DISTRICT POLICIES AND PROCEDURES

Revised October 2026

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EAST MISSOURI DISTRICT (30) POLICIES

ARTICLE I: DISTRICT PURPOSES

GENERAL

1. The sole purpose of the District shall be to function as an administrative division of Optimist International in furtherance of the purposes of Optimist International, these Bylaws, and Policies as established by the International Board of Directors. The District shall provide service and support to Clubs for the purpose of enhancing growth, participation, administration, and youth service. All Clubs located within the territorial boundaries of the District shall be members of the District, except as requested by the Club or Clubs involved, and in concurrence with the District or Districts involved and the Optimist International Board of Directors. (OI Bylaws Article VII, Sections 1 and 2).

2. The strategies of the District to accomplish the above purposes are: Provide opportunities for personal growth, provide leadership training, promote new club building, promote club growth, and provide service to youth.

3. The district will promote the building of New Clubs in accordance with the Bylaws, Policies, and Guidelines developed by the International Board of Directors.

ARTICLE II: DISTRICT POLICIES

1. The District shall adopt a set of operating policies authorized by the International Board of Directors, which will cover the items necessary to administer the District. These policies shall be adopted annually by the District Board of Directors at the Annual Convention or a specially called convention. (OI Bylaws Article VII, Section 3, Paragraph E). These policies shall be adopted annually at the Annual Convention or a specially called convention. All revisions in policies shall be approved by the full Board of Directors. Policies may be reviewed and revised by the Board of Directors/Executive Committee at other times as necessary.

2. The district Secretary and or Treasurer shall provide Optimist International and each member of the District Board of Directors with a copy of all district policies within 10 days following the First Quarter District Conference.

ARTICLE III: DISTRICT BOARD OF DIRECTORS

A. GENERAL PROVISIONS

The business of the District shall be administered by a Board of Directors. The Board of Directors shall consist of the officers of the District, the two Immediate Past Governors, the Lieutenant Governor (if any) the District Secretary and or Treasurer and the President of each Club. 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 Board of Directors. The JOOI/JOI Governor shall serve as a non-voting member on the District Board of Directors. (OI Bylaws Article VII, Section 3, Paragraph A).

B. DISTRICT OFFICERS AND EXECUTIVE COMMITTEE

1. The District officers shall be the Governor, Governor-Elect, Secretary and or Treasurer, and the following officers: Lieutenant Governors (if any) and Assistant Governor. (OI Bylaws Article VII, Section 3, Paragraph B).

2. The Executive Committee shall consist of the officers, the two most Immediate Past Governors (at the option of each district), and the JOI Governor as a nonvoting member. (OI Bylaws Article VII, Section 3, Paragraph C).

3. The District may delegate, subject to the limitations imposed by these Bylaws, the powers of the District Board of Directors to the District Executive Committee. The Executive Committee shall consist of the District officers and the most Immediate and available Past Governors (at the option of each District). The JOI Governor shall serve as a nonvoting member on the District Executive Committee. (OI Bylaws Article VII, Section 3, Paragraph C).

C. ELECTIONS AND TERMS OF OFFICE

1. Qualifications: No one shall be eligible for election or hold a District office unless he/she is duly enrolled on the International roster as a member of a Club in good Standing in Optimist International; and for the office of Governor or Governor-Elect, they should have served all of a term of Club President. The term of office for Governor shall be the same as the Optimist year, 1 October through the following 30 September. Additional requirements in ARTICLE IV, Section B, Paragraph 2.

2. 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 they are Governor-Elect. (OI Bylaws Article VII, Section 6, Paragraph C). The Governor-Elect shall automatically become Governor on 1 October of the year following the year in which they are elected Governor-Elect. Following the District convention, the Governor-Elect shall be known as the Governor-Designate. (OI Bylaws Article VII, Section 6, Paragraph B).

3. The District Secretary/Treasurer shall be appointed for a term of one year by the Governor-Elect. The appointment of the Secretary/Treasurer-designate shall be confirmed at the third quarter board meeting by the District's Board of Directors and shall take office 1 October next following confirmation. (OI Bylaws Article VII, Section 6, Paragraph D 4). The terms of office for Lieutenant Governor (if any) and Assistant Governor shall be the same as that of the Governor. A District Secretary/Treasurer, District Secretary, District Treasurer or any combination thereof, shall not serve more than three consecutive years. (OI Bylaws Art. III, Sec. 6, Paragraph D)

4. A Lieutenant Governor (if any) shall not serve more than two consecutive terms without the Board of Directors' approval.

D. DUTIES OF THE DISTRICT OFFICERS

1. 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 function as the chief executive officer of the District, preside at all meetings of the District Board of Directors, the Executive Committee, and the annual convention of the District. He shall be an ex-officio member of all committees, and 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. He shall at all times act on behalf of Optimist International in all relations with member Clubs within the District. He shall also attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors.

2. District Governor-Elect

The District Governor-Elect will be responsible for promotion and planning of training at the District convention for Presidents-Elect, Secretary and or Treasurers-Elect, and Lieutenant Governors-Elect, (if any) with the assistance of the Leadership Development Committee, utilizing the Optimist International Faculty Guide.

3. District Secretary and or Treasurer

It shall be the duty of the District Secretary and or Treasurer to:

a. Attend all meetings of the District Board of Directors, the District Executive Committee and the Annual District Convention and to act as Secretary thereof.

b. 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, within 30 days after the close of any such meeting.

c. receive and deposit all moneys due the District.

d. disburse moneys within the limitations of the District budget or by specific instructions of the District Board, the District Executive Committee, or the accredited delegates at the District convention.

e. 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 & Policies of Optimist International.

f. keep books of account open at all times to the District and International Board of Directors, with such books to be subject to annual review as of 30 September of each year.

g. issue and cause to be delivered to each member Club in the District an official call for the annual convention at least 30 days prior to the date thereof, in which Art. III the time and place of the holding of said annual convention shall be set forth.

h. issue and cause to be delivered to each member Club in the District, at least 20 days prior to the date of said special convention a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted.

i. issue and deliver notice of all meetings of the members of the Board of Directors at least 30 days prior to said meetings.

j. perform such duties as prescribed in these policies.

k. 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.

