

OPTIMIST CLUB OF CENTERVILLE NOON POLICIES & PROCEDURES MANUAL

September 23, 2017

MISSION STATEMENT

As a friend of youth, our mission is to provide positive programs and activities to benefit youth in the local and surrounding communities to help them grow and prosper as future leaders.

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I. Membership

- a. Categories of Membership
 - i. Full Members
 - ii. Dues Only Members
 - iii. College Membership
 - iv. Friend of Optimist
- b. Definition of Membership
 - i. Regular Membership - Each member shall retain all privileges of membership in the Club, including attendance at all regular and special meetings of the Club, providing such member is in good standing.
 - ii. Life Membership - Life Member will be administered to any Past-President, after fulfilling all duties of the office of President, and any other member as selected by the Board of Directors. Life Member designation shall enable said member to retain all benefits of life membership in Optimist International, as presently and heretofore established. Life Members may choose to be Full Members or Dues Only Members.
 - iii. College Membership - Any member in a post-secondary educational institution who is enrolled as a full time student may be classified as a college member. A college member shall pay annual dues as set forth by the Board of Directors and shall have the same rights and privileges as any member of the Club.
- c. Privileges. Each member shall retain all privileges of membership in the Club providing such member is in good standing.
 - i. Attendance at all regular and special meetings of the Club.
 - ii. One vote for matters presented to the membership.
 - iii. Dues Paid to Optimist International and the Ohio District, including a subscription to Optimist Magazine.
 - iv. Lunch attendance and meals
 - 1. Full Members receive meals at all regular meetings
 - 2. Dues Only Members receive lunch at 3 meetings per quarter, up to 12 a year. Additional lunches may be purchased (\$10 cash or check at the door) on a weekly basis.
 - 3. College Members receive lunch at 1 meeting per quarter, up to 4 a year. Additional lunches may be purchased (\$10 cash or check at the door) on a weekly basis.

4. Friend of Optimist Members do not receive any lunches. Lunches may be purchased (\$10 cash or check at the door) on a weekly basis.
 5. Guests are welcomed and encouraged. Those qualified for membership are granted three free meals while considering joining the club. Guests who are not viable members (children, out of town guests, etc) are invited to attend but their lunch may be purchased (\$10 cash or check at the door) on a weekly basis.
- d. Fee Schedule. All members will be expected to pay for their dues using ACH or credit card, (quarterly or annually), or by Corporate or Personal check (annually).
- i. Full Members \$ 107.50 quarterly
 - ii. Dues Only Members - \$ 57.50 quarterly
 - iii. College - \$11.50 quarterly
 - iv. Friend of Optimist- \$100 annually
 - v. Dues may be suspended for a member, for a brief period, upon Board action due to extraordinary or exceptional circumstances.
- II. Admission to Membership
- a. Application & Application Fee. Prospective member fills out an Application, Dues Payment Authorization Fee and application fee (\$50) are turned in together to the Club Secretary through the sponsor or representative
 - b. Readings. The Sponsor or representative reads the application at three (3) regular meetings of the Club. The applicant is encouraged to be in attendance at least once during the readings.
 - c. Vote by Board of Directors. An applicant may be voted into the Club by the Board of Directors before the three (3) readings are complete. The vote is contingent upon the absence of objections from the membership. Upon acceptance by the Board of Directors, the Secretary shall forward the new member's name and processing fee to Optimist International in the prescribed form and manner. Upon acceptance by the Board of Directors, the Secretary shall notify the new member and the sponsor of such acceptance and contingences prior to induction.
 - d. Induction. The official induction of the new member into the Club shall occur at the next regular meeting or scheduled function of the Club attended by the new member. The new member shall receive a copy of the Bylaws and the Policies and Procedures of the Club after induction.
 - e. The Treasurer will prorate the new member's dues starting the 3rd week after their initial reading.
 - f. Objections and Rejection. Objections should be made to a member of the Board of Directors before applicant is inducted. The Board of Directors shall take into consideration any objections for membership in confidence. Upon rejection,
 - i. The Secretary shall notify the sponsor and applicant of the rejection, without explanation of the Board of Directors' action.
 - ii. The Treasurer shall immediately refund the membership fee.
 - iii. The Secretary shall cancel the registration of the new member to Optimist International.
- III. Directors.
- a. Number of Directors. The number of Directors elected at the date of the annual election of Officers of the Club, will be based upon the following formula relating numbers of Directors to membership, with membership determined based upon the number of members in good standing on April 1 of each year prior to the date of election:

MEMBERSHIP DIRECTORS	
Less than 49	6
50-75	7
76-100	8
125-150	9
Greater than 150	10
- IV. Nomination and Election Procedures (Revised 11/08/15)
- a. Meeting on the Nomination Committee
 - i. Past President's rep is responsible to both schedule and preside over the meeting(s)
 - ii. Pre-canvassing of potential candidates should not occur
 - iii. Committee Members include all Past Presidents, Current President, and President-Elect
 - iv. All present can vote
 - v. Must have at least 10 members to establish a quorum

- vi. If someone in the room or their significant other is being considered or discussed for an office, we ask that they excuse themselves from the room for the discussion, returning to take part in the vote.
- vii. Since nominations may come from the floor, the Nominating Committee will slate exactly the number of candidates as are needed for that particular year. This rule was ratified to be in place until the nominating committee convenes in November 2017
- viii. The work of the Nominating Committee will be divided up into 3 phases
 - 1. Phase 1- November
 - a. President-Elect (Must vote for ONE and ONLY ONE)
 - i. Consider names from the group with special emphasis on current Vice President's, but with the notion that the best candidate is what this committee is seeking.
 - ii. Anyone with at least 3 years experience in the Club can be considered, but prefer a current or past Vice President, regardless of when they served.
 - iii. Before a name is placed on the board for discussion it must be seconded twice. (i.e. 3 members consider this person a viable candidate)
 - iv. Once all names are on the board, a maximum of 5 minutes is allowed to discuss each candidate.
 - v. Each person in the room then submits a written ballot with (1) name on it.
 - vi. A simple majority of votes is required. (i.e. If 15 voters are in the room, a person must receive 8 votes to be nominated)
 - vii. Each ballot must contain only one name for it to be considered valid.
 - viii. Any ballot that does not include the total number of votes required will be discarded.
 - ix. Selected candidate will be visited by the Past President's rep and/or the immediate Past President, to discuss the nomination and the candidate's willingness to serve.
 - x. Selection and consent must be completed by February 1
 - xi. To establish the order in which candidates are contacted a second, third and fourth ballot should be taken with the top vote getter's name removed on each subsequent vote
 - xii. If the top four names are exhausted without the position being filled then the Nominating Committee will convene to discuss additional names to be place in nomination
 - 2. Phase 2- January (This meeting can take place only after the Phase 1 task is complete and the position of President-Elect has been filled)
 - a. Vice-President (Need two) (Must vote for TWO and ONLY TWO)
 - i. This position is critical since we perceive this as the stepping stone to the Presidency, so choose two candidates who you feel would make a good President someday.
 - ii. Primary candidates for these positions should come from the current Board of Directors, but at-large members can be considered.
 - iii. Any current V.P. not chosen to become Pres-Elect should also be given consideration for this position.
 - iv. Before a name is placed on the board for discussion it must be seconded.
 - v. Once all the names are on the board, a maximum of 3 minutes is allowed to discuss each candidate.

