

Nebraska District Policies

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ARTICLE I: DISTRICT PURPOSES

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, the International Bylaws, the Policies as established by the International Board of Directors, and these District Policies. The District shall provide service and support to Clubs for the purpose of enhancing growth, participation, administration and service to youth. 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 International Board of Directors. (OI Bylaws Article VII, Section 2)

ARTICLE II: DISTRICT POLICIES

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

ARTICLE III: DISTRICT BOARD OF DIRECTORS

GENERAL PROVISIONS

The business of the District shall be administered by the District Board of Directors. The District Board of Directors shall consist of the officers of the District, the two most Immediate and available Past Governors, the Lieutenant Governors, and the President of each member Club. Should the President of a member Club be unable to attend, a delegate from that Club will be allowed to speak and act on behalf of the Club President in the conduct of the business coming before the District Board of Directors. (OI Bylaws Article VII, Section 3, Paragraph A)

DISTRICT OFFICERS AND EXECUTIVE COMMITTEE

The District officers shall be the Governor, the Governor-Elect, the District Secretary-Treasurer and all Lieutenant Governors within the District. The Executive Committee shall consist of the Officers of the District, the two (2) most Immediate and available Past Governors and the JOOI Governor as a non-voting member. A District may delegate, subject to the limitations imposed by the International Bylaws, the powers of the District Board of Directors to the District Executive Committee. (OI Bylaws Article VII, Section 3, Paragraphs B and C)

ELECTIONS AND TERMS OF OFFICE

No one shall be eligible for election or hold a District office unless: he or she is duly enrolled on the International roster as a member of a Club in good standing in Optimist International; and he or she has held or is currently holding the office of Club President of an Optimist Club. (OI Bylaws Article VII, Section 6, Paragraph A)

The term of office for Governor shall be one year.

The Governor Elect shall be elected at the annual or a special duly called District 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 or she is Governor Elect. The Governor Elect shall automatically become Governor on 1 October of the year following the year in which he or she was elected. Following the District convention, the Governor Elect shall be known as the Governor Designate. (OI Bylaws Article VII, Section 6, Paragraph B)

The District Secretary-Treasurer shall be appointed for a term of one (1) year by the Governor Elect. The appointment shall be confirmed at the third quarter meeting of the District Board of Directors. The Secretary-Treasurer Designate shall take office on 1 October following his or her confirmation. The term of office for Secretary-Treasurer shall be one year. (OI Bylaws Article VII, Section 6, Paragraph D) The District Secretary-Treasurer shall serve no more than two (2) consecutive terms of office.

The Lieutenant Governor(s) shall be elected at the third quarterly conference during a General Business session by a majority vote of the clubs from that zone present and voting at the time of the election. Voting will be based on one club one vote. In case of a tie, voting will be based on the current club size, one (1) vote per ten (10) members or a majority portion thereof. A Lieutenant Governor shall not serve in any other district elective office in the same year he or she is Lieutenant Governor. The term of office for Lieutenant Governor shall be one year.

DUTIES OF THE DISTRICT OFFICERS

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 or she 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 or she shall at all times act on behalf of Optimist International in all relations with member Clubs within the District. He or she shall also attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors.

The Governor shall not be required or expected to visit every Club within the District. The Governor's Club visitations shall be limited, at his or her discretion, to charter presentations to a new club, zone meetings and other special events conducted by clubs to which he or she has been invited. In view of the demand upon the Governor's time and administrative responsibilities, the Governor may appoint an individual to appear in his or her place and stead on such occasions.

District Governor Elect: The District Governor Elect will be responsible for promotion and planning of training at the District Convention for Lieutenant Governors-Elect, Presidents Elect, Club Secretary-Treasurers Designate, with the assistance of the Leadership Development Committee, utilizing the Optimist International Faculty Guide. The Governor Elect will serve as a member of the District Executive Committee and Board of Directors. He or she shall also attend Optimist International Convention and participate in training for the office.

District 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 designated by the District Board, within 30 days after the close of any such meeting
3. receive and deposit all moneys due the District
4. 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,
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 Board of Directors, with such books to be subject to annual review as of 30 September of each year
7. 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 set forth
8. issue and cause to be delivered to each member Club in the District, at least 30 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
9. issue and deliver notice of all meetings of the members of the Board of Directors at least 30 days prior to said meetings
10. complete and file Form 990 with the Internal Revenue Service by the prescribed deadline
11. perform any other such duties as prescribed in these District Policies.
12. maintain, with the help of the governor, a District historical archive containing the following:
 - a. a corrected and updated District Directory from each administrative year, including policies,
 - b. an original program from each District Conference including Presidential Visitations if held separately from a District Conference;
 - c. minutes of the District Executive Committee meetings, the District Board of Directors meetings, and the annual District Convention from the current year and the previous three (3) years;
 - d. quarterly accountability statements, budget reconciliation statements and lists of checks written for the current year and the previous three (3) years;
 - e. bank statements and cancelled checks from the current year and previous year, and
 - f. an original copy of the annual District Financial Review from each year; and
 - g. properly destroy all records no longer needed to be retained in the District's historical archives.

