

PACIFIC NORTHWEST DISTRICT  
#32 OF  
OPTIMIST INTERNATIONAL

# **DISTRICT POLICIES**

Adopted: August 27, 2016 by Board of Directors

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## **ARTICLE I. DISTRICT PURPOSES and POLICIES**

### **Section 1. District Purposes.**

The purposes of the District shall be as set out by Optimist International, the Optimist International Bylaws, and the Optimist International Policies as established by the Optimist International Board of Directors.

### **Section 2. Establishment of Policies.**

These District Policies are hereby established as authorized by the Optimist International Bylaws and Policies and are to be considered as an addendum thereto. Should any provision of these District Policies be in conflict with any provision of the Optimist International Bylaws the provision of the Optimist International Bylaws shall govern. Revisions to these policies may be approved at any regular or special meeting of the District Board of Directors provided that changes have been published and made available to the directors 30 days prior. These policies shall be adopted annually by the District Board of Directors at the Annual Convention or a specially called convention.

## **ARTICLE II. DISTRICT ADMINISTRATION**

### **Section 1. District Board of Directors.**

The District Board of Directors shall administer the business of the District and ensure the implementation of these policies. The District Board of Directors shall consist of the District Officers, the two (2) most immediate and available Past Governors, the Lieutenant Governors, and the Presidents of each Club in the District. A JOOI Governor, if available, shall serve as a non-voting member on the District Board of Directors.

### **Section 2. Officers, Qualifications, Elections and Terms of Office.**

A. The Officers of the District shall be the Governor, the Governor-Elect (up until the annual convention election, then the Governor-Designate following the annual convention election), and the District Secretary-Treasurer.

B. No one shall be eligible for election or hold any District office unless (1) they are duly enrolled on the International roster as a full member of a Club in good standing in Optimist International and (2) they have held or are currently holding the office of President of an Optimist Club. It is strongly recommended that they also have held or are currently holding the office of Lieutenant Governor.

C. The term of office for the Governor shall be one (1) year.

D. The Governor-Elect shall be elected at the annual or a special duly called convention by a majority vote of the accredited delegates present and voting at the time of the election. The Governor-Elect shall not serve in any other elective office in the same year he is Governor-Elect. The Governor-Elect shall automatically become Governor on October 1 of the year following the year in which he was elected Governor-Elect. Following the election of the new Governor-Elect at the District Convention, the current Governor-Elect shall then be known as the Governor- Designate.

E. The District Secretary-Treasurer designate shall be appointed by the Governor-Elect and confirmed at the third quarter District Board meeting by the District Board of

Directors. The District Secretary-Treasurer designate shall take office October 1 next following confirmation. The term of office for the District Secretary-Treasurer shall be one (1) year.

F. The Lieutenant Governors-Elect shall be elected at the third quarter District Board meeting by the District Board of Directors. The Lieutenant Governors-Elect shall take office October 1 next following their election. The term of office for the Lieutenant Governors shall be one (1) year.

### **Section 3. District Executive Committee.**

A. There shall be a District Executive Committee whose purpose shall be to act on behalf of the District Board of Directors when it is impracticable for the District Board of Directors to act in a timely manner on an urgent matter and to ensure the implementation of these policies. The District Board of Directors may delegate from time to time, subject to the limitations imposed by the Bylaws of Optimist International, the powers of the District Board of Directors to the District Executive Committee.

B. The District Executive Committee shall consist of the District Officers, the Lieutenant Governors and the two (2) most immediate and available Past Governors. A JOOI Governor, if available, shall serve as a non-voting member on the District Executive Committee.

### **Section 4. Duties of the District Officers.**

A. Governor. Under the general supervision of the International Board of Directors, it shall be the duty of the Governor to further the mission and purposes of Optimist International and promote the interest and coordinate the work of member Clubs within the District. The Governor shall: (1) function as the chief executive officer of the District; (2) chair all meetings of the District Board of Directors, the District Executive Committee and the District Annual Convention; (3) be an ex-officio member of all committees; (4) exercise general supervision over affairs of the District subject only to the Board of Directors, the delegates to the annual District Convention, and the Board of Directors of Optimist International; (5) at all times act on behalf of Optimist International in all relations with member Clubs within the District; (6) attend and represent the District at the Annual Convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors; and (7) ensure the implementation of these policies.

B. Governor-Elect. The District Governor-Elect shall be responsible for promotion and planning of training at the District convention for Presidents-Elect and Lieutenant Governors-Elect. In cooperation with the Governor shall present any and all proposed policy changes to the Board of Directors at the Annual Convention. Proposed changes are to be published on District website 30 days prior to convention.

C. Secretary-Treasurer. It shall be the duty of the District Secretary-Treasurer to: (1) attend all meetings of the District Board of Directors, the District Executive Committee and the Annual District Convention, and to act as Secretary thereof; (2) keep true and correct minutes of such meetings and transmit a copy to the International Office, and to others so designated by the District Board of Directors, within 30 days after the close of any such meeting; (3) receive and deposit all monies due the District; (4) disburse monies within the limitations of the District budget or by specific instructions of the Governor, the District Board of Directors, the District Executive Committee, or the accredited delegates at the

Annual District Convention; (5) keep an accurate and complete record of all financial transactions and submit financial statements and records required by the District Board of Directors and as set forth in the Bylaws and Policies of Optimist International; (6) keep books of account open at all times to the District and International Boards of Directors, with such books to be subject to annual review as of September 30 of each year; (7) issue and cause to be delivered to each member Club in the District an official call for the Annual District Convention at least thirty (30) days prior to the date thereof, in which notice the time and place of the holding of said Annual District Convention shall be set forth; (8) issue and cause to be delivered to each member Club in the District an official call for any Special District Convention at least thirty (30) days prior to the date thereof, in which notice the time and place of the holding of said Special District Convention and a general statement of the proposed business to be transacted shall be set forth; (9) issue and cause to be delivered to each member of the District Board of Directors notice of any meeting of the District Board of Directors at least thirty (30) days prior to the date thereof, in which notice the time and place of the holding of said District Board of Directors meeting shall be set forth; and (10) perform other such duties as prescribed in these policies.

