

DRAFT Proposed 2025-2026 District Policies  
Submitted by Governance Chair Linda Thompson  
May 14, 2025

### **Timeline for review and approval of 2025-2026 District Policies**

|            |  |
|------------|--|
| May 14     | Proposed policy changes presented at the Executive Committee meeting   |
| May 17-Q3  | Proposed policy changes presented to the Board of Directors  |
| by June 30 | Proposed policy changes posted on the district website at michiganoptimists.org<br>Board of Directors and Members notified of posting and Zoom input meeting |
| July 23    | Member input on proposed District Policies (7:00-8:00pm on Zoom)   |
| Aug. 23-Q4 | The Board of Directors vote on proposed policy changes   |

This DRAFT 25-26 DRAFT Proposed District Policies document is aligned with the requirements and format of the current Optimist International Bylaws. The following policy changes are proposed:

- Article I-contains new language
- Article III-Section 1 and Article IV-Section 3-provides new language that defines a quorum for district business meetings
- Article V-Section 7-Allows the establishment and monitoring of current and future OIF grants. Currently, the Michigan District Scholarship Fund and the Childhood Health and Wellness Fund.
- *Article VI-Section 4-Deletes language not in alignment with OI Bylaws.*
- *Article V-District Revenues and Disbursements aligns with the required language of Optimist International Bylaws.*
- *The 24-25 Finance Policies C1-1, that are not required by the OI Bylaws, are proposed to be moved to District Procedures. A DRAFT 25-26 Proposed Finance Policies Changes document may be found at page 11 of this document.*



MICHIGAN DISTRICT OPTIMISTS

2025-2026 Draft Proposed District Policies

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## FOREWORD



### **Who are we?**

The Michigan Optimists district is comprised of over 2000 volunteers serving in 76 urban, rural and suburban communities across the lower peninsula of Michigan. We are representative of the youth and communities we serve. Michigan is one of the 42 districts of Optimist International with over 43,000 volunteers who seek to bring hope and a positive vision of the future to youth, our communities and ourselves.

### **What is our purpose?**

We develop optimism as a philosophy of life utilizing the tenets of the Optimist Creed; to promote an active interest in good government and civic affairs; to inspire respect for the law; to promote patriotism and work for international accord and friendship among all people; to aid and encourage the development of youth, in the belief that the giving of one's self in service to others will advance the well-being of humankind, community life and the world.

### **What are our core values?**

We believe that together with respect, integrity, a sense of global community and unwavering optimism, we can build a future filled with hope and positive vision of the future for youth, our communities and ourselves.

**How do put our Optimism into action?** We live by the Optimist International Creed.

Promise yourself:

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

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

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

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

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

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

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

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

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

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

Learn more about us out at [www.michiganoptimists.org](http://www.michiganoptimists.org)

Interactive Club Locator Map

Michigan District Club News and Events

Optiviews Newsletter

## ARTICLE I-MICHIGAN DISTRICT STRUCTURE

The Michigan District is located in the New England-Great Lakes Region of Optimist International. The District encompasses the lower peninsula of the state of Michigan and is subdivided into Regions. Each region is led by an Assistant Governor and includes an assigned number of zones. Each zone is led by a Lieutenant Governor and includes an assigned number of clubs.

## ARTICLE II-DISTRICT PURPOSE

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

## ARTICLE III-DISTRICT ADMINISTRATION

### Section 1. Board of Directors

The business of the District shall be administered by a Board of Directors (the "District Board"). The District Board shall consist of the officers of the District, the most Immediate and available Past Governors, the Assistant Governors, the Lieutenant Governors, the District Secretary and/or Treasurer and the President of each Club in the District. Should the President of a member Club be unable to attend, a delegate from that Club would be allowed to speak and act as the President in the conduct of the business coming before the District Board. The JOI Governor shall serve as a non-voting member on the District Board. The Board of Directors, for the forthcoming administrative year, are installed at the first quarter District Conference by an appointed representative of Optimist International or their designee.