Lieutenant Governor: Each Lieutenant Governor 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. Each Lieutenant Governor shall make at least two visitations to each Club in his Zone during the administrative year. The Lieutenant Governor shall work with each club to complete annual ACPC early in the year and the final report at the end of the year. The Lieutenant Governor is responsible for providing a system to identify a Zone Optimist of the Year from nominations submitted by the clubs and forward that candidate to the District Optimist of the Year Committee. The Lieutenant Governor must make every attempt to visit each newly affiliated Club in his Zone within 90 days following its official organization. He or she shall make the prescribed report of each visitation within 30 days. Each Lieutenant Governor shall schedule and conduct meetings in the Zone as often as needed and necessary. Notice of these meetings shall be given to the Governor, Zone Club Presidents and Club Secretary-Treasurers at least 15 days prior to such meeting. Zone meetings may not conflict with any District meeting. The prescribed report of the meeting shall be made within 30 days.

DUTIES OF THE EXECUTIVE COMMITTEE

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 if the District Convention. (OI Bylaws Article VII, Section 3, Paragraph C) The Executive Committee shall review, or cause to be reviewed, and revise as necessary these District Policies.

VACANCY OF A 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 or her office, the incumbent District Executive Committee may declare said office vacant and select a successor to fill the remainder of any term of his or her term. Should the Immediate Past Governor(s) 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 or her place or 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 or her office. (OI Bylaws Article VII, Section 3, Paragraph D)

INSTALLATIONS

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 Annual District Convention or at the first opportunity after October 1 each year.

DISTRICT BOARD OF DIRECTORS MEETINGS AND NOTICE

The Governor may call a meeting of the Board of Directors each quarter, or at such time and place as he or she 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-Treasurer at least 30 days prior to said meetings. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business. (OI Bylaws Article VII, Section 3, Paragraph F) The first quarter meeting shall be held no later than 30 November, the third quarter meeting shall be held no later than 31 May, and the fourth quarter meeting shall be held in conjunction with the annual District Convention.

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)

ZONE MEETINGS

Each Lieutenant Governor shall be responsible for the conduct of Zone meetings as needed to assist the Clubs and Club Officers in his or her zone. Notice of Zone Meetings shall be sent to the Governor, President and Secretary of each Club in the Zone before 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. 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 the responsibility of the clubs in that Zone. The Lieutenant Governor shall be responsible for preparation and distribution of each Zone Meeting program and the completion of a report on any such meeting on the form provided by Optimist International.

ARTICLE IV: DISTRICT COMMITTEES

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. The Governor-Designate shall appoint the chairs and the required numbers of

members of all committees, and shall announce such appointments not later than October 1 following his or her election. (OI Bylaws Article VII, Section 3, Paragraph G)

FINANCE

The Finance Committee will be composed of at least five (5) members to include the Governor and Secretary-Treasurer, the Governor-Elect and Secretary-Treasurer Designate, and the Past Governor or Past Secretary-Treasurer or another qualified Optimist member appointed by the governor. The Committee will meet at the call of the Governor and shall assist the Governor Elect and his or her District Secretary-Treasurer in preparing the annual budget for submission to the incoming District Executive Committee for recommendation to the incoming District Board of Directors; assist with a smooth transition from one administrative year to the next; ensure the proper forms are submitted to the Internal Revenue Service on time each year; assist the District Secretary-Treasurer with the collection of both International and District dues and fees; review the District's investment accounts; review and recommend District fundraisers as needed; review the budget for each District Program or Activity; and review the fees charged for each District Program or Activity with input from the Program or Activity Committee Chairperson.

CANDIDATE QUALIFICATIONS

The Candidate Qualifications Committee shall be composed of at least five Past Governors recruited by the past governor and immediate past governor, and shall seek, qualify and nominate the best qualified candidates for each elected office and shall require the following for the consideration and information of the committee:

1. A written presentation of the proposed candidate's background and qualifications for the office of Lieutenant Governor or Governor-elect.
2. A letter from the Club of which the proposed candidate is a member indicating that Club's support of his or her candidacy.
3. A statement from the proposed candidate's employer indicating his or her understanding and approval of the proposed candidate's anticipated commitment to serve. If a candidate be self-employed, he or shall submit such statement on his or her own behalf.

The Candidate Qualifications Committee shall prepare a brief summary and description of each of the nominees' background and qualifications to be mailed to each Club president and Secretary-Treasurer not less than thirty days prior to the date of the elections.

CREDENTIALS

The Credentials Committee will be composed of three members including the Secretary-Treasurer. The Credentials Committee shall inspect the credentials and qualifications of all delegates to the annual District Convention, certify accredited delegates including confirmation of payment of all Club dues and fees, and report thereon to the convention. Registration of members of multiple clubs must be verified.

