

# The Noon Optimist Club of Centerville

## Policies and Procedures Manual

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### 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.

### (I.) Membership

1. Categories of Membership
  - a. Life Membership
  - b. Full/Regular Membership
  - c. Social/Dues Only Membership
  - d. College Membership
  - e. Friend of Optimist (FOO) Membership
  - f. Optimist 2.0 Membership
  - g. St. Leonard Membership
2. Definition of Membership
  - a. **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 membership in Optimist International, as presently and heretofore established. Life Members may choose to be Full/Regular or Social/Dues Only Members.
  - b. **Full/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.
  - c. **Social/Dues Only Membership** – each member shall retain all privileges of membership in the Club to include one noon lunch or Optimist 2.0 Meeting per month. This membership exists for those members that cannot regularly attend noon meetings.
  - d. **College Membership** – Any member in a post-secondary educational institution 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.
  - e. **Friend of Optimist (FOO) Membership** – each member has all rights and privileges of a traditional Optimist Member with the exception of voting at District and International Conventions and no noon lunches included. Friend of Optimist shall be covered by Optimist International's insurance when participating in a Club or District activity.
  - f. **Optimist 2.0 Membership** – exists for members unable to join the Club during regular Tuesday Noon meetings as a club within a club of The Noon Optimist Club of Centerville. Established socially to enjoy fun, fellowship and networking while seeing how the Club makes a difference in local children's lives. Meet every third Thursday in various local venues for ninety (90) minutes.
  - g. **St. Leonard Membership** – exists for members of St. Leonard Retirement Community as a club within a club of The Noon Optimist Club of Centerville. Meet on third Thursday

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each month at 2 PM at Franciscan Center on St. Leonard campus. These members may choose to be Campus, Full/Regular or Social/Dues Only Members.

### 3. Privileges

- a. Each member shall retain privileges of membership in the Club providing such member is in good standing.

<b>Member Type</b>	<b>Tues Noon w/Lunch Included</b>	<b>Other Meetings ***</b>	<b>\$10.00 Addt'l Noon Lunch</b>	<b>One (1) Vote</b>	<b>OI Dues Paid</b>	<b>OI Qtrly Mag</b>
Life Member:						
Full/Regular	All	Y	N/A	Y	Y	Y
Social/Dues Only	3/Qtr (12/yr)	Y	Y	Y	Y	Y
Full/Regular Member	All	Y	N/A	Y	Y	Y
Social/Dues Only Member	3/Qtr (12/yr)	Y	Y	Y	Y	Y
College Member	1/Qtr (4/yr)	Y	Y	Y	Y	Y
Friend of Optimist Member	0	Y	Y	N	Y	Y
Optimist 2.0 Member *	0	Y	Y	Y	Y	Y
St. Leonard's Member:						
Campus **	0	Y	Y	Y	Y	Y
Full/Regular	All	Y	N/A	Y	Y	Y
Social/Dues Only	3/Qtr (12/yr)	Y	Y	Y	Y	Y

- b.
  - i. \* Optimist 2.0 Members meet every third Thursday at 5:30PM at various local venues. This is in place of the Club's regular noon meeting with lunch.
  - ii. \*\* St. Leonard Campus Members meet on St. Leonard campus once per month. This is in place of the Club's regular noon meeting with lunch.
  - iii. \*\*\* Other Meetings include monthly Board Meetings, Optimist 2.0 Meetings, St. Leonard's Meetings, etc.
  - iv. Guests are welcomed and encouraged. Those qualified for membership are granted three (3) 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 (\$10.00 cash/check at the door) on a weekly basis.

v.

### 4. Fee Payments

- a. All members will be expected to pay dues using ACH (Automated Clearing House) or credit card (quarterly or annually) or by corporate or personal check (annually).
- b. Dues may be suspended for a member, for a brief period due to extraordinary or exceptional circumstance, upon Board action/approval.