D. Lieutenant Governors. Each Lieutenant Governor shall function as a representative of Optimist International and the Governor in an assigned Zone. The position is to be conducted in a manner contributory to the attainment of all objectives of the District and Optimist International within each Zone. Each Lieutenant Governor should make at least two (2) visitations to each Club in the assigned Zone during the administrative year. The Lieutenant Governor must make every attempt to visit each newly affiliated Club in the Zone within 90 days following its official organization. The Lieutenant Governor shall make the prescribed report of each visitation within 30 days following said visitation. Each Lieutenant Governor should schedule and conduct at least two (2) meetings in the Zone or more as needed and necessary, but they must not conflict with any District meeting. Notice shall be given to the Zone Club Presidents and Zone Club Secretary-Treasurers at least 30 days prior to such meeting. The Lieutenant Governor shall make the prescribed report of each meeting within 30 days following said meeting.

#### **Section 5. Vacancies.**

For good cause or upon death, resignation or incapacitation of any elected or appointed officer or any officer-designate of the District, or in the event of the failure of any officer to carry out the duties of the office, the District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of the term.

#### **Section 6. Installation of District Board of Directors.**

The incoming District Board of Directors shall be duly installed by the official representative of Optimist International (or designee) at the first opportunity after October 1 each year.

#### **Section 7. District Meetings and Quorum.**

A. Board of Directors. The Governor may call a meeting of the registered members of the Board of Directors each quarter, or at such time and place as he or she may determine, in consultation with the Executive Committee. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business.

B. Executive Committee. Meetings of the Executive Committee may be called by a majority of registered members or at the call of the Governor. Meetings of the Executive Committee shall be held at the discretion of the Governor or a majority of its members. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business.

### **Section 8. Zones.**

A. The number and boundaries of Zones for the next administrative year shall be determined by the District Board of Directors at any District Board meeting prior to the election of Lieutenant Governors-Elect for the next administrative year. All proposals for re-alignment of Zone boundaries shall be submitted to the Governor not less than 30 days prior to said meeting to ensure inclusion on the meeting agenda.

B. The Governor shall assign newly affiliated Clubs to Zones in which they are geographically located. Services to the newly affiliated Clubs shall be the responsibility of the Lieutenant Governors of such Zones.

C. Lieutenant Governors shall be responsible for the conduct of meetings in their assigned Zones and for preparation and distribution of meeting programs. Because Zones are not legislative bodies, budgets and minutes are not required. Lieutenant Governors may request the aid of any other District official, past or present, deemed helpful for the success of the meeting, subject to the prior approval of the Governor.

D. All Zone meetings shall be conducted on a no-host, no-registration fee basis. If costs for the use of facilities for Zone meetings are anticipated or incurred, such expenses shall be budgeted and paid by the District administration.

### **Section 9. Conferences.**

The Governor shall plan and conduct quarterly District Conferences, preferably at the time and place of District Board meetings. District Conferences shall be conducted to inform the attendees about, and to promote and encourage, the purposes, programs and policies of Optimist International to benefit Optimist members, communities and nations.

## **ARTICLE III. DISTRICT CONVENTION**

### **Section 1. Supervision.**

The District Board of Directors shall have full supervision and management of all conventions of the District. All plans, arrangements, programs and budgets shall be subject to the approval of the District Board of Directors.

### **Section 2. Annual Convention.**

An Annual Convention of the Clubs in the District shall be held between August 1 and September 30, at such time and place as determined by the District Board of Directors, for the purpose of electing a Governor-Elect and conducting other such business as may properly come before the convention. The District Board of Directors may substitute another city in the event circumstances make such action necessary or advisable.

### **Section 3. Special Convention.**

A Special Convention may be held at any time or place, with the approval of the International Board of Directors and the District Board of Directors.

#### **Section 4. Convention Location.**

The Annual Convention location shall be determined by a vote of the accredited delegates at a District convention not to exceed three years in advance. All member Clubs shall have an opportunity to bid on hosting conventions in their respective locations. Such bids should be submitted to the Governor or convention committee not later than 30 days prior to the Convention at which the selection(s) shall be made. In the event that no bids are made, the Governor-Elect, in consultation with the Executive Committee, shall select a location for his or her administrative year.

#### **Section 5. Convention Budget and Financial Report.**

The convention chair, with the assistance of the Convention Committee, the Governor and the District Secretary-Treasurer, shall prepare a convention budget for approval by the District Board of Directors no later than the third quarter District Board Meeting prior to the convention. The convention budget may be prepared and approved as a supplement to the District's previously approved annual budget and shall be based on statements of receipts and expenditures and audits of previous conventions.

The statement of convention receipts and expenditures shall be prepared by the Convention Committee chairman, Governor and District Secretary-Treasurer and shall be included in the District's annual end of year financial statement.

#### **Section 6. Refunds.**

All requests for refunds of prepaid registrations must be made in writing in the name of the pre-registered individual. No refund requests will be honored unless the District Secretary-Treasurer receives them at least seven (7) days prior to the official opening day of the convention. No convention attendee shall be eligible for partial refund of registration.

#### **Section 7. Convention Duration and Schedule.**

A. The duration of the convention shall be at the discretion of the Governor in consultation with the Convention Committee and the Governor-Elect.

B. The following business shall be conducted at every District Convention: (1) election of Governor-Elect; (2) adoption of District Policies; (3) approval of a resolution to petition Optimist International for changes to the District dues amount; and (4) selection of future Annual Convention sites if not already selected.

C. The Governor shall prepare, in consultation with the Convention Committee and the Governor-Elect, the schedule of convention events and meetings. The Governor, in consultation with the Governor-Elect, shall prepare the agenda and/or curriculum for all convention business sessions, leadership development training events, forums, and meal service events. The convention schedule shall be distributed to all current and incoming District Officers, committee chairmen, and Club Presidents and Secretary-Treasurers not less than 30 days prior to the convention.

