

Proposed District Policy Changes 2021-2022

The 2021-2022 District Governance Committee is comprised of the following members:

- Pam Barckholtz
- Frank Fike
- Linda Ingersoll
- Theresa Mills
- District Governor Dan Mills
- District Governor-Elect Pamela Batcho

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.

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

<u>RATIONALE FOR CHANGE</u> Currently there is no repository for the District's annual financial reports. Submitted by: Michigan District Governance Committee	
<u>EXISTING POLICY</u> A19. DISTRICT HISTORIAN The Executive Committee shall appoint a historian who shall keep the records, including all minutes of the District Executive Committee and Board of Directors in cooperation with the District Secretary-Treasurer or District Secretary, and information on the District activities of the past. Historical information will be available to assist Governors in their planning to provide consistency in meetings and conferences.	<u>PROPOSED POLICY CHANGE</u> A19. DISTRICT HISTORIAN The Executive Committee shall appoint a historian who shall keep the records, including all minutes of the District Executive Committee and Board of Directors in cooperation with the District Secretary-Treasurer or District Secretary, and information on the District activities of the past and copies of the District's annual financial reports . Historical information will be available to assist Governors in their planning to provide consistency in meetings and conferences.

Proposed District Policy Changes 2021-2022

<u>RATIONALE FOR CHANGE</u> The responsibilities of the Candidate Qualifications Committee have never been defined within the District policies. Submitted by: Michigan District Governance Committee	
<u>EXISTING POLICY</u> A22. CANDIDATE QUALIFICATIONS COMMITTEE The Candidate Qualifications Committee shall be composed of the Governor-Elect, the two immediate past governors and two members appointed for a term of one year appointed by the District Governor. The committee shall function as provided by Optimist International bylaws.	<u>PROPOSED POLICY CHANGE</u> A22. CANDIDATE QUALIFICATIONS COMMITTEE The Candidate Qualifications Committee shall be composed of the Governor-Elect, the two immediate past governors and two members appointed for a term of one year appointed by the District Governor. The Candidate Qualifications Committee will determine if candidates meet the minimum qualifications as outlined in District Policy A2. An interview may be held. The list of all qualified candidates will be presented to the Executive Committee and to the Board of Directors at the third quarter District conference. The committee shall function as provided by Optimist International bylaws.

<u>RATIONALE FOR CHANGE</u> New Special Needs clubs are in existence or currently being formed within the Michigan District. The annual dues charged by Optimist International are \$10.00. District dues need to be more in line with what OI charges these clubs. Submitted by: Michigan District Governance Committee	
<u>EXISTING POLICY</u> C4. DISTRICT DUES Each club shall pay to the District for each member enrolled at the time, annual dues of \$15.00 per member, payable in quarterly amounts on October 1, January 1, April 1, and July 1, subject to the approval of the Board of Directors of Optimist International and in accordance with the bylaws thereof (Article III Section A.3).	<u>PROPOSED POLICY CHANGE</u> C4. DISTRICT DUES Each club shall pay to the District for each member enrolled at the time, annual dues of \$15.00 per member, payable in quarterly amounts on October 1, January 1, April 1, and July 1, subject to the approval of the Board of Directors of Optimist International and in accordance with the bylaws thereof (Article III Section A.3).