### 5. Application Fee, due with a new member application

- a. St. Leonard Member, \$60.00
- b. All other members, \$50.00

### 6. Fee Schedule

- a. Regular Full Member, \$107.50 quarterly or \$430.00 annually
- b. Regular Social/Dues Only Member, \$57.50 quarterly or \$230.00 annually
- c. Optimist 2.0 Member, \$57.50 quarterly or \$230.00 annually

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- d. Life Member, \$100.00 quarterly or \$400.00 annually
- e. Life Social/Dues Only Member, \$50 quarterly or \$200.00 annually
- f. St. Leonard Full Member, \$107.50 quarterly or \$430.00 annually
- g. St. Leonard Social/Dues Only Member, \$57.50 quarterly or \$230.00 annually
- h. St. Leonard Campus Member, \$30.00 quarterly or \$120.00 annually
- i. College Member, \$11.74 quarterly
- j. Friend of Optimist Member, \$140 annually

### (II.) Admission to Membership

#### Application and Application (for all memberships EXCEPT Friend of Optimist)

Prospective member fills out an Application, a Dues Payment Authorization Fee, and an Application Fee. All are turned in together to the Club Secretary/Treasurer through the prospective members sponsor or representative. The Club Secretary will send a custom "Welcome Letter" to new applicant providing information on the induction process, access to membership handbook on website, social media details and highlights of Club activities.

#### Friend of Optimist (FOO) Application and Application Fee

Prospective FOO member fills out Application provided by Optimist International ensuring that the following is included on application: Centerville Noon Optimist Club code (#24403) and sponsor name. Prospective member mails completed application, along with \$100.00 annual fee, directly to Optimist International (Attn: Membership Department, 4494 Lindell Blvd., St. Louis, MO 63108). After Optimist International accepts prospective member as a FOO, Optimist International will send \$40.00 back to Centerville Noon Optimist and Centerville Noon Optimist may count this FOO as club membership. Centerville Noon Optimist Board of Directors does not vote on the admission of a FOO member.

#### 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 will add new member to the Optimist International Roster and notify Club Treasurer of pending Optimist International invoice. Additionally, the Secretary shall notify the new member and the sponsor of acceptance and contingences prior to induction.

Occasionally, and at the discretion of the Board of Directors, a provisional induction may be allowed. When the required three (3) readings cannot be completed consecutively and will fall outside the next Board of Directors meeting (and therefore vote), the Board of Directors may vote to approve member before readings are complete. Consecutive readings may be disrupted by such things as regular noon meetings not being held due to Installation Dinner, Holiday Dinner, Memorial Services, etc.

#### 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.

#### Dues Proration

The Treasurer will prorate new members' dues starting the 3rd week after their initial reading.

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### Objections and Rejection

New member 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:*

1. The Secretary shall notify the sponsor and applicant of the rejection, without explanation of the Board of Director's action.
2. The Treasurer shall immediately refund the membership fee.
3. The Secretary shall cancel the registration of the new member to Optimist International.

### (III.) 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 1st of each year prior to the date of election.

- Less than 50 members, 6 Directors
- 50 – 75 members, 7 directors
- 76 – 100 members, 8 directors
- 101 – 150 members, 9 directors
- More than 150 members, 10 directors

### (IV.) Nomination and Election Procedures

#### Meeting of the Nomination Committee

1. Past President's rep is responsible to both schedule and preside over the meeting(s).
2. Pre-canvassing of potential candidates should not occur
3. Committee Members include all Past Presidents, Current President, and President-Elect
4. All present can vote
5. Must have at least ten (10) members to establish a quorum
6. If someone in the room, or their significant other, is being considered or discussed for an office, we ask they excuse themselves from room for the discussion, returning only to take part in the vote.
7. Since nominations may come from the floor, the Nominating Committee will slate exactly the number of candidates as are needed for that particular year.

The work of the Nominating Committee will be divided up into three (3) phases:

1. Phase 1 – November, President-Elect (must vote for ONE and ONLY ONE)
  - a. 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.
  - b. Anyone with at least three (3) years' experience in the Club can be considered, but prefer a current or past Vice President, regardless of when they served.