D. The convention schedule shall include, as a minimum, the following events: (1) an Opening Session, which will be the first gathering of the convention, to welcome all Members and guests and for the Candidate Qualifications Committee to report the candidate(s) for Governor-Elect; (2) a business session(s) necessary to accomplish the business of the convention; (3) all leadership development training events for incoming Club Officers, District Officers, Lieutenant Governors, Committee Chairs and others deemed appropriate; (4) a meal service event to provide the official Optimist International Representative with an opportunity to

address the assembled delegates and guests; (5) an Old Timer's breakfast; and (6) a Governor's Banquet for the recognition of District Officers and the installation of the incoming District Executive Committee and Lieutenant Governors.

E. All hospitality rooms, or other accommodations serving a like purpose, shall be closed during convention business sessions, meals, forums, conferences, training sessions or other official functions.

### **Section 8. Convention Rules.**

Convention rules shall be adopted by a majority vote of the registered and accredited members as the first order of business. Convention rules may be suspended, rescinded or amended after their adoption by a two-thirds vote. Optimist International Bylaws, adopted convention rules and Roberts' Rules of Order (latest edition) in that order shall govern the convention proceedings in all cases. If any rule shall be in conflict with Optimist International Bylaws, Optimist International Bylaws shall govern.

## **ARTICLE IV.**

### **ACCREDITED DELEGATES & ELECTION OF GOVERNOR-ELECT**

#### **Section 1. Accredited Delegates.**

The convention shall be composed of accredited delegates as set forth in the Optimist International Bylaws. To be an accredited delegate and be eligible to vote on convention business, a delegate must: (1) be a member of a Club in good standing; (2) have registered at the convention, (3) have paid the required registration fee, and have produced such credentials to the Credentials Committee or the District Secretary- Treasurer as may be required by the District Board of Directors.

#### **Section 2. Candidate Nominations and Speeches.**

A. The Chair shall declare the candidate(s) reported by the Candidate Qualification committee at the opening session duly nominated. The Chair shall then call for additional nominations from the floor. Nominations will remain open until the board meeting at the District Convention.

B. A nominating speech not longer than five (5) minutes may be made on behalf of each candidate. A seconding speech in the form of "I am privileged to second the nomination of (name of candidate)" may then be made.

C. Candidates' speeches will be made just before caucusing and balloting and shall not be longer than ten (10) minutes.

#### **Section 3. Voting, Votes and Voting Strength.**

A. Voting shall be by Clubs in good standing with accredited delegates in attendance. Accredited delegates from each Club shall select a Chair who shall cast vote(s) of said Club's delegation. Clubs not in good standing with accredited delegates in attendance shall be permitted to correct their standing by payment forthwith of any obligations in arrears.

B. The number of votes each Club shall be entitled to cast shall be the number of accredited delegates present, except the number of votes shall not exceed the maximum voting strength of said Club. Maximum voting strength shall be calculated by counting one (1) vote for each ten (10) members or majority fraction thereof (six or more) enrolled in the Optimist International office as of June 30.

C. The Chair shall appoint a Credentials Committee composed of three (3) members representing Clubs in good standing not having a candidate for election. This committee shall determine the number of votes each Club is entitled to cast by utilizing a correct membership listing of all Clubs in good standing as provided by Optimist International and a correct convention registration listing as provided by the District Secretary-Treasurer.

D. Any matter requiring a vote shall be approved by a majority of votes cast by present and voting accredited delegates.

E. Before voting shall commence the candidates shall have been escorted away from the immediate area of the meeting.

F. Votes shall be cast by written ballot. The Chair shall appoint a Tellers Committee composed of three (3) members representing Clubs in good standing not having a candidate for election. This committee shall tabulate any and all votes. At the conclusion of the balloting the tellers shall collect, count and certify the tabulated results in writing to the Chair. The candidates shall now be returned to the meeting area. The Chair shall then announce the name of the winner only, and then, when it is certain that no recount will be requested or granted, entertain a motion to destroy the ballots.

F. Each Club delegation may caucus for not more than five (5) minutes to determine their vote(s). Delegation vote(s) may be unanimous or split by whole votes.

G. If there is only one (1) candidate, the Chair shall declare that candidate elected by acclamation.

#### **Section 4. Quorum.**

A quorum of any District convention shall consist of a majority of the accredited delegates.

### **ARTICLE V. DISTRICT COMMITTEES**

#### **Section 1. Appointment.**

The Governor-Designate shall appoint the chairmen and any additional number of members as may be necessary or required of all committees, and shall announce such appointments not later than October 1 of the year assuming the office of Governor.

#### **Section 2. Committees.**

The District Board of Directors has established the following committees to carry out the purposes of the District:

A. Member, Club and District Services Committees:

1. Finance (FIN).
2. Candidate Qualifications (CQ).
3. Convention Committee (CC).
4. Membership (MB).
5. Club Services and Tracking (CST).
6. New Club Building (NCB).
7. Leadership Training and Development (LTD).
8. Achievement and Awards (AA).
9. Strategic Planning (STP).
10. Communication Directorate (CD).

B. Youth Programs:

1. Oratorical (OR)

2. Communications Contest for the Deaf and Hard of Hearing (HH).
  3. Essay (SA).
  4. Junior Optimist and Octagon International (JO).
  5. Optimist International Junior Golf Championship (JG).
- C. Optimist International Representative:
1. District Foundation Representative (DFR).
  2. International Convention Ambassador (ICA).
- D. Committees for next administration's year may combine or expand with approval from the board prior to start of the new year.

### **Section 3. Committee Responsibilities and Procedures.**

A-1. Finance. Optimist International mandates the establishment of a District FIN committee.

The FIN committee, in consultation with the Governor-Designate, shall prepare the proposed annual budget to be submitted to the District Board of Directors for adoption at its first meeting of the fiscal year.

FIN shall act as an advisor to the District Board of Directors on financial and budget matters and make recommendations thereon.

