winners held in escrow will be notified of any change in the executor of the club campaign fund.

A District scholarship award winner must enroll in an approved institution and utilize their award by the time they turn the age of 25. After that time, all obligations on the part of District to pay the stipulated scholarship for that winner shall be null and void. That abandoned award can then be used towards the next year's scholarship awards.