- a. *Meetings.* The Governor may call a meeting of the District Board each quarter or at such time and place as the Governor may determine with the advice and consent of the Executive Committee. Notices of all meetings of the District Board shall be issued and caused to be delivered to all members of the District Board by the District Secretary and/or Treasurer at least 30 days prior to said meetings.
  1. *Quorum.* A quorum of any District meeting shall consist of a majority of the accredited delegates.<sup>1</sup>
- b. *Committees.* The District Board shall establish in its District policies such committees as it deems appropriate to carry out the administration of the District. The Governor-Designate shall appoint the chairmen and the required number of members of all committees and shall announce such appointments not later than 1 October following the election. The following standing committees are established: Finance, Growth-Member Engagement, Marketing-Communications, Leadership Development, JOI, Scholarship and Programs, Governance, District Awards and Long-Range Planning.

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<sup>1</sup> OI 2022 Suggested Policies

## Section 2. Officers

The officers of each District shall be a Governor, Governor-Elect, Secretary and/or Treasurer and such other persons as named in these Policies. The duties of the officers shall be delineated in these Policies. The District Officers for the forthcoming administrative year are installed by the appointed representative of Optimist International or their designee at the annual District Convention.

## Section 3. Executive Committee

A District may delegate, subject to the limitations imposed by these Bylaws, the powers of the District Board to the District Executive Committee. The District Executive Committee shall consist of the District officers and the most Immediate and available Past Governors. The JOI Governor shall serve as a non-voting member on the District Executive Committee. The District Executive Committee is authorized to make purchases and pay expenses, travel allowances, reimbursements and obligations as provided by and within the limitations of the District 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. Meetings of the Executive Committee may be called by a majority of its members or by the Governor.

- a. *Assistant Governors.* Assistant(s) to the Governor may be appointed for one year by the Governor-Elect and shall not number more than four. Only those members who have served as a Lieutenant Governor may be appointed as Assistant to the Governor. The duties of an Assistant to the Governor will be to act as a liaison between a certain number of Lieutenant Governors and the Governor, to attend all District Executive Committee Meetings, as well as the District Convention and perform such other duties as requested by the Governor. The Governor-Designate shall appoint the Assistants to the Governor not later than 1 October following the election.<sup>2</sup>
- b. *Lieutenant Governors.* Lieutenant Governors may be appointed for one year by the Governor-Elect and assigned to a zone consisting of a certain number of clubs. Only those members who have served as a club president may be appointed as Lt. Governor. The Lt Governor will act as a liaison between a certain number of club presidents and the Assistant Governor and District Executive Committee. They will attend all District Executive Committee and Board of Directors Meetings as well as the District Convention, and perform such other duties as requested by the Governor. The Lieutenant Governors shall be elected by their zones at a zone meeting held prior to the third quarter District Conference.
- c. *Vacancy.* For good cause or upon death, resignation or incapacitation of any elected or appointed officers or any officer-designate of a District or in the event of the failure of any officer to carry out the duties of the office, the incumbent District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of the term. Should the Immediate Past Governor(s) be unable to serve as members of the Executive Committee and the District Board, the next Immediate Past Governor shall automatically become a member of the Executive Committee and District Board in that individual's place and stead. The foregoing shall

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<sup>2</sup> OI 2022 Suggested Policies

apply to any individual who has been elected or appointed to office but for any reason does not assume or carry out the duties of the office.

- d. *District Policies.* Each District shall adopt a set of operating policies authorized by the Board, which will cover the items necessary to administer the District. These policies shall be adopted annually by the District Board at the Annual Convention or a specially called convention. These policies shall be reviewed annually by the District Executive Committee and revised as necessary. All revisions in policies shall be approved by the full District Board of Directors. Policies may be reviewed and revised by the Executive Committee, or a sub-committee of the Executive Committee, at other times as necessary. Suggested policies shall be published on the District website, at a minimum of 30 days prior to the fourth quarter District Convention. 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.