FIN shall arrange for quarterly, annual and such other financial reports from time to time as required or requested by the District Board of Directors. FIN shall arrange for the annual financial review as required by Optimist International Bylaws (article VII, sec 5, para E) and these Policies (article VI, sec 7).

FIN shall arrange for and supervise the orderly and efficient transfer of all District records and funds during the transition from the outgoing to the incoming administration in a timely manner.

A-2. Candidate Qualification. The CQ committee shall seek, qualify and nominate candidates for each elected District office. CQ may prepare a brief summary of each nominees' background and qualifications which shall be published in the District bulletin and website and presented orally at District conferences before elections. Nothing shall preclude individuals not nominated by CQ from running for any office.

A-3. Convention Committee. The CC committee shall plan and supervise all arrangements for the Annual Convention as detailed in Article III of these policies subject to approval by the District Board of Directors. CC shall report on its progress at the third quarter meeting of the District Board of Directors. The Governor, Governor-Elect and District Secretary- Treasurer shall be members of this committee.

A-4. Membership. The MB committee shall, in consultation with the Governor, encourage Clubs to increase their membership by ANY means legally possible including sponsoring contests, promoting Optimist International membership programs, encouraging Club membership drives and making presentations at District conferences.

A-5. Club Services and Tracking. The CST committee shall be responsible for emphasizing and strengthening Club administration, Club membership maintenance, publicizing District level assistance programs for Clubs and promoting follow up indoctrination for newly organized Clubs.

A-6. New Club Building. The NCB committee shall be responsible for the overall Club building efforts in the District by working closely with the Governor, Lieutenant

Governors and Clubs. NCB shall provide District and Zone training and hands on experience in Club building.

NCB shall work closely with CST to promote District goals.

A-7. Leadership Training and Development. The LTD committee shall be responsible for the promotion and planning of training at District conferences. LTD shall be responsible for the promotion and planning of training at the District Convention for Lieutenant Governors-Elect, Presidents-Elect and Club Secretary-Treasurer-Designates utilizing the Optimist International Faculty Guide. LTD shall be responsible for the distribution and use of training modules and for the implementation of Optimist International Directed training programs. LTD shall provide continuity in training between Optimist International, the District and the Clubs.

It is recommended that LTD be composed of four members. The Governor-Elect shall be a member of this committee.

A-8. Achievement and Awards. The AA committee shall promote the active involvement of all Clubs in all Optimist International awards programs. AA shall conduct an achievement and awards program to encourage and educate Clubs in the proper service to their communities and of their obligations to the District and to Optimist International.

AA shall submit a proposed program for approval by the District Board of Directors at its first meeting of the administrative year. AA shall publish periodic status reports regarding Clubs' achievement of program criteria.

AA shall publish a final status report as soon as practicable after the end of the administrative year. Any appeal of the final status report shall be made to the District Executive Committee then in office not later than thirty (30) days following publication. The District Executive Committee shall render a decision within ten (10) days of receiving any appeal and its decision shall be final.

To be eligible to receive any District award or recognition all financial obligations of the Club to the District and Optimist International shall have been met by the end of the administrative year

A-9. Strategic Planning. The SP committee shall be chaired by the Governor-Elect who shall recruit two (2) members in good standing from each State/Province within the District. SP shall meet at least once and as often as necessary to evaluate, review, revise and update the strategic plan for adoption by the District Board of Directors at the Annual Convention. The implementation of the strategic plan shall begin on October 1 following its adoption.

A-10. Communications Directorate. The CD committee shall be responsible for maintaining and updating the District web and/or blog site. CD shall be responsible for the overall publicity efforts of the District, including the promotion of District and Club programs, contests and activities to Clubs and the general public. CD shall also be responsible for assisting Clubs with their local publicity efforts.

B-1. Oratorical. The OR committee shall be responsible for promoting the Optimist International Oratorical Contests at the Club and Zone/Regional/District levels. Through direct communication and direction of governor, OR shall be responsible for conducting Zone, Super Zone and District oratorical contests. OR may delegate the responsibility for conducting the Zone and Super Zone oratorical contests to the Lieutenant

Governors. All Club, Zone, Super Zone and District contests shall be combined gender contests. The District oratorical contest shall be conducted at the third quarter District Conference. Each preliminary oratorical contest shall be held at least two (2) weeks prior to follow-on oratorical contests. OR shall ensure that all phases of the oratorical contests are conducted in strict compliance with Optimist International Oratorical Contest Rules.

OR shall propose an entry fee in US dollars for oratorical contest entrants for approval by the District Board of Directors at its first meeting of the administrative year. Each contestant's entry fee shall be the responsibility of their sponsoring Club. Entry fees shall be submitted to the Zone or Super Zone oratorical contest Chairs prior to the Zone or Super Zone oratorical contests. The Zone or Super Zone oratorical contest Chairs shall then forward all entry fees to the District OR Chair and they shall then be forwarded to the District Secretary-Treasurer.

The costs of all food, lodging and transportation associated with a contestant's participation in a Zone or Super Zone contest shall be the responsibility of the contestant or their parents/guardians. The costs of all food, lodging and transportation while en route to and from the District oratorical contest shall be the responsibility of the contestants or their parents/guardians.

Contestants advancing to the District oratorical contest become the responsibility of the District upon their arrival and registration at the District oratorical contest venue. The District shall provide all meals and two (2) nights lodging for each contestant and two (2) award meal tickets only for each contestant's parents/guardians. The OR shall notify Governor and meeting coordinator of all contestant lodging expected before the cut-off date set for the meeting. Governor/meeting coordinator shall reserve rooms as requested. In addition, meal selection for OR contestants and the parents or guardians must be submitted to the Governor/meeting coordinator by the registration cut-off date for members.

The OR Chair shall not be required to pay registration fees at the third quarter meeting and shall be provided lodging at no charge. Non-member spouse or guest shall be charged the cost of any meals.

All costs associated with the conduct of individual Club oratorical contests including awards shall be the responsibility of the individual Club. The costs of any Zone/or Regional certificates and District first, second and third place plaque awards and all authorized receipts and expenditures shall be budgeted and itemized under Accounts 140 and 370.