4. Lieutenant Governor

a. Each Lieutenant Governor (if any) shall function as a representative of Optimist International and the Governor in his assigned Zone, and generally conduct his office in a manner contributory to the attainment of all objectives of the District and Optimist International within each Zone.

b. Each Lieutenant Governor (if any) should make at least two visitations to each Club in his Zone during the administrative year. The Lieutenant Governor (if any) must make every attempt to visit each newly affiliated Club in his Zone within 90 days following its official organization. He shall make the prescribed report of each visitation within 30 days.

c. Each Lieutenant Governor (if any) should schedule and conduct a zone meeting in each quarter of the Optimist Year. They should not conflict with any District meeting. Notice shall be given to the Zone Club Presidents and Club Secretary and or Treasurers at least 10 days prior to such meeting. He shall make the prescribed report of each meeting within 30 days.

5. Assistant Governor

a. The Assistant(s) to the Governor may be appointed for one year by the Governor Elect, subject to the approval of the District Executive Committee at the District Convention. The number of Assistants to the Governor so appointed shall not exceed four and the Assistant to the Governor shall begin his/her term on 1 October following his/her appointment.

b. Duties:

1. Cooperate with and act as representative for the Governor and Governor Elect/Designate in preparation for the year.

2. Act as a liaison between a certain number of Lieutenant-Governors (if any) and/or committee chairs and the Governor.

3. Attend all District Board of Directors meetings and executive committee meetings.

E. DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee is authorized to make purchases and pay expenses, travel allowances, reimbursements and obligations as provided by and within the limitations of the budget, make plans and establish policy furthering the objectives of the District, and exercise general control over plans, budget and program of the District convention. (OI Bylaws Article VII, Section 3, Paragraph C). A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business and a majority vote of those present and entitled to vote shall be necessary to give effect to any action of the Executive Committee.

F. VACANCY OF DISTRICT OFFICE

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 his office, the incumbent District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of his term. Should either of the Immediate Past Governors be unable to serve as members of the Executive Committee and Board of Directors, the next Immediate Past Governor shall automatically become a member of the Executive Committee and Board of Directors in his place and stead. The foregoing shall 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 his office. (OI Bylaws Article VII, Section 3, Paragraph D).

G. DISTRICT BOARD OF DIRECTORS INSTALLATION

The District Board of Directors, as described in OI Bylaws, shall be duly installed by the official representative of Optimist International/or designee at the First Quarter District Conference.

H. DISTRICT BOARD OF DIRECTORS MEETINGS AND NOTICE

1. The Governor may call a meeting of the Board of Directors each quarter, or at such time and place as he may determine with the advice and consent of the Executive Committee. Notices of all meetings of the Board of Directors shall be issued and caused to be delivered to all members of the Board of Directors by the District Secretary and or Treasurer at least 30 days prior to said meetings. One-third of the members of the Board of Directors shall constitute a quorum for the transaction of business, and a majority of those present and voting shall be necessary to give effect to any action of the Board. (OI Bylaws Article VII, Section 3, Paragraph F). Any or all Directors may participate in a meeting by or conduct the meeting through the use of any means of communication by which all Directors participating may simultaneously hear each other during the meeting. Any or all Directors participating in a meeting by this means is deemed to be present in person at the meeting.

Most recent financial statements and minutes will be distributed to all Clubs in the District at least two weeks in advance of any District meeting (added April 2022) (OI Bylaws, Art V, Sec. 2)

2. Meetings of the Board of Directors shall take place on Saturday at each of the regular district conferences and the convention, which shall be held as follows: The First Quarter District Conference shall be held not later than 30 November, the Second Quarter District

Conference shall be held in January or February, the Third Quarter District Conference shall be held in April or May, and the District Convention shall be held in August.

3. Meetings of the Executive Committee may be called by a majority of its members or at the call of the Governor. (OI Bylaws Article VII, Section 3, Paragraph C). Executive Committee meetings shall be held no more than 10 days in advance of each of regular district conferences. The Executive Committee meeting shall be held on Friday evening at the district convention.

4. Any action which is required to be or may be taken at a meeting of the directors, or of the executive committee or any other committee of the directors, may be taken without a meeting if, setting forth the action so taken, all of the members of the board or of the committee, as the case may be, consent thereto in writing or by electronic transmission. The consents shall have the same force and effect as a unanimous vote at a meeting duly held and may be stated as such in any certificate or document filed under this chapter. The secretary shall file the writing or writings or electronic transmission or transmissions with the minutes of the meetings of the board of directors or of the committee as the case may be. Such filing shall be in paper form if the minutes are maintained in paper form and shall be in electronic form if the minutes are maintained in electronic form. "Electronic transmission" shall mean any process of communication not directly involving the physical transfer of paper that is suitable for the retention, retrieval, and reproduction of information by the recipient.

I. MINUTES OF MEETINGS

1. It shall be the responsibility of the District Secretary and or Treasurer to keep accurate minutes of all meetings of the District Executive Committee, the District Board of Directors, and the annual District Convention, and to provide a copy of such minutes to members of the District Board of Directors, Optimist International, and such others as the Board of Directors may indicate, not later than 30 days after the adjournment of each such meeting or convention.

J. ESTABLISHMENT OF ZONES

1. The number and boundaries of Zones, for any administrative year, shall be determined by the Board of Directors not later than the Third Quarter District Conference to accommodate selection at that Conference of Lieutenant Governors (if any) to serve during the next administrative year.

2. All proposals for a realignment of Zone boundaries shall be submitted to the Governor not less than 30 days prior to said meeting. No Zone shall be created with fewer than four clubs or more than ten clubs; however, Zones may continue to exist with as few as one club, wherever other arrangements are not geographically feasible. New Clubs may automatically be assigned to Zones in which they are geographically located and services to the new Club shall be the responsibility of the Lieutenant Governor (if any) of such Zone.

K. ZONE MEETINGS

1. Each Lieutenant Governor (if any) shall be responsible for the conduct of a zone meeting in each quarter of the Optimist year to assist the Clubs and Club officers in the Zone. Notice of such meetings should be sent to the President and Secretary of each Club in the Zone not less than 10 days prior to

the meeting in order to encourage attendance. To avoid conflict, the dates for all Zone meetings shall be established with the knowledge and approval of the Governor.

2. The Lieutenant Governor (if any) shall be responsible for preparation and distribution of each Zone meeting program and completion and filing of a report following each meeting on the form provided by Optimist International. Since zones are not legislative bodies, minutes are not required.

3. All Zone meetings shall be conducted on a no-host, no-registration-fee basis. If fees for the use of facilities for Zone meetings are anticipated or incurred, such expenses shall be budgeted and paid by the District administration. If a meal service is included in the meeting, the cost of the meals shall be paid by the members in attendance or by their clubs. The Lieutenant Governor (if any) shall be reimbursed for the cost of his meal, photocopy expense related to the meeting, and the roundtrip mileage required for his attendance, but he shall not be reimbursed for any other costs in connection with the meeting, such as paying for other attendees' meals or purchasing and preparing food for a meeting held in his home.