#### **Section 4. District Directory**

The District may publish directory information on the District website. Such information shall be password protected and its use is restricted to Optimist International business by authorized representatives of Optimist International. Directory information will not be shared with any party outside of Optimist International. <sup>3</sup>

### **Article IV-DISTRICT CONVENTION**

#### **Section 1. Purpose**

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. 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 shall have power to substitute another city in the event circumstances later make such action necessary or advisable. The District Secretary and/or Treasurer shall issue and deliver to each member Club in the District an official call for the annual convention at least 30 days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth. In the event of an emergency, with the approval of the International Board and the District Board, a District may hold a special District convention at any time or place. The District Secretary and/or Treasurer shall cause to be delivered to each member Club in the District at least 20 days prior to the date of said special convention a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted.

#### **Section 2. Robert's Rules of Order**

Robert's 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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<sup>3</sup> OI 2022 Required Policy

### **Section 3. Quorum**

A quorum of any District convention shall consist of a majority of the accredited delegates.<sup>4</sup>

### **Section 4. Voting**

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

- a. All voting shall be based on total number of votes cast by accredited delegates and, unless otherwise stated, any matter requiring a vote shall be approved by a majority of votes cast by present and voting accredited delegates. No Member shall be deemed to be an accredited delegate unless the member has registered at the convention and paid the required registration fee and produced such credentials to the Credentials Committee as may be required by the District Board.
- b. 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. 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.

## **Article V-DISTRICT REVENUES AND DISBURSEMENTS**

### **Section 1. Annual Dues**

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 OI, from convention fees and as hereinbefore provided from the general fund of OI.

### **Section 2. Dues Amount and Date**

The amount of each District's dues and dates on which such dues shall be payable shall be established by the International Board. Districts may reduce or eliminate dues for a College Member. 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 International Board in the form and manner prescribed by the International Board for adjustment of the amount of its annual dues.

- a. The District has established that each club will pay annual dues of \$15.00 per member, payable in quarterly amounts on October 1, January 1, April 1, and July 1
- b. The District has established that 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

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<sup>4</sup> OI 2022 Suggested Policies



January 1; \$1.00 on March 1. A full-time college student is as defined by the Constitution and Bylaws of Optimist International.

### **Section 3. No Assessment**

No financial obligation or assessment of any kind, other than provided in these Bylaws, shall be placed upon or requested of the Clubs or their members by the District.

### **Section 4. Annual Budget**

At its first meeting the District Board 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 International Board. Such budget shall be submitted to the International Board for final approval. The budget shall include income only from authorized sources for the current fiscal year and any accumulated surplus and shall not authorize the expenditures of any money in excess of such income and surplus.

### **Section 5. Review**

An annual review of the books of account of each District as of September 30 shall be performed by an independent Certified Public Accountant, a Certified General Accountant or a review committee, and a report thereon shall be submitted to the District Board no later than December 31 of each year.

### **Section 6. Allotments**

Districts have one year to submit all requirements in order to receive a District allotment. 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. Effective November 1, 2013, any District found in violation of policies related to merchandise will forfeit any allotment.<sup>5</sup>

- a. Convention allocation from District Dues. In keeping with the fact that clubs and members benefit from the business of the District Convention, the sum of \$1.00 per member shall be allocated from District dues paid by clubs for each of their members enrolled in the office of Optimist International as of the last dues billing date, which allocation shall supplement convention registration fees for financing the District Convention.<sup>6</sup>

### **Section 7. Optimist International Foundation Accounts**

The District Board of Directors may establish OIF accounts for programs and/or scholarships they deem necessary and are allowable under the OIF guidelines. A financial status report will be provided annually to the Board of Directors for each account.

### **Section 8. Conflict of Interest**

A conflict of interest shall exist when a member of the Executive Committee, the Board of Directors, or any District committee would stand to personally benefit financially from any transaction brought before that body for approval. Said member shall notify the District

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<sup>5</sup> OI 2022 Required Policy

<sup>6</sup> OI 2022 Suggested Policy

Governor and the District Finance Committee in writing of such conflict immediately upon its discovery. Any transaction not made in good faith and with the good of the District and its mission at its core shall be declared null and void.

### **Section 9. Depositories and Signatories**

The District Board 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.

## **Article VI-ELECTION OF OFFICERS AND GOVERNOR ELECT**

### **Section 1. Qualification**

No one shall be eligible for election or hold a District office unless the individual is duly enrolled on the International roster as a member of a Club in good standing; and for the office of Governor or Governor-Elect, they should have served a full term as Club President. To be elected to serve as Governor-Elect of the Michigan 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.