Proposed District Policy Changes 2021-2022

<p>Dues payable by a newly affiliated club shall commence on the first day of the third month following that in which such club is officially organized, such payment to be based on the number of members enrolled in the International office on that date.</p> <p>Full-time college students will pay annual dues of \$4.00 a year, payable in three (3) installments as follows: \$2.00 on November 1; \$1.00 on January 1; \$1.00 on March 1. A full-time college student is as defined by the Constitution and Bylaws of Optimist International.</p> <p>Michigan District clubs outside of the United States are excluded from payment of District dues.</p>	<p>Dues payable by a newly affiliated club shall commence on the first day of the third month following that in which such club is officially organized, such payment to be based on the number of members enrolled in the International office on that date.</p> <p>Full-time college students will pay annual dues of \$4.00 a year, payable in three (3) installments as follows: \$2.00 on November 1; \$1.00 on January 1; \$1.00 on March 1. A full-time college student is as defined by the Constitution and Bylaws of Optimist International.</p> <p>Special Needs clubs will pay annual dues of \$4.00.</p> <p>Michigan District clubs outside of the United States are excluded from payment of district dues.</p>
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<p><u>RATIONALE FOR NEW POLICY</u></p> <p>Previously there has not been a definition of the two club campaign funds established at the Optimist International Foundation for Childhood Health and Wellness accounts.</p> <p>Submitted by: 2020-2021 Michigan District Finance Committee</p>	
	<p><u>PROPOSED NEW POLICY</u></p> <p>C12. CHILDHOOD HEALTH AND WELLNESS FUNDS</p> <p>Two Club Campaign accounts have been established at the Optimist International Foundation for all deposits and distributions to be made. One account is the Childhood Cancer Account and the other is the Childhood Health and Wellness Account.</p> <p>Any money raised that is specifically designated to Childhood Cancer must be deposited into the Childhood Cancer Campaign Account as they are restricted funds. All other money shall be deposited into the Health and Wellness Campaign Account.</p>

Proposed District Policy Changes 2021-2022

	<p>Only the authorized party on record with the Foundation can request in writing to the Foundation that distributions can be made from the accounts.</p> <p>On an annual basis, the Michigan District Health and Wellness Committee will provide a written report to the District Finance Committee, the District Executive Committee and the District Board of Directors showing the revenue, the distributions and what the balance is in both Club Campaign accounts.</p>
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<p><u>RATIONALE FOR NEW POLICY</u></p> <p>Requirement to receive semi-annual allotments from Optimist International.</p> <p>Submitted by: Michigan District Governance Committee</p>	
	<p><u>PROPOSED NEW POLICY</u></p> <p>C13. DISTRICT ALLOTMENT PROCEDURES</p> <p>Optimist International pays the district allotments semi-annually including the May allotment (November through April) and the November allotment (May through October). The District must meet certain criteria before Optimist International can pay the semi-annual allotment. Districts have one year to submit all requirements in order to receive an allotment for that period, after which time the allotment will be forfeited. The required documentation and due dates are as follows:</p> <ul style="list-style-type: none">• Due by January 31 from fall of current fiscal year, Michigan District First Quarter Board Meeting Minutes, Michigan District First Quarter Executive Committee Meeting Minutes, and Michigan District Budget for the administrative year.• Due by February 15, IRS Form 990 for the previous administrative year.• Due April 30 from January/February/March of current fiscal year, Michigan District Second Quarter Board Meeting Minutes and Second Quarter Executive Committee Meeting Minutes. If the district does not hold a second quarter board of directors meeting or executive committee meeting, Optimist International will be sent an email

Proposed District Policy Changes 2021-2022

	<p>commination stating no meeting was conducted. The email communication will suffice for confirmation of the allotment requirements.</p> <ul style="list-style-type: none"> • Due July 31 from spring of previous fiscal year, Michigan District Third Quarter Board Meeting Minutes and Third Quarter Executive Committee Meeting Minutes. • Due October 31, Michigan District Third Quarter Financial Statements, Michigan District Convention Board Meeting Minutes, and Michigan District Fourth Quarter Executive Committee Meeting Minutes. • Due by December 31, Michigan District Policies as approved by the International Board of Directors. <p>The documentation required for the November allotment must be submitted within one year from the end of that period or the allotment will be forfeited. The documentation required for the May allotment must be submitted within one year from the end of that period or the allotment will be forfeited.</p>
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<p><u>RATIONALE FOR NEW POLICY</u></p> <p>Currently, the Hall of Fame Award is only referenced in the District Directory. The new policy will define the award and provide consistency for determining the recipients from year to year.</p> <p>Submitted by: Michigan District Governance Committee</p>	
	<p><u>PROPOSED NEW POLICY</u></p> <p>D8. DISTRICT HALL OF FAME</p> <p>The District Hall of Fame was established to reward good and effective leadership and to motivate good leaders to continue in a leadership capacity within the District of Optimist International.</p>