CONFERENCES AND CONVENTIONS

The Conferences and Convention Committee should be composed of at least five (5) members. The Conferences and Convention Committee shall plan and supervise all arrangements, programs, budgets, entertainment, promotion, financing and fees for all District Conferences and the annual District Convention; prepare and make available registration forms and programs for all District Conferences and the annual District Convention; promote attendance at District Conferences, the annual District Convention and the International Convention to Club leaders and members utilizing the District Bulletin, District Web Site or other appropriate method; and be responsible for and oversee all details pertinent to the conduct of all District Conferences and the annual District Convention. The committee shall establish guidelines for conference and convention requirements and budget restraints to facilitate the bidding process for clubs that wish to host such event and work with host clubs to insure that all the details for each visit are arranged for and carried out.

POLICY REVIEW

The Policy Review Committee will be composed of at least three (3) members with interest and experience in bylaw and policy structure and governance issues. The committee will examine the district policies, insure compliance with any changes required by OI Bylaws and recommend to the District Board of Directors any changes or revisions. Any proposed changes will be published to the Executive Committee and all member clubs at least 30 days prior to the meeting at which the proposed changes are to be addressed.

CHILDHOOD CANCER CAMPAIGN (CCC)

The CCC Committee will be composed of at least five members. It is recommended that at least two members be retained for continuity. The Committee is encouraged to promote Club participation in the CCC; seek opportunities to interact with children with cancer and their families, providing positive reinforcement and support; meet with local

providers, such as hospitals and clinics, to determine where member Clubs might be able to provide support; offer informative and motivational presentations to the members at the District Meetings. The CCC chair will make regular reports to the members about any forthcoming project opportunities utilizing the District Bulletin and District Website; disseminate CCC information from Optimist International to Clubs and District leadership; assist in the development, promotion and coordination of a District-wide CCC project related to service or fundraising; and administer any other details pertinent to the conduct of the District CCC.

The District may conduct one or more CCC Projects and/or Fundraisers each year. Up to 15% of the monies available as of October 1 will be directed to a committee-selected Nebraska medical institution involved in the treatment of childhood cancer. The remaining funds will be allocated by the CCC Committee to area camps serving children who have cancer and for grants for club sponsored childhood cancer activities or family financial support. Clubs shall submit applications to the District CCC Committee to receive grants for local CCC activities or family assistance. Family assistance requests should include the intended use of funds and/or invoices to be paid. Clubs will be encouraged and assisted in conducting fundraisers with a portion of the proceeds donated to the District's CCC fund. The District will make available financial assistance to those Clubs wishing to conduct a CCC fundraiser with funds being repaid after the fundraiser. All grant approvals shall require a simple majority vote of the members of the committee.

All authorized receipts and expenditures shall be allocated and recorded as per the CCC budget Account 2044. All such items shall be supervised by the District CCC Committee and presented to the District Secretary-Treasurer who shall make all purchases and expenditures. All District CCC funds shall be held in financial accounts separate from all other District funds. Interest bearing accounts may be used with accrued interest available for CCC grants. Individuals and organizations requiring 501(c)(3) designation for their donations may be advised of the availability of a qualified Nebraska 501(c)(3) OR OF the Optimist International Foundation.

LEADERSHIP DEVELOPMENT

The Leadership Development Committee should be composed of at least four (4) members including the Governor-elect. The Leadership Development Committee shall plan, promote and oversee the training at District Conferences in the first, second and third quarters and the annual District Convention for District and Club leaders and Club members and at the annual District Convention for Club Presidents Elect, Lieutenant Governors Elect and Club Secretary-Treasurer Designates. The committee shall promote personal development to District and Club leaders and Club members through the Personal Growth and Involvement (PGI) Program; promote forthcoming training events utilizing the District Bulletin, District Website, and any other appropriate methods; and work with the District Candidate Qualifications Committee to cultivate future leaders.

NEW CLUB BUILDING

The New Club Building Committee will be composed of three (3) or more members, representing a geographical distribution throughout the District, with experience in or an interest in learning about building New Clubs. The New Club Building Committee shall develop and implement a New Club Building plan in conjunction with the Governor; be personally involved in building at least one (1) new Club during the first quarter; work directly with Lieutenant Governors, Club Presidents and other key builders in getting started, getting un-stuck and finishing New Club Building efforts; offer inspirational skits or presentations at District Meetings; offer educational workshops on how to build new Clubs and make regular reports, including the use of charts, graphs or other visual tools, on New Club Building to the general membership utilizing the District Bulletin, District Website, or any other appropriate methods.

Dates and programs for the charter presentation events of new Clubs shall be established by joint action of the new Club, the Sponsor Club or Clubs, and the Governor or the Lieutenant Governor of the Zone on the Governor's behalf. Charters shall be presented by the Governor or his or her appointee. In the event of a charter presentation occurring after the end of the administrative year in which the new Club was established, the Immediate Past Governor shall have the prerogative of presenting the charter.