B-2. Communications Contest for the Deaf and Hard of Hearing. The HH committee shall be responsible for promoting the Optimist International CCDHH Contests at the Club and Zone, Super Zone and District levels. Through direct communication and direction of governor, HH shall be responsible for conducting Zone, Super Zone and District CCDHH contests. HH may delegate the responsibility for conducting the Zone, Super Zone CCDHH contests to the Lieutenant Governors. The District CCDHH contest shall be conducted at the third quarter District Conference. Each preliminary CCDHH contest shall be held at least two (2) weeks prior to a follow-on CCDHH contest. HH shall ensure that all phases of the CCDHH contests are conducted in strict compliance with Optimist International Communications Contest for the Deaf and Hard of Hearing Contest Rules.

HH shall propose an entry fee in US dollars for CCDHH contest entrants for approval by the District Board of Directors at its first meeting of the administrative year. Each contestant's entry fee shall be the responsibility of their sponsoring Club. Entry fees shall be submitted to the Zone or Super Zone CCDHH contest Chairs prior to the Zone or Super Zone CCDHH contests.

The Zone or Super Zone CCDHH contest Chairs shall then forward all entry fees to the District HH Chair and they shall then be forwarded to the District Secretary-Treasurer.

The costs of all food, lodging and transportation associated with a contestant's participation in a Zone or Super Zone contest shall be the responsibility of the contestant or their parents/guardians. The costs of all food, lodging and transportation while en route to and from the District CCDHH contest shall be the responsibility of the contestants or their parents/guardians.

Contestants advancing to the District CCDHH contest become the responsibility of the District upon their arrival and registration at the District CCDHH contest venue. The District shall provide all meals and two (2) nights lodging for each contestant and two (2) award meal tickets only for each contestant's parents/guardians. The CCDHH shall notify Governor and meeting coordinator of all contestant lodging expected before the cut-off date set for the meeting. Governor/meeting coordinator shall reserve rooms as requested. In addition, meal selection for OR contestants and the parents or guardians must be submitted to the Governor/meeting coordinator by the registration cut-off date for members.

The Pacific Northwest District may define its CCDHH contest as a single contest with two sub-classifications. One contest sub-classification will be for those contest entrants who elect to compete by signing (sub-class S). The other contest sub-classification will be for those contest entrants who elect to compete by speaking orally (sub-class O) provided that the Board of Directors has secured the entire funds required to fully fund the sub class O scholarship award no later than December 1 of the contest year. When possible, each contest entrant shall select the sub-class he or she desires to enter at the time of his or her Club contest. An entrant may enter only one contest sub-class.

When possible, may have one scholarship awarded for each sub-class. The scholarship for the sub-class S winner shall be funded and administered by the Optimist International Foundation. The scholarship for the sub-class O winner shall be funded and administered by the Pacific Northwest District using the same criteria as the Optimist International Foundation. The District funded scholarship for the sub-class O winner shall be equal to the amount of the Foundation funded scholarship for the sub-class S winner. The District shall set up a fund at the Foundation to hold the District funded sub-class O scholarship funds until drawn out for awarding the scholarship.

Contest entrants are encouraged to enter the Club/District Essay contest.

The CCDHH Chair shall not be required to pay registration fees at the third quarter meeting and shall be provided lodging at no charge. Non-member spouse or guest shall be charged the cost of any meals.

All costs associated with the conduct of individual Club CCDHH contests including awards shall be the responsibility of the individual Club. The costs of all Zone or Super Zone certificates and District first place plaque award and all authorized receipts and expenditures shall be budgeted and itemized under Accounts 140 and 370.

B-3. Essay. The SA committee shall be responsible for promoting the Optimist International Essay Contests at the Club level and conducting a District essay contest. SA shall ensure that all phases of the contest are conducted in strict compliance with Optimist International Essay Contest Rules.

SA shall propose an entry fee in US dollars for contest entrants for approval by the District Board of Directors at its first meeting of the administrative year. The entry fee shall be submitted with the entry to the SA Chair and then forwarded to the District Secretary-Treasurer. The entry fee shall be the responsibility of the sponsoring Club.

SA shall invite the District winner to the third quarter District Conference to read their winning essay at the luncheon or banquet. The District will provide an award meal ticket and one nights lodging for the District winner and two (2) award meal tickets only to the District winner's parents/guardians. All other costs associated with the District winner's attendance at the District Conference shall be the responsibility of the District winner's parents/guardians. The sponsoring Club of the District winner may contribute to their entrants' expenses.

All costs associated with the conduct of individual Club essay contests including awards shall be the responsibility of the individual Club. The costs of all District awards and all authorized receipts and expenditures shall be budgeted under Accounts 147 and 390.

B-4. Junior Optimist and Octagon International. The JO committee shall be responsible for promoting the establishment and growth of Octagon, Junior Optimist and Alpha Clubs.

JO shall act as a liaison between local JOOI Clubs, the sponsoring adult Club and Optimist International to ensure that JOOI Clubs are managed in accordance with Optimist International Bylaws and Policies.

It is recommended that the JO Chair serve a two (2) year term in order to provide continuity and that at least two (2) additional members representing different areas of the District serve on JO.

B-5. Optimist International Junior Golf Championship. The JG committee shall be responsible for promoting and conducting a District Optimist International Junior Golf Championship (OIJGC) Qualifier tournament. JG shall ensure that all phases of the District tournament are conducted in compliance with Optimist International Junior Golf Championship Rules. JG shall also be responsible for promoting OIJGC tournaments at the Club level to feed contestants into the District tournament.

JG shall propose an entry fee for tournament contestants to the District Board of Directors for approval. The costs of entry fees, transportation, food and lodging in relation to the District tournament shall be the responsibility of the tournament entrants or their parents/guardian. Sponsoring Clubs may contribute to their entrants' expenses.

The costs of all District awards and all authorized receipts and expenditures shall be budgeted under Accounts 145 and 380.