- vi. Each person in the room then submits a written ballot with (2) names on it.
 - vii. Each ballot must contain two names for it to be considered as valid.
 - viii. Any ballot that does not include the total number of votes required will be discarded. ix. Again, a simple majority of votes is required with the process similar to Pres-Elect process.
 - x. Selected candidates will be visited by the Past President's rep and/or the immediate Past President to discuss the nomination and the candidate's willingness to serve
 - xi. Selection and consent must be completed by March 1
 - xii. To establish the order in which candidates are contacted a second and possibly third ballot should be taken with the top two vote getter's names removed on each subsequent vote
 - xiii. If the top four or six names are exhausted without the position being filled then the Nominating Committee will convene to discuss additional names to be place in nomination
3. Phase 3- March (To be scheduled after the positions of Vice President have been filled)
- a. Board of Directors (Must vote for the exact # of directors sought)
 - i. In a perfect world we are primarily seeking new members for these roles (Prefer those with at least 1-year's experience in the Club), but it's always good to consider "seasoned" members for their historical perspective too.
 - ii. Before a name is placed on the board for discussion it must be seconded.
 - iii. Once all the names are on the board, a maximum of 3 minutes is allowed to discuss each candidate.
 - iv. Involvement in the club, attendance & leadership potential are the priorities here.
 - v. Each person in the room then submits a written ballot with the exact number as there are Director vacancies. (In other words, one may not cast just ONE vote when there are say 4 or 5 Director vacancies)
 - vi. Each ballot must contain the exact number of names as there are vacancies for it to be considered as valid.
 - vii. Any ballot that does not include the total number of votes required will be discarded
 - viii. We will then give our complete slate of nominees for Director to the Pres-Elect, who in turn will make the calls on behalf of the Nominating Committee.
 - ix. In the event the President-Elect gets a declination, he/she will use the next highest vote getter from our list of candidate's until the correct number of Board candidates are achieved.
 - x. In the event he/she gets enough declinations that will result in their being less nominations than spots available, then the nominating committee will convene to resolve the issue.
 - b. Past Presidents Representative: Selected and recommended by the committee made up of Past Presidents.
 - i. Input by current President Elect is welcome, but the vote of the committee will be final.

4. Slate names & vote by general membership.
 - a. If more than one person is nominated, then written ballots will again be required with a simple majority required.
 - b. Absentee Ballots
 - i. Absentee Ballot information will be posted on the website and in the Nooner for the 3 consecutive weeks prior to the election.
 - ii. Absentee Ballots must be received by the secretary on the day preceding the election in one of the following methods: Electronic mail, Hand delivered, Mail delivery.

V. Meetings

a. Annual Meeting.

- i. An invitation to attend the annual installation meeting shall be extended to the spouse or a guest of each member of the Club
- ii. The President-Elect (incoming President) shall be responsible for organizing the installation meeting. iii. The President (leaving office) shall be responsible for organizing and presenting the year end recognitions.
- iv. The installation shall be performed by the Lieutenant Governor-Elect or any Past or Present District Officer.
- v. The Optimist of the Year Award shall be presented by the previous year's recipient(s). Unless there is a timing conflict, this award will be presented at the annual installation meeting.

b. Optimist of the Year Meeting

- i. There will be an annual meeting to determine the recipient(s) of the club's Optimist of the Year award.
- ii. Attendees shall consist of all past recipients of the Optimist of the Year award.
- iii. The meeting shall be scheduled in the fourth quarter of the Optimist calendar year, usually in the month of August.
- iv. The recipient(s) of the award prior to the current Optimist of the Year shall be responsible for scheduling the meeting date and time and for chairing the meeting.
 1. Nominations will accepting from the floor until all nominations are exhausted.
 2. The person who nominated the recipient may take one minute to say why.
 3. Initial ballot conducted each attendee votes for two names on the list.
 4. The top vote-getters are discussed briefly.
 5. Second ballot conducted with each attendee voting for only one recipient. Ballots with more than one name to be discarded.
 6. Further discussion and tie-breaker votes may be required.
 7. The goal is to have one Optimist of the Year. At the committee's discretion, a 2nd optimist of the year may be awarded.

c. Christian D. Larson Selection Committee (Revised 11/04/15)