ARTICLE IV: DISTRICT COMMITTEES

A. The District Board of Directors shall establish in its District policies, such committees as it deems appropriate to carry out the administration of the District. (OI Bylaws Article VII, Section 3, Paragraph G) 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 his election. (OI Bylaws Article VII, Section 5, Paragraph G).

B. The following committees are established:

1. Finance

a. The Finance Committee, in consultation with the incoming governor and district Secretary and or Treasurer, shall prepare the proposed annual budget for submission to the incoming executive committee for recommendation and to the incoming board for approval at the first meeting of the administrative year. (OI Bylaws Article VII, Section 5, Paragraph D). (All budgets shall employ the Standard Chart of Accounts, account numbers, definitions and required supplements established by Optimist International).

b. The Finance Committee shall exercise advisory supervision over all financial transactions, arrange for such financial reports as may be required by the district board of directors and Optimist International, arrange for an annual review of the books of the district by an independent certified public accountant or charted accountant as of 30 September or as soon as possible after 30 September but no later than 30 November, and supervise the orderly transfer, before or at the first meeting of the Board of Directors of all district records and funds from each administration to its successor. (OI Bylaws Article VII, Section 5, Paragraph E).

c. The Finance Committee shall consider all proposed budget revisions and proposals for expenditures not previously budgeted or approved and shall make recommendations thereon to the Executive Committee and/or Board of Directors.

d. The Finance Committee shall be comprised of the current District Secretary and or Treasurer, Immediate Past District Secretary and or Treasurer, another Past District Secretary and or Treasurer appointed by the current governor, the Governor-Elect, a past Governor appointed by the current governor, and two members at large appointed by the current Governor. The Finance Committee shall present proposed budgets for committee chairs to the current Governor, 30 days prior to the submission of the budget. All bills shall be submitted to the District Secretary and or Treasurer within 30 days of completion of the projects. All expense vouchers must be submitted by 1 September, with final payment by the District Secretary and or Treasurer by 30 September. Audits by the Finance Committee will be conducted 7 days prior to the District board meetings.

2. Candidate Qualifications

The Candidate Qualifications Committee shall be composed of the Governor-Elect, the two most immediate and available past Governors and two members appointed by the Governor. The most immediate past Governor will serve as chair. This committee shall function under the provision of the Optimist International Bylaws and shall seek, qualify, and nominate candidates for the offices of Lieutenant Governor (if any) and Governor Elect as the qualifications outlined in Article VII, the Candidate Qualifications Committee shall require the following for its consideration of nominee for the office of Governor-Elect.

a. Qualification of Governor-Elect

1. Active member of the District who has previously served as Lieutenant-Governor.

2. A written presentation of the proposed nominee's background and qualifications for the office of Governor-Elect.

3. A letter from the proposed nominee's club, signed by the current Club President, indicating full support of his/her candidacy. Said support to be indicated by the majority vote of the Club members present at a designated meeting.

4. A written statement from the proposed nominee's employer, or in the case of self-employment, from the nominee, stating complete understanding and approval of the nominee's commitment to serve one year as Governor-Elect and one year as Governor.

5. The requirement of items 2, 3 and 4 above shall be submitted to the Candidate Qualifications Committee prior to 30 June.
6. The Candidate Qualifications Committee prior to 15 July shall publish to members of the District Board of Directors a short biography together with the names of the candidates it will nominate as qualified for the office of Governor Elect at the District Convention.

b. Qualification of Lieutenant-Governor

1. Qualifications: Active member of the District who has previously served as Club President or is currently serving as Club President.

2. Lieutenant-Governor (if any) will be elected by member clubs of the Zone of which they will preside. Such election shall occur by the end of the third quarter conference or be appointed by the Governor Elect if no such election. Each club will be allowed one vote and will require a majority.

3. Strategic Planning

a. The Strategic Planning Committee shall be chaired by the Governor-Elect and its members shall include the current Governor, the current District Secretary and/or Treasurer, all Past Governors who wish to serve, the Finance Chair, and the Policy Chair.

1. The Chair shall give an update on progress, and/or challenges, of the current Plan, at each District Conference.

2. This committee shall meet, as often as necessary, but at least once, prior to the District Convention.

3. An updated Plan shall be presented at the District Convention, for approval, for the new fiscal year.

4. The approved Revised-Plan shall be forwarded to Optimist International as of October 1st and distributed to the Board of Directors at the first District Conference of the new year.

4. Conferences and Convention

a. The Conference and Convention committee, ideally, is composed of a team of three (3) Optimists who are good at foreseeing attendee's needs, taking care of details and having knowledge of meeting dynamics; however, one person, working in conjunction with the Governor's wishes, may handle all aspects of the following:

1. Interacting with the meeting place official for set-up, space, meals, and times needed for each of the three (3) conferences and the district convention.

2. Making room reservations for the Governor, Governor Elect the 2 immediate past Governors, Secretary and or Treasurer, immediate past Secretary and or Treasurer (First quarter conference), and the scheduled OI official.

3. Making travel arrangements (from airport) for the OI official to and from the meeting place, if needed.

5. Other

In addition, on an annual basis, the Governor may appoint persons to serve as chairpersons and/or members of the following committees or to serve in the following positions as needed. Position descriptions shall be based upon the information that is available from the Optimist Leaders website, as modified and expanded by the Governor.

a. Achievement and Awards (A & A)

b. Activities
c. Bulletin Editor
d. Convention Ambassador
e. Childhood Cancer Campaign (CCC)
f. Communications Contest for the Deaf and Hard of Hearing (CCDHH)
g. Club Services
h. Director of Personal Growth and Involvement (PGI)
i. Essay Contest
j. Finance
k. Foundation Rep
l. International Development
m. Internet Safety
n. Junior Optimist Octagon International (JOOI) / Junior Optimist International (JOI)
o. Leadership Development
p. Membership
q. New Club Building
r. OI Junior Golf Championship (OIJGC)
s. Oratorical Contest
t. Public Relations
u. Supplies
v. Webmaster-will, each year, use the website address of https://oi-emo.org/ as provided to this district.

C. ACHIEVEMENT AND AWARDS PROGRAM

1. The District may budget, maintain, and conduct an annual Achievement and Awards Program which shall be prepared and evaluated by the Achievement and Awards Chair with the collaboration of the Governor, Governor-Elect, and Secretary and or Treasurer in consultation with their predecessors and shall be presented to the District Executive Committee and Board of Directors for final approval at the annual convention. If the program is adopted by the District, it shall be the responsibility of the District administration to promote and encourage participation in both District and International achievement and awards programs.