B-6. Youth Activities. YA committees, if established, shall be responsible for promoting a specific youth activity in the District. Examples of YA committees would be youth curling clubs, youth soccer clubs, youth football clubs, youth chess clubs, etc.

C-1. District Foundation Representative. The DFR committee shall be responsible for soliciting contributions to the Optimist International Foundation (OIF) and the Canadian Children's Optimist Foundation (CCOF) at District Conferences. DFR shall be responsible for encouraging Clubs to appoint a Club Foundation Representative (CFR). DFR shall act as a liaison between Clubs, the District and OIF/CCOF.

C-2. International Convention Ambassador. The ICA shall be responsible for promoting the Optimist International Convention at District Conferences and to Club members. ICA shall obtain promotional materials, which may be electronic or paper, for distribution to members at District Conferences.

## **ARTICLE VI. DISTRICT FINANCES**

### **Section 1. General Provisions.**

The conduct and administration of District business shall be financed by District dues, payable by Clubs for each of their members enrolled in the office of Optimist International, by convention and conference fees, and by funds 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 Optimist International Board of Directors.

### **Section 2. No Assessments.**

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 3. Dues.**

A. Each Club shall pay for each of its members enrolled in the International Office as of September 30, December 31, March 31 and June 30, annual dues of US\$18.00 per member, payable quarterly of each year, subject to the approval of the Optimist International Board of Directors and in accordance with Optimist International Bylaws. Canadian Optimist Clubs shall be applied the currency conversion rate published quarterly at [www.optimistleaders.org](http://www.optimistleaders.org).

B. Annual dues payable by a newly affiliated Club shall commence as provided in policies established by the Optimist International Board of Directors.

C. Each Club shall pay zero district dues for any member in a post-secondary educational institution who is enrolled as a full time student and any Friend of Optimist (FOO) member.

D. The District, by resolution adopted by a two-thirds majority of the votes cast by the accredited delegates to its annual convention, may petition the Optimist International Board of Directors, in the form and manner prescribed by that Board, for adjustment of the amount of its annual dues.

E. Any Club more than sixty (60) days in arrears for any indebtedness to the District or Optimist International shall not be considered in good standing and shall forfeit all rights and privileges of membership during the period that the indebtedness remains in arrears.

F. District dues in the amount of US\$1200.00 may be allocated to offset that portion of District Convention expenses that pertain to the furtherance of the District purposes.

### **Section 4. District Budget.**

A. At its first meeting the District Board of Directors shall review, amend as desired and approve the annual District budget submitted to it by the Finance Committee, ensuring that is realistic, balanced and done in a manner conforming to the standard District chart of accounts as established by the Optimist International Board of Directors. The approved District budget shall then be submitted to the Optimist International Board of Directors for final approval. The District 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.

B. Budgets for District Meetings, Conferences and Conventions shall be prepared on a "break-even" basis. All efforts shall be made to keep expenditures within the limits of the

budgeted line-items; however, the budget is a guideline and should be flexible to the extent that the total budget and actual total income is not exceeded. Budgeted line-items are not to be adjusted during the fiscal year so that the exact information will be available for the guidance of future administrations.

#### **Section 5. Contracts.**

A. Contracts and other obligating documents and instruments that encumber District funds must be signed by the Governor and District Secretary-Treasurer, except as noted in paragraph B immediately below.

B. Contracts affecting the first, second and third quarter meetings and conferences in the next following fiscal year (the Governor-Elect's year) must be signed by the Governor-Elect and either the Governor or District Secretary-Treasurer.

#### **Section 6. Financial Statements.**

The District Secretary-Treasurer shall prepare quarterly statements of receipts and disbursements for presentation to the District Executive Committee and the District Board of Directors. The District Secretary-Treasurer shall prepare an itemized financial statement of all specific events occurring during the quarter so that the District Board of Directors may be properly informed as to the receipt and expenditure of funds.

#### **Section 7. Annual Review.**

An annual review of the books of account of the District as of September 30 shall be performed by an independent Certified Public Accountant, Certified Managerial Accountant, Certified General Accountant, Chartered Accountant, or a review committee, and a report thereon shall be submitted to the District Board of Directors not later than December 31 of each year. The District's IRS Form 990 shall be forwarded to Optimist International.

#### **Section 8. Depositories and Signatories.**

The official depositories for District funds shall be approved at the District Board of Directors meeting at the District Convention prior to the start of the next administrative year. The co-signatures of any two of the following persons shall be required to endorse, execute and sign checks or orders for the payment of money and such: Governor, District Secretary-Treasurer and the most immediate and available Past-Governor.

#### **Section 9. Reimbursements.**

A. Standard travel reimbursement rates shall be:

(1) US\$.20 per mile (1.61 km) for distances of 25 miles (40.25 km) or more; and

(2) US\$20.00 per diem for overnight commercial lodging.

(3) Currency exchange rates published at [www.optimistleaders.org](http://www.optimistleaders.org) at the time of reimbursement shall apply.

B. Members of the Executive Committee, Lieutenant Governors, any Committee Chair, and any District member with the prior approval of the Governor, shall be reimbursed for expenses incurred in the execution of their offices up to the amount budgeted for their respective offices, excluding those expenses that are reimbursable by Optimist International. Travel expensed shall be computed based on the standard travel reimbursement rate.

C. The Governor and a spouse/guest and the District Secretary-Treasurer and a spouse/guest shall not be required to pay registration fees and they shall be provided rooms

without charge for attending any quarterly District meeting or any PNW District Convention.

D. The District Convention Chair, Governor-Elect and the District Secretary-Treasurer- Designate shall not be required to pay registration fees and they shall be provided rooms without charge for attending any PNW District Convention.

E. Individuals attending the Optimist International Convention shall be reimbursed as prescribed in Article VII, Section 7 of these PNW District Policies.

F. The individuals authorized above must request reimbursement from the District S/T within 30 calendar days of the expenses having been incurred. A properly completed and signed voucher and receipts are required for reimbursement. Any other expense reimbursement request after 30 calendar days may not be allowed.