- i. Purpose: The Christian D. Larson is awarded to deserving members, recognizing their positive contributions to our club and community over a long period of time.
- ii. Committee Members: The committee shall consist of all past Larson Award recipients
 1. The committee is charged with selecting Two (2) Larson Award winners each autumn.
 2. Sometime in September or October of each year, the two prior year's Larson winners are to assemble as many past Larson winners as possible to select the two honorees for that year.
 3. It also is the responsibility of those two to make the presentations to the two, new award winners at the annual Christmas Party in December.
- iii. Nominating 2 Award honorees
 1. Candidates for the award will have a minimum 10 years in club

2. Candidates should have held leadership positions in the club
3. Candidates have contributed greatly to the club & community
4. Candidates exhibit a positive, optimistic attitude
5. Candidates have volunteered, consistently over many years, actively enhancing the club's formula for success

iv. Voting

1. Slate of candidates is placed into consideration and discussed
2. Each committee member shall cast TWO votes initially to determine the highest vote getters. Only ballots with TWO names on them will be counted. All other ballots will be disqualified.
3. A simple majority of the votes will determine the winners, so if after the 1st vote, two winners emerge having received over 50% of the votes cast, then the process is complete.
4. A 2nd vote is necessary only if the 2nd place finisher does not receive more than 50% of the vote. All voters cast a 2nd ballot with TWO names on them again. Again, it's the majority vote getter that will be our 2nd Larson winner.
5. Consideration is given for the non-winning finalists for next year. \ VI.

Financial

a. Bonding

- i. All officers who have check signing privileges shall be bonded.
- ii. The Secretary shall be responsible for the annual process and records keeping of bonding.
- iii. Bonding shall be updated annually no later than October 1.

b. Financial Review: A financial review shall be performed as described under Section VII of the Policies and Procedures Manual.

c. Reimbursements

i. District Meetings

1. The Club shall pay the registration fee for any member and their spouse or companion to attend any District Meetings.
2. The Club shall pay 50% of the room cost (at the standard rate offered through the District) of any member who attends any District Meeting. Reimbursement shall be made only if the location of the meeting is outside of Montgomery County.
3. The Club shall pay 100% of the registration fee, room cost, and meals noted on the meeting agenda for the President, President-elect, incoming President-Elect, Secretary, Treasurer, and their spouse or companion to attend district meetings held during their year of office. Reimbursement for room cost shall be made only if the location of the meeting is outside of Montgomery County, Ohio. Reimbursements for the District Meetings are subject to the availability of funds in the Club's approved budget. Priorities for reimbursement will be as follows:
 1. President
 2. Secretary
 3. Treasurer
 4. President-Elect
 5. Incoming President- Elect
 6. Secretary-Elect
 7. Treasurer- Elect
 8. Club Officers/Board Members
 9. General Membership

ii. International Convention

1. The Club shall pay the Registration fee for the President-Elect, incoming President-Elect, Secretary-Elect, Treasurer-Elect and their spouse or companion to attend the International Convention. In addition, the Club shall pay for the President-Elect's and spouse or companion's meal cost for the breakfast for

President-Elects. The Club shall pay the meal expense for the President's Banquet for all approved attendees.

2. The Club shall pay 100% of the room cost (at the standard convention rate offered through Optimist International) and 100% of the most economically reasonable travel based on distance, for the President-Elect, incoming President-Elect, Secretary-Elect, Treasurer-Elect and their spouse or companion to attend the International Convention held during their year of office.
3. If because of distance, the most economical transportation is by air, the Club will reimburse the above members' airport shuttle expenses to the hotel and from the hotel to the airport on return. If the most economical transportation is by private vehicle, reimbursement shall be for gasoline supported by receipts and for hotel parking, if this is an expense.

Reimbursements for the International Convention are subject to the availability of funds in the Club's approved budget. Priorities for reimbursement will be as follows:

1. President-Elect
2. Secretary-Elect
3. Treasurer-Elect
4. Incoming President-Elect
5. President
6. Club Officers/Board Members
7. General membership

iii. General Reimbursement Info.