Proposed District Policy Changes 2021-2022

The District Hall of Fame Committee will be comprised of a least three District Optimists in good standing. The governor will appoint at least two members to the committee and the immediate past governor will appoint at least one member. The immediate past governor will chair the committee. The committee may select any number of District Optimists to receive the award annually based on the qualifications. If no qualified candidate(s) is selected, no award will be given.

The committee will evaluate nominations based on the following criteria:

- Ten years of service as a member in good standing of an Optimist club in the District;
- The nominee will have held the position of Club President;
- The nominee(s) will have served at least twice as a District committee chairperson;
- The nominee(s) will have served on two or more District committees other than as chairperson; and
- The nominee(s) will have demonstrated personal demeanor that is in keeping with the philosophy and goals of Optimist International and the District.

Optimists may nominate themselves or be nominated by another optimist. All nominations must be received by the committee chair by June 1st of the current year. In either case, the nominee's club president must certify the nominee's good standing with the club. The selection of candidates is accomplished by evaluating the criteria. The District Hall of Fame award will be presented at the District's annual convention.

Proposed District Policy Changes 2021-2022

RATIONALE FOR NEW POLICY

Currently, the District Corporate Partner of the Year award is only referenced in the District Directory. The new policy will define the award and provide consistency for determining the recipients from year to year.

Submitted by: Michigan District Governance Committee

PROPOSED NEW POLICY

D9. DISTRICT CORPORATE PARTNER OF THE YEAR

The District Corporate Partner of the Year award was established to recognize corporate partners who advance the purposes of the District Optimists and Optimist International. Any District Optimist club may choose to nominate an individual business partner or corporation, which in the judgment of the club provided services, facilities, funds, personnel, etc. to help the club fulfill their goals and objectives as an Optimist organization.

The District Corporate Partner of the Year Committee will be comprised of at least three District Optimists in good standing appointed by the Governor annually. If no qualified candidate is selected, no award will be given.

The committee will evaluate nominations based on the following criteria:

- Degree to which the corporation is involved with the youth of the community;
- Degree to which the corporation helps to promote Optimism;
- Sponsorship of an Optimist activity or project in the community; and
- Financial grant(s) or assistance to the local clubs in the area.

All nominations must be received by the committee chair by June 1 of the current year. The committee chair will present the District Corporate Partner of the Year award at the District's annual convention.

Proposed District Policy Changes 2021-2022

RATIONALE FOR NEW POLICY

Currently, the District Optimist of the Year award is only referenced in the District Directory. The new policy will define the award and provide consistency for determining the recipients from year to year.

Submitted by: Michigan District Governance Committee

PROPOSED NEW POLICY

D10. DISTRICT OPTIMIST OF THE YEAR

The District Optimist of the Year award was established to recognize members in good standing who advance the purposes of the District Optimists and Optimist International. Any District Optimist club may choose to nominate an individual annually for this district award.

The District Optimist of the Year Committee will be comprised of no more than three District Optimists in good standing appointed by the Governor. The committee may select no more than one District Optimist to receive the award annually based on the nominee's qualifications. If no qualified candidate is selected, no award will be given.

The committee will evaluate nominations based on the following criteria:

- A member in good standing;
- An active participant with local club activities;
- Sponsor at least one new member during the last twelve months; and
- Leadership in at least one local project or creative design of a new program or project.

All nominations must be received by the committee chair by June 1 of the current year. The nominee's club president must certify the nominee's good standing with the club. The selected member is awarded District Optimist of the Year status at the District's annual convention.