ZONE ALIGNMENT

The Zone Alignment Committee will be composed of the Governor, the Governor-Elect and the three (3) most immediate and available Past Governors. The Governor-Elect will serve as the chair. The primary duty of the Zone Alignment committee shall be to review the current zone boundaries and to recommend to the District Board of Directors, at their meeting in the second quarter, any revisions in the number and/or boundaries of zones for the upcoming administrative year.

RESOURCES, RETENTION AND RENEWAL (MEMBERSHIP)

The Resources, Retention & Renewal Committee will be composed of three (3) or more members, representing a geographical distribution throughout the District, who are committed to the growth of Optimism. The Chairperson shall be knowledgeable about membership programs and incentives offered by Optimist International. The Resources, Retention & Renewal Committee shall develop, in conjunction with the Governor, a plan for membership growth within the District through programs, promotions and incentives; promote active recruitment of new Optimists by members and Clubs; personally sponsor at least one (1) new member between 1 October and 30 September; provide motivational presentations or skits demonstrating the need for new members at District and Zone Meetings; facilitate roundtable discussions on membership recruitment, induction, maintenance and attendance at District Meetings; and make regular reports about membership utilizing the District Bulletin, District Website, or any other appropriate method.

PUBLIC RELATIONS AND PUBLICITY

A committee of at least five (5) Optimists from across the District shall be appointed by the Governor to promote District Optimist programs and to assist and advise clubs in publicizing their events and activities. The Governor shall appoint the chair.

OPTIMIST OF THE YEAR

The Optimist of the Year Committee will be composed of at least three (3) members. The Committee will provide nomination forms which insure that nominations for the award are anonymous, and encourage each club to recognize a Club Optimist of the Year and forward that candidate's name to the Lieutenant Governor. The Lieutenant Governor of each zone will be responsible for appointing a committee to select a Zone Optimist of the Year and forward that candidate to the District. The District Optimist of the Year Committee will appoint a committee to select the District Optimist of the Year from those submitted by each zone. The District will recognize all Zone winners and the District Optimist of the Year.

ARTICLE V: DISTRICT CONVENTION AND CONFERENCES

DISTRICT CONVENTION GENERAL PROVISIONS

A convention of the Clubs in each District shall be held annually during August 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 a District Convention, for as many years in advance, not exceeding five years, as may be deemed necessary. The District Board of Directors shall have the power to substitute another site in the event that circumstances later make such action necessary or advisable. The District Secretary-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, the District may hold a special District Convention at any time or place. The District Secretary-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 the 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 be established by these District Policies. (OI Bylaws, Article VII, Section 4)

The following business shall be conducted at every District Convention: Election of Governor, changes to the District dues amount, selection of next convention site. The annual District Convention shall be no less than a two-day event.

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) will be made.

DISTRICT CONFERENCES GENERAL PROVISIONS

District Conferences shall be planned and conducted by the District Administration in conjunction with the quarterly meetings of the District Board of Directors. District Conferences shall invite and encourage the attendance of Club Officers, Program Chairs, Committee Chairpersons, District Officers, Committee Members and such others as may benefit from the conduct of such conferences. The program for District Conferences may include the introduction and promotion of Club and District goals and objectives, buzz sessions, forums, roundtable discussions, and leadership development events and training, and under the leadership of lieutenant governors, brief zone meetings. The third quarter District Conference shall include the elections of Lieutenant Governors for the ensuing year. All District

Conferences will be budgeted and conducted by the District Administration on a non-profit, break-even basis. The District Administration may collect fees for any meal service and gratuities provided at District Conferences. Notice of District Conferences and programs thereof shall accompany the notice of District Board of Directors meetings.

REGISTRATION

All attendees at all District Conferences and Conventions must pay a registration fee. Members of multiple clubs must pay registration for each club to be recognized as a delegate of each.

ALLOCATION FROM DISTRICT DUES

In keeping with the fact that all Clubs and Members benefit from the annual District Convention, up to a sum of fifty cents (\$0.50) per member may 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, said allocation shall supplement registration fees for financing the annual District 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 Conferences and Convention Committee Chair, Governor and District Secretary-Treasurer and shall be included in the District's annual Financial Statement.

FUNDRAISING

Individuals, Clubs, or Zones are prohibited from offering merchandise for sale, conducting raffles, or engaging in any fund-raising activity without previous approval from the Executive Committee; and then only in the Hospitality Suite.

FLAGS AND BANNERS

The District Administration shall display at all District Meetings or Events appropriate national flags, the District Banner, and the Optimist Creed Banner in the room or rooms in which business is conducted.

HOSPITALITY ROOMS

A hotel room or suite shall be open and available to members for discussions and socializing during each conference or convention. During designated hours, when meetings are not in session, the room shall be used for adult hospitality purposes with appropriate refreshments.