1. If the Club shall have prepaid any of the above costs for any member and such member does not attend the applicable meeting without sufficient excuse (such as emergency or illness), the member will be requested to reimburse the Club the amount of the prepaid costs.

d. Annual Disbursements

- i. The Board of Directors shall designate 20% of the net proceeds of the Tree Lot fundraiser for Long Range projects. These funds shall be transferred to the Long Range Committee after the net proceeds for the fundraiser have been determined.
- ii. The Board of Directors shall designate 33 1/3 % of the net proceeds of the Tom Frazier Tee Off for Youth Golf Outing for the annual donation to the Children's Medical Center.
- iii. The Board of Directors shall limit the amount donated to an approved Eagle Scout Project to \$200.00. Under extraordinary circumstances, or when a Scout's project is especially aligned with the Club's purpose and goals, the board may increase the donation. It is recommended that the board see evidence of the Scout seeking funds from other sources before a donation is awarded.
- iv. At the November Board Meeting, if the Board of Directors deems it appropriate in view of available assets in excess of current donation requests, it may make a disbursement of net proceeds from fundraisers to Long Range Projects. This disbursement shall be made keeping in mind Article X, Section 2 of the club's bylaws regarding the unrestricted fund balance to be carried over.

VII. Finance Committee

a. Purpose:

- i. The Board of Directors shall arrange for an annual review of the financial statements of the club by the Finance Committee.
- ii. To provide an oversight function to the Treasurer and financial activity of the Club.
- iii. To conduct a post financial review, if needed, for each of the major fundraisers (ex: Golf Outing, Tree Lot, Avenue of Flags)

b. Committee Members

- i. Shall consist of no fewer than 5 nor more than 8 members.
- ii. To be appointed by the President for a 3 year term.

- iii. At least 60% of the committee members shall have a financial background (either be a CPA, CMA, CIA or have a 4 year accounting degree from a post-secondary school) or equivalent business experience.
 - iv. The finance committee will be chaired by the President-Elect.
 - c. Duties
 - i. To review annual budget with Treasurer, Treasurer-Elect and President-Elect before submitting to Board of Directors. ii. To review the financial records of the Club as to their quality and accuracy.
 - iii. Potential financial risks to address iv. Cash receipts not properly deposited.
 - v. Cash disbursements not supported by appropriate receipts. vi. Cash disbursements made for non-Club activities.
 - vii. Internal Controls/Procedures for Fundraising Activities
 - 1. Each club fundraising activity which generates in excess of \$ 5,000 of Gross Receipts shall designate a Club member to be responsible to maintain a record of total receipts for the fundraising activity.
 - 2. Upon completion of the fundraising activity, such Club member shall report the Gross Receipts to the Finance Committee.
 - 3. The Finance Committee shall determine that the receipts were properly recorded into the Club's accounts.
 - d. General Procedures
 - i. For each annual budget, the Committee shall review the budget and provide commentary to the Board at its first regular meeting of each fiscal year.
 - ii. Assist the Treasurer in any activities to improve the Club's financial reporting and investment of funds.
 - iii. Understand the finance charter of Optimist International and ensure that the Club's financial activity follows such charter to the extent practicable.
- VIII. Miscellaneous
- a. Bylaws
 - i. The Vice Presidents and the incoming Vice Presidents shall be responsible for an annual review of the Bylaws prior to the August board meeting.
 - ii. All board members shall be familiar with the Bylaws.
 - iii. There will be an annual Bylaws and Policies and Procedures training meeting for new board members and other interested Club members.
 - b. Policies and Procedures
 - i. Changes and additions to the Policies and Procedures may be enacted by the Board of Directors or the Club in accordance with the Bylaws. ii. The Vice Presidents shall jointly be responsible for maintaining, updating, and reviewing the Policies and Procedures.
 - iii. The Vice Presidents shall jointly be responsible to have all current changes and additions, on a monthly basis to the Policies and Procedures. iv. An updated copy of the Policies and Procedures shall be distributed to the board members annually at the beginning of the fiscal year.