### **Section 10. Conflict of Interest.**

The following provisions govern conflicts that may arise between the interests of any District Officer, Lieutenant Governor, District Executive Committee member or District Committee member and the Pacific Northwest District of Optimist International:

A. Definition: A conflict of interest with respect to a transaction effected or proposed to be effected by the District exists if an above described member is known at the time of the commitment to be in a position to personally benefit financially from the transaction; OR the transaction is brought before the relevant Board or Committee for action, and a member of the relevant Board or Committee knows, at the time of the commitment, that any person has or may have control or unusual influence over a voting member of those relevant Boards or Committees.

B. If any conflict of interest arises, the conflicted Officer, Board or Committee member must disclose in writing to the relevant Board or Committee the existence and nature of the conflict at least thirty (30) days prior to the transaction.

C. A transaction that is not made in good faith or that is not fair to the District shall be null and void and may not be authorized or approved by any persons.

## **ARTICLE VII. MISCELLANEOUS**

### **Section 1. International Officer Visitations.**

A. The Governor-Elect shall invite the International President-Designate to visit the District in accordance with procedures established by Optimist International. Optimist International will make the final selection of location and date.

B. The Governor-Elect shall also invite the Regional Vice-President or other Optimist International official as the Official Representative of Optimist International.

C. The Governor shall be designated as the official host, or the Governor may designate a past International or District officer as the official host. All plans and arrangements for official visits shall be under direct supervision of the Governor, including the provisions of complimentary accommodations, customary courtesies, and a suitable gift or memento.

## **Section 2. Governor Visitations.**

A. The Governor shall visit each Zone, if possible, during their administrative year. Joint Zone meetings, when feasible, are recommended for convenience and larger attendance. The Governor shall not be required or expected to visit every club. Club visitations may be limited, at the Governor's discretion, to charter presentations to new Clubs and to special events by Clubs to which he has been invited.

B. The Governor may delegate or appoint an individual to appear in their place and stead on such occasions. The Lieutenant Governor, in consultation with the Governor, shall be responsible for the itinerary during the Governor's visit to the Zone.

C. When the Governor or an official representative of the Governor is making an official visit it shall be the responsibility of the host Club to follow the customary courtesies recommended for the visitation of the International President. Complimentary meals and accommodations should be provided.

## **Section 3. District Officer Pins.**

A. The District administration shall provide official pins for all incoming District Officers. Presentations will be made at the installation ceremony during the District Convention preceding their administrative year. The pins shall be returned to the District Secretary-Treasurer at the next District Convention for presentation to the next group of incoming Officers.

B. The District shall purchase and present past officers pins to the retiring Governor, retiring Lieutenant Governors and retiring District Secretary-Treasurer.

C. Appropriate insignia for the Governor, District Secretary-Treasurer, retiring Governor, retiring Lieutenant Governor and retiring District Secretary-Treasurer shall include a stone as available from Optimist International.

## **Section 4. District Bulletin.**

The District Bulletin Editor shall publish a District bulletin, under the direction of the Governor, at least four (4) times during the administrative year. The bulletin shall be distributed to all District Officers, District Committee members, past District Governors, Club Presidents, Club Secretary-Treasurers, and the International Office and Officers. Any other Club member may request to be included by paying the applicable postage to the District Secretary-Treasurer.

## **Section 5. District Directory.**

The District Directory Editor shall publish, at the earliest possible date after the beginning of the administrative year, a District directory. The directory shall contain the names, addresses, email addresses and telephone number of all District Officers, District Committee Chairmen, Club Presidents, Club Secretary-Treasurers and International Officers. When feasible and practical, the directory shall also include the dates and locations of all District meetings and conferences for the administrative year.

## **Section 6. Flags, Creed and Banners.**

The District shall display at all District meetings the appropriate national flags, the District banners and the Optimist Creed banner in the room in which District business is conducted. Member clubs are encouraged to bring and display their Club banners to all District meetings.

### **Section 7. Optimist International Convention Reimbursements.**

A. The Governor, Governor-Elect, Secretary-Treasurer and Secretary-Treasurer-Designate may be reimbursed for the expenses of attending the Optimist International Convention up to an amount equal to the sum of the registration fee plus 14 day advance purchase round trip coach airfare plus per diem at the rate provided by Optimist International for member of International committees, but not exceeding the budgeted amount.

B. To receive this amount, each listed officer must attend and be registered at the full convention and show evidence thereof when submitting his expense voucher. Each is encouraged to economize on airfares by early purchase.

### **Section 8. New Club Charter Presentations.**

A. Dates and programs for the charter presentation event of new Clubs shall have the prior approval of the Governor. The Governor or a representative appointed by the Governor shall present new Charters. In the event of a charter presentation occurring after the end of the administrative year in which the new Club was established, the then immediate past Governor shall have the prerogative of presenting the charter.

B. The District shall order the Club banner, bell and gavel for each new Club, in consultation with the sponsoring Club. Cost of the banner shall be the borne by the District and shall be budgeted accordingly. Cost of the bell and gavel shall be borne by the sponsoring Club.

C. Member Clubs within the District may contribute to the new Club's youth activities fund

### **Section 9. Email Communications.**

A. At the beginning of each administrative year the Communications Directorate shall update the email list based on information available from Optimist International. The Governor and District Secretary-Treasurer only may be given a copy of the list and updates to it. The list may be made available to other District Officers, District Committee Chairs or Optimist International at the discretion of the Governor but under no circumstances is it to be used for commercial purposes or to communicate information that does not relate specifically to Optimist matters. Should a Member wish to have their name and email address removed from the list they may do so at any time by unsubscribing from the list online

B. The District reserves the right to publish email addressed of District Officers, Committee Chairs and Club Officers in the District Directory and on the District web site.

C. Should any Member wish to send a message to the entire list they must submit the message to the Governor who will decide on its appropriateness.