The District may maintain a Headquarters or Hospitality Room at International Conventions, the rental of which, plus food and beverages shall be budgeted and audited under Account 560. All members, spouses and adult guests attending the International Convention shall pay a District Registration Fee to partially offset the hospitality expenses. The Governor shall determine the amount of the fee, not to exceed \$10.00 per person.

COMPLIMENTARY REGISTRATIONS, MEALS AND LODGING

The District Executive Committee, as well as any official Optimist International Representatives and their spouses or significant others, shall receive complimentary registrations, excluding costs of meals, at all District Conferences and the annual District Convention. The Governor, District Secretary-Treasurer and any official Optimist International Representatives and their spouses or significant others shall receive complimentary meals and lodging at all District Conferences and the annual District Convention. The aforementioned expenses shall be anticipated in the budgets for all District Conferences and the annual District Convention.

PROGRAM

The Conferences and 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 before the said convention. The Governor, through consultation with the Governor Elect, shall prepare the agenda and curriculum for all convention business sessions, leadership development events, forums, and meals. The convention schedule shall include, as a minimum, the following events: Business session or sessions necessary to accomplish the business of the convention; all leadership development events for Club and District Officers as prescribed by Optimist International; a meal at which the official International Representative has an opportunity to address assembled delegates and guests, and a recognition banquet featuring the Installation of new District Officers.

INTERNATIONAL PRESIDENT'S VISIT

The Governor, at the request of Optimist International, shall provide preferred and alternate locations for the International President's visitation. 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 a suitable gift or memento. All Clubs in the District shall be invited, at least 30 days in advance, to send representatives to the event. The Governor and his or her spouse or significant other, or a past International or District Officer and his or her spouse or significant other, shall be designated as the official hosts to the International President and his or her spouse or significant other.

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 or her 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.

GIFTS AND MEMENTOS

This District shall present a gift or memento to the retiring Governor, retiring District Secretary-Treasurer and the official International Representatives to all District Conferences, District Conventions or International Presidential Visitations, the cost of which shall not exceed \$100.00 each. The Immediate Past Governor shall be responsible for the selection of gifts or mementos to the retiring Governor. The Governor shall be responsible for the selection of gifts or mementos to the International President, International Representatives, and the retiring District Secretary-Treasurer.

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 these policies. (OI Bylaws Article VII, Section 4)

1. The convention shall be composed of registered Optimist delegates as set forth in the International Bylaws.
2. 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. (Bylaws Article VII. Districts. Section 4. District Convention). Confirmation of payment of all club dues and fees must be made at the time of registration in order that the member may receive credentials.
3. Club voting strength shall be one (1) vote per ten (10) members or majority portion thereof.
4. Roberts' Rules of Order shall govern the convention proceedings in all cases not governed by the Constitution and Bylaws and these convention rules.
5. 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.
6. 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.
7. A quorum of any District Convention shall consist of the majority of the accredited delegates.
8. Delegates shall register promptly upon arrival and shall attend all sessions of the convention.
9. 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 and between convention business sessions.
10. A member holding membership in more than one Club may become an accredited delegate for such Clubs provided he/she has completed registration and paid a registration fee as a delegate from each Club for which he intends to vote.
11. The program as printed shall be the official program of the convention.
12. 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 the nominations. The election shall be conducted during the last business session.
13. Nominations from the floor shall be limited to a statement including the candidate's name, Club and office for which he or she is being nominated.

14. There shall be no nominating speeches if there are no nominations from the floor. In the event there are, nominating speeches shall be given on the day of 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.
15. The vote on the question, once commenced, shall not be interrupted except to ask the chair to restate the question.
16. 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.
17. Main motions shall be put in writing when the chair so directs.
18. No motions shall be entertained by the chair unless seconded, and shall not be open to debate or amendment before the chair has repeated it.
19. 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.
20. No accredited delegate shall speak more than twice on the same question if anyone objects.
21. An accredited delegate may change his or her vote provided he rises and asks for the floor promptly and before the chair declares the results final.
22. 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.
23. 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.
24. 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 a two-thirds vote.
25. Chairs of committees may make partial reports during lull periods of the convention unless otherwise ordered.

VOTING PROCEDURES

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 of the accredited delegates. Accredited delegates from each Club shall select a chair who shall cast the votes of his or her delegation on any convention business requiring a vote by written ballot or roll call.
2. Roll call on any question may be requested in writing by accredited delegates representing not less than ten percent of the Clubs represented at the convention.
3. Each delegation chair shall present himself or herself 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. Confirmation of payment of all Club dues and fees must be made before members receive ballots.
4. Delegation chairs unable to verify accreditation and obtain ballots within the hours of registration on the opening day of 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 distributed during the conduct of business meetings.
5. In the event of lost blank ballots obtained in advance by a delegation chair, he or she may appear before the credentials committee to request duplicate ballots.
6. 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.)
7. The vote on any business or question before the convention except reports of the candidate qualification, resolutions or policies committees shall be taken immediately following its presentation and debate.