2. In order to be considered, any appeals or protests of the final published standings of clubs or individuals in the district achievement awards program must be received by the District Secretary and or Treasurer no later than 30 days following publication of the standings. The District Executive Committee shall have the power and authority to review and adjudicate any such appeal or protest, and its decisions shall be final. To be eligible to receive any award or recognition, a club shall meet all financial obligations to the district by the closing day of the administrative year.

ARTICLE V: DISTRICT CONFERENCES AND CONVENTION

A. CONFERENCES

1. District conferences shall be planned and conducted by the district administration. They shall be scheduled in the same location and immediately following quarterly meetings of the District Board of Directors in the first, second and third quarters. Such conferences shall invite and encourage the attendance of club officers and committee chairpersons, district officers, district committee personnel, and such others as may benefit from the conduct of such conferences.

2. The program for such conferences may include the introduction and promotion of club and district goals and objectives, buzz sessions, forums, round tables, leadership development events and, under the leadership of lieutenant governors (if any), brief zone meetings. The Third Quarter Conference shall include the election of lieutenant governors (if any) for the ensuing year and, if not otherwise scheduled, the District Oratorical Contest finals. All such conferences will be budgeted and conducted by the district administration on a nonprofit, break-even basis. The district administration may collect fees for any meal service and gratuities at such conference. Notice of such conferences and programs thereof shall accompany the notice of District Board of Directors meetings.

3. The incumbent Governor, Governor-Elect, Secretary and or Treasurer, Lieutenant Governors (if any), and the two Past Governors serving on the executive committee, as well as the official Optimist International representative quarterly conference registrations to be charged against Account for Governor expense (200), Secretary and or Treasurer expense (250), Governor Elect expense (255), Lieutenant Governors expense (210), and the two Past Governors serving on the executive committee expenses (260). The Optimist International Representative and teammate, Optimist International Certified Trainers, District Conference and Convention Chair, and Sergeant-At-Arms to be considered as a Conference expense (360). Appropriate lodging costs shall be anticipated as an expense in Accounts for Governor expense (200), Secretary and or Treasurer expense (250), Governor Elect expense (255), and the two Past Governors serving on the executive committee expenses (260). The Optimist International Representative, Optimist Certified Trainers and the District Conference and Convention Chair to be considered as a Conference expense (360). Lt. Governors shall receive $50 stipend toward cost of lodging (210).

4. The previous administration's Secretary and or Treasurer registration to be charged as a Conference Expense Account (360) at the First Quarter Conference to present minutes and a finance report and to participate in discussion of the budget. Such shall be anticipated in the meeting budget.

5. Since all clubs and members benefit from the conduct of the quarterly district conferences, the sum of $0.35 per member shall be allocated from district dues for each club member enrolled in the office of Optimist International as of the last dues billing date, which allocation shall supplement registrations as members benefit from the conduct of such conferences. In the first year after charter, charter president and charter Secretary and or Treasurer will receive complimentary registration for all district conferences and convention.

B. CONVENTION

1. A convention of the Clubs in each District shall be held between 1 August and 30 September on such dates and at such location as shall be determined by the District Board of Directors. The convention city shall be determined by a vote of the accredited delegates at the District convention for as many years in advance not exceeding five years, as may be deemed necessary. The District Board of Directors shall have power to substitute another city in the event circumstances later make such action necessary or advisable. The District Secretary and or Treasurer shall issue and cause to be delivered to each member Club in the District an official call for the annual convention at least 30 days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth. In the event of an emergency, with the approval of the International Board of Directors and the District Board of Directors, a District may hold a special District convention at any time or place. The District Secretary and or Treasurer shall issue and cause to be delivered to each member Club in the District, at least 20 days prior to the date of said special convention a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted. The method and means of voting at convention shall be established by the District Board of Directors. Convention rules shall be adopted by a majority vote during the first business session of each convention; but may be suspended, rescinded or amended after their adoption by a two-thirds vote. A quorum of any District convention shall consist of a majority of the accredited delegates. (OI Bylaws Article VII, Section 4).

2. At a minimum, unless already completed, the following business shall be conducted during the meeting of the Board of Directors at every District Convention: Election of Governor, changes to the District dues amount, and approval of sites of the next year's convention.

3. The District administration may provide all member Clubs with an opportunity to bid for conduct of conventions in their respective locations. Such bids or invitations should be submitted to the convention committee on the prescribed form not later than 30 days prior to the convention at which the selection(s) shall be made.

4. CONVENTION ALLOCATION FROM DISTRICT DUES

In keeping with the fact all Clubs and members benefit from the annual District Convention, the sum of $.50 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 annual District Convention.

5. CONVENTION BUDGET AND FINANCE REPORT

The convention budget may be prepared and approved as a supplement to the District administration's annual consolidated budget and shall be based on statements of receipts and expenditures and audits of previous conventions. The statement of convention receipts and disbursements shall be prepared by the Conference and Convention Committee Chairman, Governor, and District Secretary and or Treasurer and shall be included in the District's annual financial statement.

6. CONVENTION-REGISTRATIONS

The incumbent Governor, Governor Designate, Secretary and or Treasurer, Secretary and or Treasurer Designate, Lieutenant Governors (if any), Lieutenant Governors Designate (if any), and the two past Governors serving on the Executive Committee, as well as the official OI Representative (and teammate) convention registrations to be charged against Account for Governor expense (200), Secretary and or Treasurer expense (250), Governor-Designate expense (255), Lieutenant Governors expense (210), Lieutenant Governor Designate expense (211), and the two Past Governors serving on the executive committee expenses (260). The Optimist International representative, Optimist International Certified Trainers, Secretary and or Treasurer Designate, the District Conference and Convention Chair, and Sergeant-At-Arms to be considered as a Convention expense (350). Lieutenant Governors (if any) and Lieutenant Governors-Designate (if any) shall receive a $50 stipend (per night) from Accounts for Lieutenant Governors expense (210) or Lieutenant Governor Designate expense (211) upon presentation of the paid hotel bill. Appropriate lodging costs shall be anticipated as an expense in Accounts for Governor expense (200), Secretary and or Treasurer (250), Governor-Elect expense (255), and the two Past Governors serving on the executive committee expenses (260). The Optimist International representative, Optimist International Certified Trainers, Secretary and or Treasurer Designate, and the District Conference and Convention Chair to be considered as a Convention expense (350). Lt. Governors shall receive a $50 stipend toward cost of lodging (210).