Proposed District Policy Changes 2021-2022

The District has received a list of mandatory updates to be made to District policies. The following section includes the policies of the Michigan District that will be updated effective October 1, 2022 as required. **These do not require approval by the District Board of Directors.**

Submitted by: Michigan District Governance Committee; required by Optimist International Bylaws

EXISTING PURPOSE STATEMENT

PURPOSE:

This is why we exist:

The purpose of the Michigan District is to function as an administrative division of Optimist International in furtherance of the purposes of Optimist International Bylaws and Policies as established by the International Board of Directors. The District shall provide service and support to the clubs for the purpose of enhancing growth, participation, administration and youth service.

REQUIRED CHANGE

PURPOSE:

This is why we exist:

The purpose of the Michigan District is to function as an administrative division of Optimist International in furtherance of the purposes of Optimist International Bylaws and Policies as established by the International Board of Directors. The District shall provide service and support to the clubs for the purpose of enhancing growth, participation, administration and youth service. **All clubs located within the territorial boundaries of the 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.**

EXISTING POLICY

A1. 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. Suggested policy revisions shall be made annually by the District Governance Committee at the third quarter District Conference to the Executive Committee as an informational item. Suggested policies shall be published on the District website, at a minimum of 30 days prior to the fourth quarter District Convention. All suggested policy revisions must be approved by the District delegates at the fourth quarter District Convention to qualify as adoptable.

REQUIRED CHANGE

A1. 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. Suggested policy revisions shall be made annually by the District Governance Committee at the third quarter District Conference to the Executive Committee as an informational item. Suggested policies shall be published on the District website, at a minimum of 30 days prior to the fourth quarter District Convention. All suggested policy revisions must be approved by the District delegates at the fourth quarter District Convention to qualify as adoptable. **These**

Proposed District Policy Changes 2021-2022

<p>Once adopted, a newly revised set of operating policies shall be distributed by the District Secretary-Treasurer or District Secretary to Optimist International, and to the Governor-Designate for incorporation into the District directory, effective October 1 following the District Convention.</p>	<p>policies shall be adopted annually by the District Board of Directors at the Annual convention or a specially called convention.</p> <p>Once adopted, a newly revised set of operating policies shall be distributed by the District Secretary-Treasurer or District Secretary to Optimist International, and to the Governor-Designate for incorporation into the District directory, effective October 1 following the District Convention.</p>
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<p><u>EXISTING POLICY</u></p>	<p><u>REQUIRED CHANGE</u></p>
<p>A2. DISTRICT OFFICERS</p> <p>The District Officers shall be the Governor, Governor-Elect, Secretary-Treasurer (or the Secretary and the Treasurer), the Lieutenant Governors and Assistants to the Governor. To be elected to serve as Governor-Elect of the District, one must have served as a Club President and majority of a full term as Lieutenant Governor, or is currently serving a majority of a full term as a Lieutenant Governor. If a qualified candidate cannot be identified by the Candidate Qualifications Committee by the fourth quarter District Convention, a special convention shall be convened at the first quarter District Conference by the immediate Past Governor of the District. If no qualified candidate is found by the first quarter District Conference, the immediate or most recent Past Governor shall be reinstalled. The District Officers for the forthcoming administrative year are installed by the appointed representative of Optimist International at the annual District Convention.</p> <p>The Lieutenant Governors shall be elected by their zones at a zone meeting held prior to the third quarter District Conference.</p>	<p>A2. DISTRICT OFFICERS</p> <p>No one shall be eligible for election or hold a District office unless the person is duly enrolled on the International roster as a member of a Club in good standing in Optimist International. The District Officers shall be the Governor, Governor-Elect, Secretary-Treasurer (or the Secretary and the Treasurer), the Lieutenant Governors and Assistants to the Governor. To be elected to serve as Governor-Elect of the District, one must have served as a Club President and majority of a full term as Lieutenant Governor, or is currently serving a majority of a full term as a Lieutenant Governor. If a qualified candidate cannot be identified by the Candidate Qualifications Committee by the fourth quarter District Convention, a special convention shall be convened at the first quarter District Conference by the immediate Past Governor of the District. If no qualified candidate is found by the first quarter District Conference, the immediate or most recent Past Governor shall be reinstalled. The District Officers for the forthcoming administrative year are installed by the appointed representative of Optimist International at the annual District Convention.</p> <p>The Lieutenant Governors shall be elected by their zones at a zone meeting held prior to the third quarter District Conference.</p>