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- c. Before a name is placed on the board for discussion, it must be seconded twice (i.e. three (3) members consider this person a viable candidate).
  - d. Once all names are on the board, a maximum of five (5) minutes is allowed to discuss each candidate.
  - e. Each person in the room then submits a written ballot with one (1) name on it.
  - f. A simple majority of votes is required (i.e. if fifteen (15) voters are in the room, a person must receive eight (8) votes to be nominated).
  - g. Each ballot must contain only one (1) name for it to be considered valid.
  - h. Any ballot that does not include the total number of votes required will be discarded.
  - i. Selected candidate will be visited or called by the Past President's Representative and/or the immediate Past President, to discuss the nomination and the candidate's willingness to serve.
  - j. Selection and consent must be completed by February 1st.
  - k. To establish the order in which candidates are contacted a second, third and fourth ballot should be taken with the top vote getters name removed on each subsequent vote.
  - l. If the top four (4) names are exhausted without the position being filled, then the Nominating Committee will convene to discuss additional names to be placed in nomination.
- 2. Phase 2 – January, Vice-Presidents (Must vote for TWO and ONLY TWO; need two (2) Vice-Presidents).
  - a. This meeting can only take place after the Phase 1 task is complete and the position of President-Elect has been filled
  - b. This position is critical since this position is perceived as the steppingstone to the Presidency. Therefore, choose two (2) candidates who would make a good President someday.
  - c. Primary candidates for these positions should come from the current Board of Directors, but at-large members can be considered.
  - d. Any current Vice President not chosen to become President Elect should also be given consideration for this position.
  - e. Before a name is placed on the board for discussion, it must be seconded.
  - f. Once all the names are on the board, a maximum of three (3) minutes is allowed to discuss each candidate.
  - g. Each person in the room then submits a written ballot with (2) names on it.
  - h. Each ballot must contain two (2) names for it to be considered as valid.
  - i. Any ballot that does not include the total number of votes required will be discarded.
  - j. Again, a simple majority of votes is required with this process being similar to the President Elect process.
  - k. Selected candidates will be visited or called by the Past President's Representative and/or the immediate Past President to discuss the nomination and the candidate's willingness to serve.
  - l. Selection and consent must be completed by March 1st.

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- m. To establish the order in which candidates are contacted a second and possibly third ballot should be taken with the top two (2) vote getter's names removed on each subsequent vote.
  - n. If the top four (4) or six (6) names are exhausted without the position being filled, then the Nominating Committee will convene to discuss additional names to be placed in nomination.
- 3. Phase 3, Part 1 March, Board of Directors (Must vote for the exact number of directors sought).
  - a. This meeting is to be scheduled after the positions of Vice Presidents have been filled.
  - b. In a perfect world, we are primarily seeking new members for these roles (prefer those with at least one (1) year experience in the Club), but it is always good to consider "seasoned" members for their historical perspective(s).
  - c. Before a name is placed on the board for discussion, it must be seconded.
  - d. Once all names are on the board, a maximum of three (3) minutes is allowed to discuss each candidate.
  - e. Involvement in the Club, attendance and leadership potential are the priorities to consider here.
  - f. 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 four (4) or five (5) Director vacancies.
  - g. Each ballot must contain the exact number of names as there are vacancies for it to be considered as valid.
  - h. Any ballot that does not include the total number of votes required will be discarded.
  - i. We will then give our complete slate of nominees for Director to the President Elect, who in turn will make the calls on behalf of the Nominating Committee.
  - j. In the event the President Elect gets a declination, he/she will use the next highest vote getter from the list of candidates until the correct number of Board candidates are achieved.
  - k. In the event he/she gets enough declinations that will result in there being less nomination than spots available, then the nominating committee will convene to resolve the issue.
- 4. Phase 3, Part 2 March, Past Presidents Representative (selected and recommended by the committee made up of Past Presidents).
  - a. Input by current President Elect is welcome, but the vote of the committee will be final.
  - b. Slate names and vote by general membership.
  - c. If more than one (1) person is nominated, then written ballots will again be required with a simple majority required.

### Absentee Ballots

- 1. Absentee ballot information will be posted on the website and in the CNOtes for the three (3) consecutive weeks prior to the election.
- 2. Absentee ballots must be received by the Secretary on the day proceeding the election in one of the following methods: electronic mail, hand delivered, mail delivery.

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### (V.) Meetings

#### Annual Meeting

1. An invitation to attend the annual installation meeting/dinner shall be extended to the spouse or a guest of each member of the Club.
2. The President Elect (incoming President) shall be responsible for organizing the installation meeting/dinner.
3. The Outgoing President (leaving office) shall be responsible for organizing and presenting the year end recognitions.
4. The installation shall be performed by the Lieutenant Governor Elect or any Past/Present District Officer.
5. 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/dinner.

#### Optimist of the Year Meeting

Award procedures for Optimist of the Year are included in Appendix IX. a. of this document.

#### Christian D. Larson Selection Committee Meeting

Award procedures for Christian D. Larson Award are included in Appendix IX. b. of this document.

### (VI.) Financial

#### Bonding

1. All officers who have check signing privileges shall be bonded.
2. The Treasurer shall be responsible for the annual process and records keeping of bonding.
3. Bonding shall be updated annually no later than October 1st.

#### Financial Review

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

#### General Reimbursement Information

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

#### Reimbursements for District Meetings

1. The Club shall pay the registration fee for any member, and their spouse or companion, to attend any District Meeting.
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, Ohio.
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 each of their spouse or companion to attend District Meetings held during their year of office.