7. CONVENTION DURATION

The annual District Convention shall be a three-day event, beginning Friday evening and ending Sunday morning, exclusive of social, recreational, or other extra-curricular activities, subject to Executive Committee and District Board of Directors approval of any extensions.

8. CONVENTION PROGRAM

The Convention Committee shall prepare, through consultation with the Governor and Governor-Elect, the schedule of convention events and meetings for submission to the District Board of Directors not less than 90 days prior to the convention. The Governor, through consultation with the Governor-Elect, shall prepare the agenda and/or curriculum for all convention business sessions, leadership development events, forums, and meal service events. The convention schedule and program shall be distributed to all District officers and chairmen, Club presidents and Secretary and or Treasurers not less than 30 days prior to convention.

The convention schedule shall include, as a minimum, the following events:

a. A meal to induct the current governor into the East Missouri District Past Governor's Association, attended by attending Past Governors and the Optimist International Representative and spouse. Depending on timing the Governor-Elect on Friday or Governor Designate on Sunday and spouse should be included. Before the program the Governor-Elect or Governor Designate should be thanked for attending and ask them to leave the room. This program chaired by most immediate past governor in attendance. (considered as a Convention expense 350).

b. A business session necessary to accomplish the business of the convention.

c. All leadership development events for Club and District officers as prescribed by Optimist International.

d. A meal service event to provide the official International Representative with an opportunity to address assembled delegates and guests.

e. A recognition banquet featuring the installation of new District officers.

f. A Governor's Ball in honor of the Governor and District officers, which shall include a receiving line of the Governor, Secretary and or Treasurer, International Representative, Governor-Designate, Secretary and or Treasurer Designate, and other appropriate officers as designated by the Governor.

9. CONVENTION RULES

The method and means of voting at convention shall be established by the District Board of Directors. Convention rules shall be adopted by a majority vote during the first business session of each convention; but may be suspended, rescinded, or amended after their adoption by a two-thirds vote. A quorum of any District convention shall be established by the District Board of Directors and stated in the District's policies consist of a majority of the accredited delegates. 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 he 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 of Directors. (OI Bylaws Article VII, Section 4) For voting purposes vote count shall be based on the actual number of votes cast (pending Board action of Governance Committee report).

a. The convention shall be composed of registered Optimist delegates as set forth in the International Bylaws.

b. To be accredited by the credentials committee and eligible to vote on the convention business, delegates must have registered at the convention, paid the registration fee, and produced such credentials as may be required by the Board of Directors. The number of accredited delegates of a Club shall not exceed the voting strength of the Club.

c. Club voting strength will be based on the following: One vote for every 10 members or major fraction thereof (5).

d. Robert's Rule of Order shall govern the convention proceedings in all cases not governed by the Constitution and Bylaws and these convention rules.

e. Voting:

1) 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 chairman. If more than one candidate has been nominated, the Governor shall appoint tellers, including one each chosen by the candidates, and two others chosen by the chair. At the conclusion of the balloting the tellers shall certify the tabulated results in writing, to the chair. If the balloting has been conducted for the purpose of electing an officer, the chair shall announce the name of the winner only, and then entertain a motion to destroy the ballots.) Accredited delegates from

each Club shall select a chairman who shall cast the votes of his delegation on any convention business requiring a vote by written ballot or roll call.

2) Division of the assembly and a roll call vote on any question may be ordered by the chair or requested by any accredited delegate.

f. Adoption of convention rules shall be the first business in order. These convention rules shall be adopted by a majority vote, but they may be suspended, rescinded, or amended after their adoption by a two-thirds vote.

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

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

10. VOTING PROCEDURES

a. Delegates shall register promptly upon arrival and shall attend all sessions of the convention.

b. The credentials committee shall report at the first session thereof and periodically thereafter, or when directed to do so. The report shall include only those Clubs with properly accredited delegates and may be amended by the committee before or between convention business sessions.

c. A member holding membership in more than one Club may become an accredited delegate for such Clubs provided he has completed registration and paid a registration fee as a delegate from each Club for which he intends to vote.

d. The program as printed shall be the official program of the convention.

e. The candidate qualifications committee shall report its nomination at the first business session. Following this report, the presiding officer shall call for other nominations from the floor and then call for the closing of nominations. The election shall be conducted during the last business session.

f. Nominations from the floor shall be limited to a statement including the candidate's name, Club and office for which he is being nominated.

g. There shall be no nominating speeches if there is only one candidate. If there are two or more candidates, regardless of whether they have been nominated by the Nominating Committee or from the floor, nominating speeches shall be given on the day of the election by persons approved by the respective candidates, and shall be limited to two for each candidate, one of five minutes' duration and one of two minutes' duration.

h. Voting:

1) Each delegation chairman shall present himself to the credentials committee, before the close of registration on the opening day of the convention, to verify the accreditation of his Club's delegates and obtain official ballots for the use of his delegation throughout the convention.

2) Delegation chairmen unable to verify accreditation and obtain ballots within the hours of registration of the opening day of the convention may do so by presenting themselves to the credentials committee during the hour preceding the time the business meeting of any day is called to order. Ballots shall not be disturbed during the conduct of business meetings.

3) In the event of lost blank ballots obtained in advance by a delegation chairman, he may appear before the credentials committee to request duplicate ballots.

4) Voting strength may be split by Clubs with more than one vote. Such Clubs may caucus prior to voting to determine how voting strength shall be split (whole votes only, no half votes permitted).

5) The vote on any business or question before the convention except reports of the candidate qualifications, resolutions or constitution and bylaws committees shall be taken immediately following its presentation and debate.

i. In the event a vote by ballot is ordered, balloting shall be conducted in the following manner:

1) The meeting shall be recessed for marking and depositing ballots.

2) The presiding officer shall appoint a committee of tellers as provided earlier in Paragraph 4a.[sic] (correct reference is Paragraph 9e)

3) To expedite the balloting process, multiple ballot boxes may be placed in convenient locations within the meeting room. Tellers shall be stationed at each ballot box.

4) Each delegation chairman shall deposit one ballot for his Club only.

j. The vote on the question, once commenced, shall not be interrupted except to ask the chair to restate the question.

k. No delegate shall be entitled to the floor unless he rises, addresses the presiding officer, and gives his name and Club affiliation. Any registered delegate may speak on any issue; however, only accredited delegates may make or second motions.

l. Main motions shall be put in writing when the chair so directs.

m. No motion shall be entertained by the chair unless seconded and shall not be open to debate or amendment before the chair has repeated it.

n. Debate shall be limited to five minutes a speaker. A delegate shall not speak a second time to the same question at the same setting if another registered delegate who has not spoken thereon rises and asks for the floor.

o. No accredited delegate shall speak more than twice on the same question if anyone objects.

p. An accredited delegate may change his vote provided he rises and asks for the floor promptly and before the chair declares the results final.

q. An appeal from a decision of the chair should be based on a point of order and shall be seconded. The vote thereon shall be put on sustaining the decision from the chair, not on sustaining the appeal. A majority vote in the negative reverses the decision of the chair.

r. Not more than two amendments to any question shall be pending at one time, but after disposal of one or both of them, other amendments may be proposed.

s. The convention may, to expedite the handling of business, limit as it chooses the time or the number of speakers for each side on any questions, or the total time for debate, by two thirds vote.

t. Chairmen of committees may make partial reports during lull periods of the convention unless otherwise ordered.