VOTING BY BALLOT

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 and name its chair. At the conclusion of 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.
3. To expedite the balloting process, multiple ballot boxes may be placed in convenient locations within the meeting room. Tellers will be stationed at each ballot box.
4. Each delegation chair shall deposit only one ballot with all the votes for his or her Club.

ARTICLE VI: DISTRICT PROGRAMS AND ACTIVITIES

The District shall organize and coordinate any programs and activities as it deems appropriate to carry out the administration of the District. The Governor-Designate shall appoint chairs to conduct and supervise these programs and shall announce such appointments not later than October 1 following the year of his or her election.

ACHIEVEMENT AND AWARDS (A & A)

The District may budget, maintain and conduct an annual Achievement and Awards Program which shall be prepared and evaluated by the Achievement and Awards Chairperson with the collaboration of the Governor, Governor Elect, District Secretary-Treasurer, through consultation with their predecessors. The District's Achievement and Awards Program shall conform to the District Program advocated by the International Board of Directors.

PERSONAL GROWTH AND INVOLVEMENT (PGI)

The District may encourage participation in the Optimist International Personal Growth and Involvement (PGI) program by providing information and passports and recognizing members as they advance through the ten levels.

COMMUNICATION CONTEST FOR THE DEAF AND HARD OF HEARING (CCDHH)

The District may conduct a contest open to boys and girls up to grade 12 who are recognized by their school as deaf or hard of hearing. The Governor shall appoint a District CCDHH Contest Chairperson to administer all details pertinent to the conduct of the District Contest. The District CCDHH Contest shall be held at a time and place as set by the District CCDHH Contest Chairperson. Pursuant to the policies of Optimist International, all phases of the District Contest shall be conducted in strict compliance with International CCDHH Contest Rules. Judges for the District CCHDD Contest are to be recognized authorities on deaf speaking and signing, as both forms of communication are accepted methods of presentation delivery.

Clubs may be invited to make donations to help defray the expenses for the District Contest and provide funding for a second scholarship. The winner shall receive a scholarship funded by Optimist International. The district may offer an additional scholarship of up to \$2500 if funds have been allocated for that purpose. The district scholarships will be maintained in an interest-bearing account for a period not to exceed twelve (12) years.

The costs of all District awards 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 Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses. It shall be the responsibility of the District CCDHH Contest Chairperson to submit the required materials and information on the CCDHH Contest winners to the International Office within thirty (30) days following the contest. Corporate sponsors may be invited to participate in the scholarship program and may offer additional scholarships for students. These funds will be maintained in an interest-bearing account with each winner's funds earmarked for a period of up to twelve (12) years.

ESSAY CONTEST

The District may conduct an Essay Contest each year. Pursuant to the policies of Optimist International, all phases of the District Contest shall be conducted in strict compliance with International Essay Contest Rules.

An entry fee of \$10.00 shall be paid by all Clubs sponsoring an entrant in the District Contest. The entry fees shall be adequate to cover all expenses incurred by the District in the conduct of said contest. The winner shall receive a scholarship provided by Optimist International. Corporate sponsors may be invited to participate in the scholarship program and may offer additional scholarships for students. These funds will be maintained in an interest-bearing account with each winner's funds earmarked for a period of up to twelve (12) years.

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-Treasurer who shall make all purchases and expenditures and record all revenue and expenses. It shall be the responsibility of the District Essay Contest Chairperson to submit the required materials and information on the District Contest winner to the International Office no later than the required date for entry into the International Essay Contest.

ORATORICAL CONTEST

The District may conduct an Oratorical Contest each year. The District Finals may be held in conjunction with the third quarter District Conference or as a separate event at another place and date. If preliminary contests are necessary, they will be held on the same day at the same location. Pursuant to the policies of Optimist International, all phases of the District Contests shall be conducted in strict compliance with International Oratorical Contest Rules

An entry fee of \$50.00 shall be paid by all Clubs sponsoring an entrant in a Zone Contest. The entry fees shall be adequate to cover all expenses incurred by the District in the conduct of the contest. The costs of all transportation, food and lodging while at, or en route to or from the District contest shall be the responsibility of the sponsoring Clubs. No additional entry fee shall be paid by Clubs sponsoring an entrant in the District Finals. Clubs not sponsoring contestants may be invited to provide additional funds to help defray expenses for the District Contest. All contestants and their parents or guardians are asked to attend the luncheon, the District paying only for the contestants' meals.

The winners shall each receive a scholarship provided by Optimist International. The costs of all District awards 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 Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.

It shall be the responsibility of the District Oratorical Contest Chairperson to submit the required materials and information on the District Contest winners to the International Office as required. Corporate sponsors may be invited to participate in the scholarships program and may offer additional scholarships for students. These funds will be maintained in an interest-bearing account with each winner's funds earmarked for a period of up to twelve (12) years.