Proposed District Policy Changes 2021-2022

<p><u>EXISTING POLICY</u></p> <p>A4. DISTRICT EXECUTIVE COMMITTEE</p> <p>The Executive Committee shall consist of the District Officers, the two most immediate Past Governors, and the JOI Governor as a non-voting member. The District may delegate, subject to the limitations imposed by these policies and Optimist International Bylaws, the powers of the Board of Directors to the Executive Committee. Duties of the Executive Committee are outlined in Optimist International Bylaws, Article VII.</p>	<p><u>REQUIRED CHANGE</u></p> <p>A4. DISTRICT EXECUTIVE COMMITTEE</p> <p>The Executive Committee shall consist of the District Officers, the two most immediate Past Governors, and the JOI Governor as a non-voting member. The District may delegate, subject to the limitations imposed by these policies and Optimist International Bylaws, the powers of the Board of Directors to the Executive Committee. Duties of the Executive Committee are outlined in Optimist International Bylaws, Article VII.</p> <p>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.</p>
<p><u>EXISTING POLICY</u></p> <p>A11. SECRETARY-TREASURER</p> <p>The District Secretary-Treasurer (or the District Secretary and the District Treasurer) shall be appointed for a term of one year by the Governor-Elect. The appointment of the Secretary-Treasurer (or the Secretary and the Treasurer) shall be confirmed by the District's Board of Directors and shall take office October 1 next following confirmation.</p>	<p><u>REQUIRED CHANGE</u></p> <p>A11. SECRETARY-TREASURER</p> <p>The District Secretary-Treasurer (or the District Secretary and the District Treasurer) shall be appointed for a term of one year by the Governor-Elect. The appointment of the Secretary-Treasurer (or the Secretary and the Treasurer) shall be confirmed by the District's Board of Directors and shall take office October 1 next following confirmation.</p> <p>A District Secretary-Treasurer, District Secretary, District Treasurer, or any combination thereof, shall not serve more than three consecutive years. The term of office for Secretary-Treasurer shall be one year. A</p>

Proposed District Policy Changes 2021-2022

	<p>Secretary and/or Treasurer shall, at the end of his or her term of office, deliver all District records to the incoming Secretary and/or Treasurer.</p> <p>The District Board of Directors shall annually determine the official depositories for District funds and designate officers authorized to endorse, execute and sign checks or orders for the payment of money and such shall be co-signed by two such officers, the District Secretary-Treasurer and the District Governor. The co-signers shall not be members of the same family, household and/or business partners.</p>
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<u>EXISTING POLICY</u>	<u>REQUIRED CHANGE</u>
<p>A16. NEW CLUBS</p> <p>Dates and programs for the charter presentation events of new clubs shall be established by joint action of the new club, the sponsor club, and the District administration. The Governor or his/her appointee shall present the charter. In the event of a charter presentation occurring after the end of the administrative year in which the club was established, the Immediate Past Governor shall have the prerogative of presenting the charter.</p> <p>The District administration shall provide each new club with a complimentary club banner, bell and gavel to be purchased from the provider designated by Optimist International, as budgeted by the District.</p>	<p>A16. NEW CLUBS</p> <p>The District will promote the building of new clubs in accordance with the Bylaws, Policies, and Guidelines developed by the International Board of Directors. Dates and programs for the charter presentation events of new clubs shall be established by joint action of the new club, the sponsor club, and the District administration. The Governor or his/her appointee shall present the charter. In the event of a charter presentation occurring after the end of the administrative year in which the club was established, the Immediate Past Governor shall have the prerogative of presenting the charter.</p> <p>The District administration shall provide each new club with a complimentary club banner, bell and gavel to be purchased from the provider designated by Optimist International, as budgeted by the District.</p>