C. Conference and Convention Refund Requests

All requests for refunds of prepaid conference and convention registrations must be made in writing by the individual pre-registered. Such requests must be received by the Secretary and or Treasurer or Conference and Convention Chairperson no later than two weeks prior to the start of the conference or convention. Only requests stating emergency or extenuating circumstances will be considered.

ARTICLE VI: DISTRICT PROGRAMS AND ACTIVITIES

A. The District shall organize and coordinate the following programs and/or activities: Oratorical Contest, Communications Contest for the Deaf and Hard of Hearing (CCDHH), Essay Contest, Junior Optimist Octagon International (JOOI) / Junior Optimist International (JOI), and Optimist International Junior Golf Championship (OIJGC).

B. District Oratorical Contest

1. The District shall conduct a combined gender oratorical contest each year. Awarding scholarships for first, second and third place. The District finals will be held at the Third Quarter District Conference.

2. Pursuant to the policies of Optimist International all phases of the District contests shall be conducted in strict compliance with International Oratorical Contest Rules.

3. A committee of three members from Clubs in the city where the District finals are held shall be appointed by the Governor to assist the District contest chairman in the selection of facilities, equipment, judges, etc., and other details pertinent to the conduct of the contests.

4. Regional contests are to be conducted under the supervision of and coordinated by the District oratorical contest chairman, and responsibility for the actual conduct of regional contests assigned to Lieutenant Governor(s) (if any) or regional chairpersons. Each club may advance two contestants to the regional contest and each region shall advance two contestants to the district contest. One

winner shall advance to the OI Regional /Worldwide Contests. Assistance shall be included in the budget each year for the District Winner going on to the OI Regional/Worldwide Contests

5. Any entry fee of $50 per entrant to any contest above the club level shall be paid to the district to cover the expenses of the contest. A complimentary noon meal will be provided for each District finalist and up to two guests. The costs of all other transportation, food, and lodging while at or enroute to or from regional or district contests shall be the responsibility of the contestants or of the sponsoring Clubs.

6. The costs of all district trophies and zone or regional certificates and frames, and all authorized receipts and expenditures, shall be budgeted and audited under accounts 140 and 370. All such items shall be supervised by the District contest chairman and accountable to the District Secretary and or Treasurer who shall make all purchases and expenditures and record all revenue and expenses.

7. It shall be the responsibility of the District oratorical contest chairman to submit required materials and information on contest winners to the International Office within 30 days following the contest. The presentation of the official scholarship award provided by Optimist International shall be made by the Governor at the District convention when possible.

C. Communication Contest for the Deaf and Hard of Hearing

1. The District shall conduct a combined gender contest open to boys and girls up to grade 12 who are recognized by their school as deaf or hard of hearing. The District contests will be held at the Third Quarter Conference. Preliminary (Club) contests shall be held prior to this date, allowing one winner from the Club level to participate at the District level for one scholarship. There shall be a minimum of three contestants to conduct a District CCDHH Contest.

2. Pursuant to the policies of Optimist International all phases of the District contests shall be conducted in strict compliance with International Oratorical Contest Rules.

3. A committee of three members from Clubs in the area where the District finals are held shall be appointed by the Governor to assist the District contest chairperson with the selection of facilities, equipment, judges and other details pertinent to the conduct of the contests. Judges for this contest are to be a recognized authority on deaf speaking and signing - both forms of communication are accepted as a means of delivering this presentation.

4. All other rules are the same as those for the District Oratorical Contests.

D. District Essay Contest

1. The District shall conduct an Essay Contest each year. The required information regarding the District winner shall be forwarded to the International Office no later than April 15.

2. All phases of the contest shall be conducted in strict compliance with Optimist International Essay Contest Rules.

3. A District chairman shall be appointed by the Governor to administer all details pertinent to the conduct of the District contest.

4. An entry fee of $25 shall be paid by all Clubs sponsoring an entrant. Entry fees shall be adequate to cover all expenses incurred by the District in the conduct of the contest.

5. The costs of all District awards and all authorized receipts and expenditures shall be budgeted and audited under Accounts 147 and 390. All such items shall be supervised by the District Secretary and or Treasurer who shall make all purchases and expenditures.

E. OPTIMIST INTERNATIONAL JUNIOR GOLF CHAMPIONSHIP QUALIFIERS

1. The District shall conduct an Optimist International Junior Golf Championship Qualifier tournament each year. The District finals shall be conducted, and the number of contestants provided to the International Office by the required date.

2. All phases of the contest shall be conducted in strict compliance with Optimist International Junior Golf Championship rules.

3. A chairman shall be appointed by the Governor and shall be responsible for all details pertinent to the conduct of the contest.

4. An entry fee per entrant shall be established no later than 1 February each year for all clubs sending an entrant to any contest above club level. This entry fee shall be paid to the district. This fee will cover the costs of awards, greens fees, transportation for the winners to the Optimist International championship match, and other incidentals authorized for the conduct of the district contests. Any additional costs incurred in a zone or regional contest must be borne on a prorated basis per entrant by each club sponsoring an entrant into that contest.

5. Since the OIJGC program is Optimist International-sponsored, a sum not to exceed $.50 per member may allocated from district dues for each club member enrolled in the office of Optimist International as of October 1 of each administrative year. This allocation may supplement only registration fees and other costs associated with the championship match. At the direction of the Governor, a chairperson of OIJGC must present a detailed accounting of anticipated revenue (Account 145) and disbursements (Account 380) to request all or a portion of this allocation. Voting on this allocation shall be done by the Executive Committee and the District Board of Directors at the Third Quarter District Conference.

F. YOUTH CLUBS

1. The District shall be encouraged to maintain a Junior Optimist Octagon International (JOOI) / Junior Optimist International (JOI) District structure and conduct an annual JOOI/ JOI District Conference for all official Youth Clubs in the District. The District Youth Clubs chairperson shall be the official liaison between the Optimist District and the JOOI / JOI District Board of Directors.