JUNIOR OPTIMIST INTERNATIONAL (JOI) CLUBS

The District may maintain a JOI District structure and conduct an annual Convention for all JOI Clubs in the District. The District JOI Clubs Chairperson shall be the official liaison between the Optimist District and the JOI Board of Directors. Elections for JOI District Officers must be held in accordance with the guidelines established in both the JOI District Policies and the International JOI Bylaws. The finances shall be managed by the Optimist District Secretary-Treasurer, the JOI Chairperson and the JOI District Secretary-Treasurer. A separate checking account for JOI District funds may be established as long as a dual signature process is utilized. The Optimist District Secretary-Treasurer shall duplicate all account activity for Optimist District financial reports. The Optimist District shall use all dues rebate funds to support District JOI activities. Such activities may include the JOI District Convention, the production and distribution of a JOI District Newsletter, reimbursement of travel expenses and communication costs for JOI District Officers, and any other District JOI expenses approved by the District JOI Committee. Any rebate funds not utilized by year-end shall be rolled over into the next year's JOI budget.

OPTIMIST INTERNATIONAL JUNIOR GOLF CHAMPIONSHIP (OIJGC)

The District may 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. All phases of the contest shall be conducted with Optimist International Junior Golf Championship rules.

The chair may work with clubs to promote Club participation in the OIJGC through sponsorship of one or more participants or holes in a Regional Qualifying Tournament or the District Finals Qualifying Tournament; provide a member to act as the District's chaperone for the contestants representing the District at the OIJGC Tournament; develop innovative and creative ideas to make the Regional and District Qualifying Tournaments fun for the participants; develop innovative and creative ideas to make the Regional and District Qualifying Tournaments successful as fund-raising events in order to send more contestants to the OIJGC Tournament; offer informative and motivational presentations to the members at the District Meetings; promote forthcoming OIJGC opportunities to the members by utilizing the District Bulletin and District Website; and administer any other details pertinent to the conduct of the District OIJGC Tournaments.

A one-time entry fee will be charged for each contestant. The entry fee will be determined by the District and will be sufficient to cover the costs of the contest, taking into consideration any other fundraising for the OIJGC program. The costs of transportation, food and lodging in relation to the contest will be the responsibility of the contestant. Contestants must meet eligibility requirements established in the OIJGC program.

All fees required by Optimist International to be paid by the Nebraska District shall be paid for the top qualifying golfers who reside within the Nebraska District.

The costs of all awards and all authorized receipts and expenditures shall be budgeted and audited under Accounts 145 and 380. All such items shall be supervised by the District Secretary-Treasurer who shall make all purchases and expenditures.

TRI-STAR SPORTS

The District may be encouraged to conduct Tri-Star Sports Contest each year, including Pitch-Hit-Run and Punt-Pass-Kick Contests. All phases of Tri-Star Sports Contests shall be conducted in strict compliance with the rules stated in the International Program Planning Guide.

COMMUNITY PROJECTS AWARDS (CPA)

The District may encourage Clubs to submit Community Projects Awards entries through the District Chair or directly to Optimist International and offer support to those needing assistance in preparing the digital format required. Entries meeting the official rules will be posted on the OI website and entered into competition for awards from Optimist International.

ARTICLE VII: DISTRICT FINANCES

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, 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 Optimist International Board of Directors. 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 as prescribed by the Board, for adjustment of the amount of its annual dues. No financial obligation or assessment, of any kind, other than provided in the 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)

DUES

Each Club in the District shall pay for each member enrolled in the International Office as of 30 September, 31 December, 31 March and 30 June, annual dues of \$11.00 per member, payable quarterly each year, subject to the approval of the Optimist International Board of Directors and in accordance with the International Bylaws. (OI Bylaws Article VII, Section 5, Paragraph A)

Each Club in the District shall pay for each college member and for each member of a special needs affiliated club enrolled in the International Office as of 30 September, annual dues of \$5.00 per member, payable annually in the first quarter of each year, subject to the approval of the Optimist International Board of Directors and in accordance with the International Bylaws. Annual dues payable by a newly affiliated Club shall commence as provided in policies established by the OI Board of Directors.

BUDGET

At its meeting in the first quarter the District Board of Directors shall review, amend and approve the annual District Budget submitted by the Finance Committee, ensuring that it is done in a manner conforming with the standard District chart of accounts established by the Optimist International Board of Directors. Such budget shall then be submitted to the Optimist International Board of Directors for final approval. The budget shall include income only from authorized sources for the current fiscal year, any accumulated surplus, and shall not authorize the expenditures of any money in excess of such income and surplus. (OI Bylaws Article VII, Section 5, Paragraph D)

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, and a report thereon 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)

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 co-signed by two such officers. (OI Bylaws Article VII, Section 5, Paragraph F) No fewer than three signatories shall be designated during each administrative year.