Proposed District Policy Changes 2021-2022

<u>EXISTING POLICY</u>	<u>REQUIRED CHANGE</u>
<p data-bbox="111 237 789 261">B5. DISTRICT BOARD OF DIRECTORS MEETING</p> <p data-bbox="111 310 1024 451">The District Board of Directors will not be required to meet during the administrative year other than to assemble at the District Convention for the purpose of delegating responsibility for the oversight of District business to the Executive Committee.</p>	<p data-bbox="1066 237 1745 261">B5. DISTRICT BOARD OF DIRECTORS MEETING</p> <p data-bbox="1066 310 1990 646">The Governor may call a meeting of the District Board of Directors each quarter, or at such time and place as determined with the advice and consent of the Executive Committee. Notices of all meetings of the District Board of Directors shall be issued and caused to be delivered to all members of the District Board of Directors by the District Secretary-Treasurer or District Secretary at least 30 days prior to said meetings. A majority of the District Board of Directors shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to give effect to any action of the Board.</p> <p data-bbox="1066 699 1980 841">The District Board of Directors will not be required to meet during the administrative year other than to assemble at the District Convention for the purpose of delegating responsibility for the oversight of District business to the Executive Committee.</p>

<u>EXISTING POLICY</u>	<u>REQUIRED CHANGE</u>
<p data-bbox="111 1013 474 1037">B8. CONVENTION RULES</p> <p data-bbox="111 1086 1031 1349">The method and means of voting at the District Convention shall be established by the District Executive Committee. Convention rules shall be adopted by a majority vote (of those present) during the first business session of each District Convention; but may be suspended, rescinded or amended after their adoption by a two-thirds vote. A quorum of any District convention shall consist of most accredited delegates. (OI Bylaws Article VII, Section 4.)</p> <p data-bbox="111 1398 953 1500">The District Convention shall be composed of registered Optimist delegates as set forth in the Optimist International Bylaws. To be accredited by the credentials committee and eligible to vote on</p>	<p data-bbox="1066 1013 1430 1037">B8. CONVENTION RULES</p> <p data-bbox="1066 1086 1986 1500">A convention of the clubs in each District shall be held between August 1 and September 30 on such dates and at such location as shall be determined by the District Board of Directors. The convention city shall be determined by a vote of the accredited delegates at the District Convention for as many years in advance not exceeding five years, as may be deemed necessary. The District Board of Directors shall have power to substitute another city in the event circumstances later make such action necessary or advisable. The District Secretary-Treasurer or District Secretary 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</p>

Proposed District Policy Changes 2021-2022

convention business, delegates must have registered at the convention, paid the registration fee, and produced such credentials as may be required by the Executive Committee. The number of accredited delegates of a club shall not exceed the voting strength of the club. Club voting strength will be based on one vote for each ten members.

Roberts' Rules of Order shall govern the convention proceedings in all cases not governed by the Constitution and Bylaws and these convention rules.

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 chairperson. At the conclusion of the balloting the tellers shall certify the tabulated result 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 chairperson who shall cast the votes of the club's delegation on any convention business requiring a vote by written ballot or roll call.

the holding of said annual convention shall be set forth. In the event of an emergency, with the approval of the International Board of Directors and the District Board of Directors, a District may hold a special District convention at any time or place. The District Secretary-Treasurer or District Secretary 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 (of those present) 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 District Convention shall be established by these District Policies

The District Convention shall be composed of registered Optimist delegates as set forth in the Optimist 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 Executive Committee. The number of accredited delegates of a club shall not exceed the voting strength of the club. Club voting strength will be based on one vote for each ten members.

Roberts' Rules of Order shall govern the convention proceedings in all cases not governed by the Constitution and Bylaws and these convention rules.