2. A special conference planning committee shall be responsible for all facets of the JOOI / JOI District Conference. The committee shall include the District Youth Clubs chairperson, the JOOI Governor,

the JOOI / JOI District Board of Directors and any/all Youth Club advisors and chairpersons deemed necessary by the District Youth Clubs chairperson and JOOI / JOI Governor.

3. Elections for JOOI /JOI District officers must be held in accordance with the guidelines established in both the JOOI / JOI District bylaws and the International JOOI/ JOI Constitution & Bylaws.

4. Finances shall be managed by the Optimist District Secretary and or Treasurer, the District Youth Clubs chairperson and the JOOI / JOI District Secretary and or Treasurer. A separate checking account for JOOI / JOI District funds may be established as long as a dual signature process is utilized. The Optimist District Secretary and or Treasurer shall duplicate all account activity for Optimist District financial reports.

5. Optimist Districts which hold JOI District conferences and elect JOI District officers must use all dues rebate funds to support District Youth Club/ JOOI/JOI activities. Such activities may include the JOOI / JOI District Conference, District newsletter production/distribution, District officer travel, District officer communication, etc. Rebate funds not utilized by year-end must be rolled over to the next year's budget.

ARTICLE VII: DISTRICT FINANCES

A. GENERAL PROVISIONS

1. 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 these Bylaws, shall be placed upon or requested of the Clubs or their members by the District. (OI Bylaws Article VII, Section 5, Paragraphs A, B, and C).

2. Each Optimist Club in East Missouri District shall pay annual dues to the District of $14.00 for each member enrolled in Optimist International on dates October 1 and April I; with $7.00 per member payable in October and $7.00 per member payable in April. This policy is subject to the approval of the Board of Directors of Optimist International and in accordance with Optimist International Bylaws. Annual dues payable by a newly affiliated Club shall commence as provided in policies established by the OI Board of Directors. Option offered by Optimist International billing October 1, January 1, April 1, and July 1 includes the payment of the annual District dues of $14.00 for each member enrolled in Optimist International payable at the rate of $3.50 on each billing.

3. Each College Club in East Missouri District shall pay annual dues to the District of $7.00 for each college member enrolled in Optimist International on dates October 1 and April 1; with $3.50 per member payable in October and $3.50 per member payable in April. This policy is subject to the approval of the Board of Directors of Optimist International and in accordance with Optimist

International Bylaws. Option offered by Optimist International billing October 1 and April 1 includes the payment of the annual District dues of $7.00 for each college member enrolled in Optimist International payable at the rate of $3.50 on each billing.

4. District Fundraising. Districts must obtain permission from the OI Board, Executive Director or International President prior to conducting a District fundraiser. Districts have one year to submit all requirements to receive a District 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 of the end of that period or the allotment will be forfeited. The documentation required for the May allotment must be submitted within one year of the end of that period or the allotment will be forfeited.

5. Any club more than 90 days in arrears for any indebtedness to the district or Optimist International shall be considered not in good standing and shall forfeit all rights and privileges of membership during the period of indebtedness. (Optimist International Bylaws VIII, 4)

6. In preparing and presenting the Financial Report each Quarter, it shall include:

   a. The approved budget by line item.

   b. Total Receipts and Disbursements for each previous quarter.

   c. Total Receipts and Disbursements for the current quarter being presented.

   d. Total Receipts and Disbursements to date.

A sum up to $1000.00 shall be transferred to the next administration, at the 3rd Quarter.

Current administration transfers all unmarked funds to new administration on October 1st of each year.

B. FINANCE COMMITTEE - BUDGET

At its fourth quarter meeting/Convention, 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 OI Board. Such budget shall be submitted to the OI Board for final approval. The budget shall include income only from authorized sources for the current fiscal year and any accumulated surplus and it shall not authorize the expenditures of any money in excess of such income and surplus. (In accordance with OI Bylaws)

C. ANNUAL REVIEW

An annual review of the books of account of each District as of 30 September shall be performed by an independent certified public accountant, a Certified Managerial Accountant, a Certified General Accountant, a Chartered Accountant, or a review committee. An Independent Review Committee will be a committee of at least three people who have either a professional background in a financial field and / or experience as a secretary / treasurer at either the Club or District level. The members of this committee should not be a district officer or secretary / treasurer currently or in the preceding Optimist Year or any other persons with signatory authority of the District accounts for those years. These

members should also not be a business partner, marital partner, romantic partner, parent, sibling, child, stepchild, stepparent, or in-law of any District officer or secretary or treasurer of the current or immediate preceding year or any other persons with signatory authority of the District accounts for those years. It is suggested that this be a rotating committee appointed by the Governor each year and the committee is approved by the District's Board of Directors. (ID-13, Section 17 of the OI Policies, District Fiscal Duties and Responsibilities). A report thereon shall be submitted to the District Board of Directors not later than 30 November of each year. The District's Form 990 will be forwarded to Optimist International. (OI Bylaws Article VII, Section 5, Paragraph E).

Districts have one year to submit all requirements in order to receive a District 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.

D. DEPOSITORIES AND SIGNATORIES

The District Board of Directors shall annually determine the official depositories for District funds and designate officers authorized to endorse, execute, and sign checks or orders for the payment of money and such shall be cosigned by two such officers. The co-signers shall not be members of the same family, household, and / or business partners. (OI Bylaws Article VII, Section 5, Paragraph F).

E. EXPENSE REIMBURSEMENTS

1. Authorized individuals shall be reimbursed for expenses incurred in travel on district administration business upon receipt by the district Secretary and or Treasurer of a properly completed and signed voucher accompanied by a copy of any required report in writing, such as a visitation report, zone meeting report, or other required report. Volunteer mileage reimbursement shall be at the rate as Optimist International ***except*** that no reimbursement shall be made for occasions within the city of the individual's residence. All reimbursements shall be made within the limitations of the budget and available funds.

2. The governor shall be reimbursed for authorized travel expenses when engaged in the execution of the responsibilities of his/her office excluding those occasions reimbursable by Optimist International (Account 200).

3. Lieutenant governors (if any) shall be reimbursed for authorized travel expenses when engaged in the business of the district administration or Optimist International, incurred in required club visitations, authorized zone meetings and charter presentations within their zones, meetings of the district executive committee and board of directors, and district conferences. All reimbursements shall be made within the limitations of the budget and available funds. (Account 210).

4. The governor-elect (designate) shall be reimbursed for authorized travel expenses incurred in attendance at district conferences, district board and executive committee meetings, district conventions and such other occasions and events specifically requested by the governor. All reimbursements shall be made within the limitations of the budget and available funds (Account 255).