### **Section 2. Governor**

The Governor-Elect shall automatically become Governor on the first day of October of the year following the year in which that person was elected Governor-Elect. Following the District convention, the Governor-Elect shall be known as the Governor Designate. If no qualified candidate is found by the first quarter District Conference, the immediate or most recent Past Governor shall be reinstalled.

### **Section 3. Governor Elect**

The Governor-Elect shall be elected at the annual or a special duly called convention by a majority vote of the votes cast of the accredited delegates present and voting at the time of the election. The Governor-Elect shall not serve in any other elective office in the same year as Governor-Elect.

### **Section 4. Secretary and/or Treasurer**

The District Secretary and/or Treasurer shall be appointed for a term of one year by the Governor-Elect. The appointment of the Secretary and/or Treasurer-Designate shall be confirmed by the District Board and shall take office on the first day of October following confirmation. ~~The term of office for the Secretary-Treasurer shall be one year.~~ A District Secretary and/or Treasurer, District Secretary, District Treasurer or any combination thereof, shall not serve more than three consecutive years. A 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.

## **Article VII-JUNIOR OPTIMIST INTERNATIONAL DISTRICT**

### **Section 1. Purpose**

The District shall be encouraged to maintain a Junior Optimist International (JOI) District structure and conduct an annual JOI District Conference for all official Youth Clubs in the District. The purposes of the JOI Michigan District Administration shall be to provide, in cooperation with the Michigan District Administration, opportunities for members both individually and collectively to participate in communities by providing activities, developing leadership abilities and preparing the youth for responsible roles in society.

### **Section 2. Structure**

The District JOI chairperson shall be the official liaison between the Optimist District and the JOI District Board of Directors (JOI District Board). The JOI Committee shall be responsible for all facets of the JOI District Conference. The committee shall include the District JOI chairperson, the JOI Governor, the JOI District Board and any/all JOI Club Advisors and Chairs deemed necessary by the District JOI Clubs Chair and JOI Governor.

### **Section 3. Elections**

Elections for JOI District officers must be held in accordance with the guidelines established in both the JOI District Policies and the International JOI Bylaws.

### **Section 4. Revenues and Disbursements**

Finances shall be managed by the Optimist District Secretary and/or Treasurer, the District JOI chairperson and the JOI District Secretary and/or Treasurer. The Optimist District Secretary and/or Treasurer shall duplicate all account activity for Optimist District financial reports. Optimist Districts which hold JOI District conferences and elect JOI District officers must use all dues rebate funds to support JOI District activities. Rebate funds not utilized by year-end must be rolled over to the next year's budget. District funds will be budgeted to assist the JOI District Chairperson(s) with travel expense and housing for the JOI District Conferences and the JOI District and International Conventions. The chairperson of the JOI clubs shall be included under the line item: Committees; and funded appropriately.

## 2025-2026 DRAFT Proposed Finance Policies Changes

It is proposed that the 24-25 FINANCE policies C1-C13 are moved to 25-26 District Procedures with the exception of the following:

1. The wording that is highlighted in grey in sections C-2, C-4, C-6, and C-13 will remain in the District Policies as they are required by Optimist International.
2. C-4 and C-6 items that are stricken in will be eliminated from the Finance section as they no longer apply.

### C - FINANCE

#### C1. PURPOSE

The purpose of the District Finance Committee is to provide the Executive Committee and Board of Directors with an independent opinion on the appropriateness of the budget and spending on a quarterly basis (at or in advance of any Executive Committee meeting or District Convention.) The committee also oversees the annual accounting review and acts as a 'check and balance' to the treasurer/governor's spending.

#### C2. FINANCE COMMITTEE AND BUDGET

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. The Governor-Designate and Secretary-Treasurer-Designate (or the District Treasurer-Designate), in consultation with, review of and final approval by the District 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 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 30 November of each year. The districts Form 990 will be forwarded to Optimist

International. The review report shall be submitted to Optimist International as required. The 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.

An annual financial review of the prior fiscal year shall be given to the District Board by December 31.