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Proposed District Policy Changes 2021-2022

	<p>chair shall appoint a committee of tellers and name its chairperson. At the conclusion of the balloting the tellers shall certify the tabulated result 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 chairperson who shall cast the votes of the club’s delegation on any convention business requiring a vote by written ballot or roll call.</p>
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<p><u>EXISTING POLICY</u></p> <p>C2. FINANCE COMMITTEE AND BUDGET</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 District 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 chart of accounts, account numbers, definitions, and required supplements established by Optimist International.</p> <p>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.</p>	<p><u>REQUIRED CHANGE</u></p> <p>C2. FINANCE COMMITTEE AND BUDGET</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. 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. All budgets shall</p>
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Proposed District Policy Changes 2021-2022

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. 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 District Secretary-Treasurer (or District 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 District Secretary-Treasurer (or the District 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.

employ the standard district 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, and a report thereon shall be submitted to the District Board of Directors and District Finance Committee not later than November 30 of each year. A review report shall be submitted to the District Finance Committee no later than December 31 of each year. The review report shall be submitted to Optimist International as required. The assessment shall occur prior to the filing of the IRS Form 990.
- 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 District Secretary-Treasurer (or District Treasurer) be unable to complete his or her duties towards preparing the records for the annual review

Proposed District Policy Changes 2021-2022

<p>An annual financial review of the prior fiscal year shall be given to the District Board of Directors by December 31.</p>	<p>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.</p> <ul style="list-style-type: none"> • 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 District Secretary-Treasurer (or the District 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. <p>An annual financial review of the prior fiscal year shall be given to the District Board of Directors by December 31.</p>
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<p><u>EXISTING POLICY</u></p> <p>C4. DISTRICT DUES</p> <p>Each club shall pay to the District for each member enrolled at the time, annual dues of \$15.00 per member, payable in quarterly amounts on October 1, January 1, April 1, and July 1, subject to the approval of the Board of Directors of Optimist International and in accordance with the bylaws thereof (Article III Section A.3).</p> <p>Dues payable by a newly affiliated club shall commence on the first day of the third month following that in which such club is officially organized, such payment to be based on the number of members enrolled in the International office on that date.</p> <p>Full-time college students will pay annual dues of \$4.00 a year, payable in three (3) installments as follows: \$2.00 on November 1; \$1.00 on January 1; \$1.00 on March 1. A full-time college student is as defined by the Constitution and Bylaws of Optimist International.</p>	<p><u>REQUIRED CHANGE</u></p> <p>C4. DISTRICT DUES</p> <p>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 district's dues, and dates on which such dues shall be payable, shall be established by the Board of Directors of Optimist International. A 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. No financial obligation or assessment, of any kind, other than provided in the Bylaws of Optimist International, shall be placed upon or requested of the clubs or their members by the district.</p>
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Proposed District Policy Changes 2021-2022

Special Needs clubs will pay annual dues of \$4.00.

Michigan District clubs outside of the United States are excluded from payment of District dues.

Each club shall pay to the District for each member enrolled at the time, annual dues of \$15.00 per member, payable in quarterly amounts on October 1, January 1, April 1, and July 1, subject to the approval of the Board of Directors of Optimist International and in accordance with the bylaws thereof (Article III Section A.3).

Dues payable by a newly affiliated club shall commence on the first day of the third month following that in which such club is officially organized, such payment to be based on the number of members enrolled in the International office on that date.

Districts may reduce or eliminate dues for a college member; however, the Michigan District has established dues for college members. Full-time college students will pay annual dues of \$4.00 a year, payable in three (3) installments as follows: \$2.00 on November 1; \$1.00 on January 1; \$1.00 on March 1. A full-time college student is as defined by the Constitution and Bylaws of Optimist International.

Special Needs clubs will pay annual dues of \$4.00.

Michigan District clubs outside of the United States are excluded from payment of District dues.