EXPENSE REIMBURSEMENTS

Authorized individuals shall be reimbursed for expenses incurred in travel on District Administration business upon receipt, by the District Secretary-Treasurer, of a properly completed and signed voucher accompanied by a copy of any required report, such as a Visitation Report, Zone Meeting Report, or District Committee Chairperson's Report.

Reimbursement shall be made at a rate established annually by the District Administration according to budgetary provisions and available funds. No reimbursement shall be made for occasions within the city of the individual's residence. All reimbursements shall be made within the limitations of budget and available funds.

Governor:

The Governor shall be reimbursed for authorized travel expenses when engaged in the execution of the responsibilities of his or her office excluding those occasions reimbursable by Optimist International.

Governor Elect/Designate:

The Governor Elect/Designate shall be reimbursed for authorized travel expenses incurred in attendance at District Conferences and Conventions, District Executive Committee and Board of Directors Meetings and such other occasions and events specifically requested by the Governor.

Lieutenant Governors:

The Lieutenant Governors shall be reimbursed for authorized travel expenses, when engaged in the business of the District Administration of Optimist International, incurred in attendance at District Conferences and Conventions, District Executive Committee and Board of Directors Meetings, required visitations, authorized zone meetings and charter presentations within their zones.

District Secretary-Treasurer

The District Secretary-Treasurer shall be reimbursed for authorized travel expenses incurred in the execution of the duties of his or her office, attendance at District Conferences and Conventions, District Executive Committee and Board of Directors Meetings, and other such occasions and events specifically authorized by the Governor.

Optimist International Convention

With due respect to the location and duration of the International Convention, the Governor, Governor-Elect, District Secretary-Treasurer, District Secretary-Treasurer Designate and Lieutenant Governors-Elect shall receive an amount, to be budgeted annually, toward the expense of attending the International Convention, excluding those expenses reimbursable by Optimist International. To be reimbursed, the individual must attend his or her respective training sessions, be registered at the full convention and show evidence thereof when submitting an expense voucher.

GIFTS TO NEW CLUBS

The District shall provide each new Club with a complimentary Club Banner, Bell and Striker, purchased from Optimist International, and shall budget an estimated amount for such purposes annually.

DISTRICT DIRECTORY

The District may publish and make available a District Directory, at the earliest possible date after the beginning of an administrative year. The District Directory shall contain: the names, addresses, telephone numbers and email addresses, when applicable, of International Officers, District Officers, District Committee Chairpersons, Club Presidents and Secretary-Treasurers; the meeting days, times and locations for all Clubs in the District; and a listing of past governors.

When feasible and practical, the District Directory shall also include all District Policies as well as the dates and locations of all District Events, Conferences and the annual Convention for the administrative year.

LAPEL INSIGNIA FOR DISTRICT OFFICERS

The District shall provide official lapel insignia for all District Officers to be presented at the time of their installation and such insignia shall be returned to the District Secretary-Treasurer at the end of the administrative year.

The District shall purchase and present past officers' insignia to the retiring Governor, Lieutenant Governors and District Secretary-Treasurer. The recipients and identification of insignia shall be as follows:

1. Governor's insignia with diamond,
2. Past Governor's insignia with stone,
3. Governor Elect's insignia with stone,
4. Lieutenant Governors' insignia with stone,
5. Past Lieutenant Governor's insignia with stone,
6. Secretary-Treasurer's insignia with diamond, and
7. Past Secretary-Treasurer's insignia with stone.

PAST GOVERNOR'S BLAZERS

The District shall present the Immediate Past Governor with a red blazer matching all the other Nebraska District Past Governors' blazers at the first quarter conference.

CONFLICT OF INTEREST

The following provisions govern conflicts that may arise between the interest of any District Officer or members of the District Executive Committee and the Nebraska District of Optimist International:

A conflict of interest with respect to a transaction effected or proposed to be effected by the District exists if a member of the District Executive Committee or the District Finance Committee 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 District Executive Committee or the District Finance Committee for action, and an Officer or member of the District Board of Directors knows, at the time of the commitment, that any person has or may have control or unusual influence over a voting member of those committees.

If any conflict of interest arises, the Officer or Board Member must disclose in writing to the District Finance Committee the existence and nature of the conflict thirty (30) days before the transaction.

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 person.

CORPORATE DONATIONS

Funding from corporations and businesses will be solicited to sustain the scholarship fund and to offer additional incentives to students participating in District Programs and Activities.

In the event these funds are presented to the District to establish additional scholarships to CCDHH, Oratorical or Essay Contest winners, the funds will be maintained in an interest-bearing account for a period of up to twelve (12) years or until the student enrolls in a college, university or trade school of his or her choice. Records will include the name, address, phone number, amount of scholarship and the projected year of high school graduation.

These records will be a part of the Secretary-Treasurer's financial report at every District Quarterly meeting.