#### C2.1. CONFERENCES & CONVENTION CONTRACTS

The District Finance Committee shall have the responsibility to review all contracts for District Conferences and Conventions to make sure that they are in the best interest of the District and shall make recommendations for changes when appropriate before they are signed by the District Governor.

#### C3. REIMBURSEMENT OF EXPENSES

Authorized individuals shall be reimbursed for expenses incurred on district administration business upon receipt, by the District Secretary-Treasurer (or District Treasurer), of a properly completed and signed voucher accompanied by the proper documentation or report. Reimbursement for mileage shall be at the current Internal Revenue Service mileage rate except that no reimbursement shall be made for District business within the limits of one's residency. All reimbursement shall be made within the limitations of the budget and available funds. All requests for expense reimbursement shall be submitted on a District voucher to the Governor for approval, within budgetary guidelines, not later than September 30. Failure to comply with the above will cause disapproval of said request for reimbursement.

#### C4. DISTRICT DUES

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. Districts may reduce or eliminate dues for a college member. 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.

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).

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.

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.

~~Members in 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.~~

#### 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.

#### C6. CONVENTION ALLOCATION FROM DISTRICT DUES

In keeping with the fact that clubs and members benefit from the business of the District Convention, the sum of \$1.00 per member shall be allocated from District dues paid by clubs for each of their members enrolled in the office of Optimist International as of the last dues billing date, which allocation shall supplement convention registration fees for financing the District Convention.

~~Michigan District clubs outside of the United States are excluded from allocation since they do not pay District dues.~~

#### 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. 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.

#### C8. GIFTS AND MEMENTOS

It shall be the policy of the District Administration to present a gift or memento to the retiring District Governor and to the official Optimist International representative to the District Convention, the cost of which shall not exceed \$200.00 for each.

The Immediate Past Governor shall be responsible for the selection of such gifts or mementos to the retiring Governor and the Governor shall be responsible for the selection of a gift or memento to the Optimist International representative.

#### C9. INTERNATIONAL CONVENTION

With due respect to the location and duration of the International Convention, the Governor, Governor-Designate, District Secretary-Treasurer (or District Secretary and District Treasurer), and District Secretary-Treasurer Designate (or District Secretary-Designate and District Treasurer-Designate), shall receive an amount, to be budgeted annually, towards the reimbursement of expenses to attend the International Convention. To qualify for this amount, each must attend and be registered at the full International Convention and show evidence thereof when submitting his/her expense voucher.

#### C10. INTERNATIONAL CONVENTION HOSPITALITY ROOM

The District Administration may maintain a District headquarters or hospitality room at the International Convention. The room rental and reasonable expenses for food and refreshments shall be budgeted and chargeable to account 560 of the standard District chart of accounts, with expenditures not to exceed amounts budgeted and collected specifically for that purpose, and credited to account 180A, International Convention Hospitality.

#### C11. RESTRICTED RESERVE FUND

There shall be established a Restricted Reserve Fund to be maintained by the District Secretary-Treasurer (or District Treasurer) for the accumulation of certain funds separate and apart from the general operating funds of the district. The Restricted Reserve Fund shall be placed in an account that cannot lose principal. The Restricted Reserve Fund shall be for the sole purpose of:

- the purchase of capital equipment for the District.
- emergency operating funds.

The Restricted Reserve Fund may be accessed only by action of the District Finance Committee when requested by the Governor. All expenditures from the fund shall be subject to approval by the Executive Committee.

The Restricted Reserve Fund shall not be allowed to accumulate more than \$10,000; any excess amount will be returned to the general fund of the District.

#### C12. CHILDHOOD HEALTH AND WELLNESS FUNDS

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.

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 Childhood Health and Wellness Campaign Account.

Only the authorized party on record with the Foundation can request in writing to the Foundation that distributions from the account can be made.

On an annual basis the Michigan District Childhood 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.

### C13. DISTRICT ALLOTMENT PROCEDURES

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 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. *OI*

*Board Policy ID-27*

The required documentation and due dates are as follows:

- 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 communication stating no meeting was conducted. The email communication will suffice for confirmation of the allotment requirements.
- 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.