5. The district Secretary and or Treasurer shall be reimbursed for authorized travel expenses incurred in the execution of the duties of his/her office, attendance at meetings of the district board of directors and executive committee, district conferences and conventions, and such other occasions and events specifically authorized by the governor. All reimbursements shall be made within the limitations of the budget and available funds. (Account 250).

6. The past governors serving as members of the district board of directors shall be reimbursed for authorized travel expenses incurred in attendance at meetings of the district executive committee and board of directors and the district convention. All reimbursements shall be made within the limitations of the budget and available funds. (Account 260).

7. The district may pay up to $50.00 of the cost of the uniform-colored coats, blazers, or other designated wearing apparel for the Governor, Governor-Elect, District Secretary and or Treasurer, Lieutenant Governors, District Chairpersons and Sergeants at Arms (Account 401).

ARTICLE VIII: MISCELLANEOUS

A. INTERNATIONAL PRESIDENT'S VISITATION

1. The Governor, at the request of Optimist International, shall provide preferred and alternate locations for the International President's visitation.

2. All plans and arrangements for the International President's visit shall be under direct supervision of the Governor and District administration including the provisions of complimentary accommodations, customary courtesies, and suitable gift or memento. All Clubs in the District shall be invited, at least 30 days in advance, to send representatives to the event. Clubs in the city or area of the visitation, under the leadership of a Lieutenant Governor (if any), may be invited to provide manpower for the conduct of the event. The Governor and spouse, or a past International or District officer and spouse, shall be designated as official host to the International President.

B. INTERNATIONAL REPRESENTATIVES TO DISTRICT MEETINGS

In keeping with the policy of Optimist International to provide an official International Representative to a District board meeting, and to the annual District convention, the Governor shall issue an invitation, at his earliest convenience, to such individuals as soon as their identities are established. Courtesies traditionally provided to the International President, including complimentary accommodations and registration, shall also be provided to such official International Representatives.

C. DISTRICT OFFICERS' LAPEL INSIGNIA

The District administration shall provide official lapel insignia for all District officers to be presented at the time of their installation. Such insignia shall be returned to the District Secretary and or Treasurer at the end of the administrative year. The District shall also purchase and present past officers' insignia with stones to the retiring Governor, Lieutenant Governors (if any), and Secretary and or Treasurer.

D. DISTRICT BULLETIN

The District administration may publish a District bulletin under the direction of the Governor and edited by the District bulletin editor (or District publicity chairman) appointed by the Governor. Costs, publication frequency and distribution shall be established by the District administration from year to year according to budgetary provisions and available funds. As a minimum, the bulletin shall be published and distributed to all District officers, District committee personnel, Club presidents and Secretary and or Treasurers, and the International Office and officers.

E. DISTRICT DIRECTORY

The District administration shall publish, at the earliest possible date after the beginning of the administrative year, a District directory. The directory shall contain the names, addresses and telephone numbers and electronic means of communication such as e-mail addresses and fax numbers of all District officers, District committee chairmen, Club presidents and Secretary and or Treasurers, and International officers, in addition to club meeting days, times and locations and lists of past governors. When feasible and practical, the directory shall also include all District policies and the dates and locations of all District meetings and conferences for the administrative year. 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.

F. FLAGS, CREED, AND BANNERS

The District administration will display at all District meetings the appropriate national flags, the District banner, and the Optimist Creed banner in the room in which District business is conducted.

G. GIFTS-MEMENTOS

This District will present a gift and/or memento to the retiring Governor and Secretary and or Treasurer and to all official International Representatives attending district quarterly conferences or the District Convention, in addition to a gift to the Optimist International President on his/her scheduled visit to the district, the total cost of which shall not exceed $800. The Secretary and or Treasurer shall be responsible for the selection of the gift or memento for presentation to the retiring Governor, and the Governor shall be responsible for the selection of the gifts or mementos for presentation to the Secretary and or Treasurer, the International representatives, and the International President.

H. GIFTS TO NEW CLUBS

The District administration shall provide each new Club with a complimentary Club banner purchased from Optimist International and shall budget an estimated amount for such purposes annually. (Account 170).

I. INTERNATIONAL CONVENTION

1. Based on the location and duration of the International Convention, the Governor, Governor-designate, Secretary and or Treasurer and Secretary and or Treasurer-designate shall receive funds to be budgeted annually (Accounts 500, 540, 541, and 550) toward the expense of attendance at the

International Convention, excluding those expenses reimbursable by Optimist International &/or Optimist International Foundation.

1a. Advancements may be made for the Governor (Account 500), Secretary and or Treasurer (Account540), Secretary and or Treasurer-Designate (Account 541), and Governor-Elect (Account 550) up to the total amount budgeted for travel expenses to the International Convention.

1b. Advanced or reimbursed funds shall not exceed the budget amounts for Accounts 500, 540, 541, and 550.

1c. Within 10 (ten) days after the conclusion of the International Convention, documentation of all expenses shall be submitted to the District Secretary and or Treasurer. Any unspent portion of the advancement shall be returned to the District. Travel expenses commonly include convention registration, meals, lodging, and other travel related expenses._ To qualify for these funds, the officers must attend and be registered at the full convention and show evidence thereof when submitting an expense voucher.

2. Based on the location and duration of the International convention and available funds, each Lieutenant Governor-elect (if any) who attends the full International Convention shall participate equally in the distribution of available funds budgeted annually for the purpose of financial assistance in Account 510.

J. HOSPITALITY ROOM AT INTERNATIONAL CONVENTION

The district administration shall maintain a district headquarters or hospitality room or as an option, sponsor a meal for all East Missouri District Optimist members in attendance at the International conventions, with approved expenses budgeted and charged to Account 560.

K. CLUB HOSPITALITY ROOMS AT DISTRICT CONFERENCES AND CONVENTION

All Club hospitality rooms or other accommodations serving a like purpose, shall be closed during conference and convention business sessions or training events.

L. NEW CLUB CHARTER PRESENTATIONS

Dates and programs for the charter presentation events of new Clubs shall be established by joint action of the new Club, the new Club's sponsor Club, and the Governor or the Lieutenant Governor (if any) of the Zone in the Governor's behalf. Charters shall be presented by the Governor or his appointee. 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.

M. GOVERNOR'S CLUB VISITATIONS

The governor shall not be required or expected to visit every club in the district. The governor's club visitation shall be limited by discretion to charter presentations for new clubs, zone meetings and by invitation to special events conducted by clubs. Considering the demand upon his time and administrative responsibilities, the governor may delegate an individual to appear in his/her place.