D. All email shall be sent by undisclosed or blind carbon copy.

E. Nothing in these policies shall preclude a District Officer, Committee Chair or Club Officer from using email to communicate amongst themselves or from sending notices of committee meetings, zone meeting, etc. to interested parties. The intent of this policy is to protect the privacy of District members, prevent duplication of messages and to ensure that members receive pertinent information in a non-intrusive way.

**Section 10. The ROY PROCTOR Lifetime Achievement Award.**

A. The Roy Proctor Lifetime Achievement Award is established to honor an individual who has given lifetime service to the Pacific Northwest District.

B. To be considered for nomination, a person must have:

- (1) Given at least ten (10) years of service to the District, which does NOT need to include having served as a district officer; AND
- (2) Built a new club or consistently brought in new members over their Optimist career or served as District Foundation Representative; AND
- (3) Provided inspiration and motivation to fellow Optimist.

C. This award is intended to honor a living individual rather than be a memorial award. However, the award may be presented posthumously if the honoree passes away after having been selected but before receiving the award.

D. Nominations for this award shall be solicited by the selection committee from member Clubs. Nominations shall be solicited in the District newsletter, on the District website and at all District Conferences. The committee shall have the authority to consider any potential recipient whether nominated by a Club or by a member of the selection committee. Written nominations shall be received by the selection committee chair no later than May 1 of each year. The names of the nominees shall be circulated to all previous honorees at least ten (10) days prior to the Third Quarter Conference.

E. The selection committee shall meet during the Third Quarter Conference to choose an award recipient. Should any member of the selection committee be unable to attend the Conference, they may submit their choice to the selection committee chair prior to the Conference. Nominees must receive 2/3 of the votes cast by the selection committee member to become an award recipient.

F. There may be more than one recipient or no recipients in any year.

G. The award shall be presented at the Governor's Banquet during the Annual District Convention. Presentations may be made at other time if circumstances warrant.

**Section 11. District Policies.**

A. These Policies shall be reviewed periodically during the administrative year.

B. The District Secretary-Treasurer shall provide Optimist International and each member of the District Board of Directors with a copy of these Policies at the beginning of each administrative year and following revisions.

**Section 12. District Office.**

The District Office, consisting of the Governor and the District Secretary-Treasurer, shall record and maintain all matters pertaining to the District administration and shall serve as headquarters for communication and clearance of all business matters of the District.

**Section 13. Fundraising at District Events.**

A. All funds solicited and raised during any PNWD sponsored event, conference or convention shall exclusively benefit any of the following organizations:

- (1) Optimist International Foundation (OIF)
- (2) Canadian Children's Optimist Foundation
- (3) Optimist International Childhood Cancer Campaign (CCC)
- (4) Any District fundraiser approved by Optimist International

B. All Clubs or Members wanting to hold fundraising activities at a District event under these terms shall notify the Governor and District Foundation Representative (DFR) in writing at least thirty (30) days prior to the event to properly schedule, prepare and promote such activity. The DFR would then coordinate such activities with the Governor to enhance the conference program and/or agenda.

C. This policy in no manner disallows information sharing, publicizing or promoting Club projects at District events or venues. Opportunities for publicizing and promoting individual Club fundraising may be allowed in the District newsletter publication and on the District website as space allows.

#### **Section 14. Record Keeping.**

A. The District Secretary-Treasurer shall use and only use “QuickBooks” bookkeeping software. The District budget shall allocate the initial purchase of “Quick Books Pro” and the current year update thereafter.

B. Each administration will be required to use and maintain the most current version when and if applicable allowing the previous financial records to become permanent records and passed on to the next administration. Budget and financial history shall be available and referenced as needed.

C. Minutes are to be retained in “MS Word” word processing software format.

D. All records are to be downloaded to a USB flash drive or equivalent and given to the Secretary-Treasurer-Designate along with the district-owned software at the District Convention immediately preceding their term of office. The Secretary-Treasurer will coordinate the end-of- year accounting to be completed as required by Optimist International.

E. Hard copies of the minutes, quarterly financial reports, check register, PNW District Policies and Optimist International Bylaws are to be printed and bound and made available by the District Secretary-Treasurer at all official gatherings of the PNW District for a period of seven years.

#### **Section 15. “First-timers” Incentive**

Persons having never previously attended a district conference or convention, and from this point referred to as “First-Timers” may have half of their registration fees to their first district conference or convention waived.

A. Purpose: This section is intended for the sole purpose of providing incentive for Optimist members to attend their first district activity.

B. Conditions: The person using this incentive must meet all of the following conditions:

- (1) The registration being filed must represent the first time the person has attended a District Conference or District Convention. This incentive does not apply to registration for any quarter during which only a Zone Meeting has been scheduled and is being held in lieu of a District Conference.
- (2) The incentive applies solely to registration fees and does not expand to any other types of reimbursement already provided for in Article VI. Section 9 of these by-laws.
- (3) The “First-Timer” must complete their on-line registration during the “early bird” period of pre-registration in order to allow clubs and zones to make any necessary budgetary adjustments in a timely manner. If the “First-Timer” registers and then

does not attend, the incentive may not be used at another time if a refund for fees has been granted.

- (4) This incentive is nontransferable and may not be used by any person other than the member actually in attendance at the conference or convention.
- (5) This incentive does not extend to the costs related to the attendance of a non-member spouse or significant other.
- (6) The incentive may be used only by an adult club member in good standing. It may not be utilized by a FOO or JOOI representative.

C. Fiscal Impact: So as to provide continuity to the already existing District Budget, the District will provide twenty-five percent (25%) of the “First-Timers” registration fee as a line item conference or convention expense. The clubs are encouraged to match this discount.

### **Section 16. Language References.**

Any reference to the words “he”, “she”, “his”, “him”, “her”, “man”, “woman”, “men” or “women” is for descriptive purposes only and shall not, in any way, be construed to limit the application of the section in which they appear to the masculine or feminine gender. All references to the words “Club” or “Optimist Club” shall refer to an adult Optimist Club unless otherwise specifically stated. All references to dollars shall mean U.S. dollars unless otherwise stated.