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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

### Reimbursements for International Convention

1. The Club shall pay the registration fee for the President Elect, incoming President Elect, Secretary Elect, Treasurer Elect, and each of their spouse or companion to attend the International Convention. Additionally, the Club shall pay for the President Elect's and their spouse or companion 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 each of 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 applicable. 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

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### Annual Disbursements

1. The Board of Directors shall designate 20% of the net proceeds of the annual Tree Lot fundraiser for Long Range projects. These funds shall be transferred to the Long-Range Committee after the net proceeds for the annual Tree Lot fundraiser have been determined.
2. The Board of Directors shall designate 33 1/3% of the net proceeds of the annual Tom Frazier Tee Off for Youth Golf Outing for the annual donation to Children's Medical Center.
3. 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 sees evidence of the Scout seeking funds from other sources before a donation is awarded.
4. 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.
5. At the beginning of each new optimist year, the Board of Directors votes on various annual distributions that allow the Club Treasurer to pay automatically in the month needed. The Club Treasurer maintains this annual distribution listing that includes recipient, timing, and donation amount. Additionally, these donations are detailed in the monthly Board Meeting Minutes as applicable.

### (VII.) Finance Committee

#### Purpose

1. The Board of Directors shall arrange for an annual review of the financial statements of the Club by the Finance Committee.
2. To provide an oversight function to the Treasurer and financial activity of the Club.
3. To conduct a post financial review, if needed, for each of the major fundraisers (such as Tom Frazier Tee Off for Youth Golf Outing, Tree Lot, Avenue of Flags)

#### Committee Members

1. Shall consist of no fewer than five (5) nor more than eight (8) members.
2. To be appointed by the President for a three (3) year term.
3. At least 60% of the committee members shall have a financial background (either be a CPA, CMA, CIA or have a four (4) year accounting degree from a post-secondary school) or equivalent business experience.
4. The Finance Committee will be chaired by the President Elect.

#### Duties

1. Review/discuss the annual budget with Treasurer, Treasurer Elect and President Elect before submitting to Board of Directors.
2. Review/discuss the financial records of the Club as to their quality and accuracy.
3. Review/discuss potential financial risks to address.

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4. Review/discuss cash receipts not properly deposited.
5. Review/discuss cash disbursements not supported by appropriate receipts.
6. Review/discuss cash disbursements made for non-Club activities.
7. Review/discuss internal controls/procedures for fundraising activities such as:
  - a. Each club fundraising activity which generates in excess of \$5,000.00 of gross receipts shall designate a club member to be responsible to maintain a record of total receipts for the fundraising activity.
  - b. Upon completion of the fundraising activity, such club member shall report the gross receipts to the Finance Committee.
  - c. The Finance Committee shall determine that the receipts were properly recorded into the Club's accounts.

### General procedures

1. For each annual budget, the Finance Committee shall review the budget and provide commentary to the Board at its first regular meeting of each fiscal year.
2. Assist the Treasurer in any activities to improve the Club's financial reporting and investment of funds.
3. Understand the finance charter of Optimist International and ensure that the Club's financial activity follows such charter to the extent practicable.

### (VIII.) Miscellaneous

#### Bylaws

1. The Vice Presidents and the incoming Vice Presidents shall be responsible for an annual review of the Bylaws prior to the August board meeting.
2. All board members shall be familiar with the Bylaws
3. There will be an annual Bylaws and Policies and Procedures training meeting for new board members and other interested club members.

#### Policies and Procedures

1. Changes and additions to the Policies and Procedures may be enacted by the Board of Directors or the Club in accordance with the Bylaws.
2. The Vice Presidents shall jointly be responsible for maintaining, updating, and reviewing the Policies and Procedures.
3. The Vice Presidents shall jointly be responsible to have all current changes and additions, on a monthly basis, to the Policies and Procedures.
4. An updated copy of the Policies and Procedures shall be distributed to the Board Members annually at the beginning of the Optimist fiscal year.

#### Child Sexual Abuse Prevention

1. The purpose of this risk management program requirement is to reduce and/or prevent the occurrence of misconduct within the youth programs of the Club as well as to reduce the liability potential for the Club and its members by raising awareness of signs of child sexual abuse.

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2. All Board Members, Committee Chairs, and Co-chairs are required to undergo Child Sexual Abuse Prevention Training. This includes training on how to better identify the various types of abuse and understand the tactics that are most commonly used by child predators.

### (IX.) Appendix

#### Optimist of the Year Award Procedures

(Revised 8/17/2022)

1. **The Award** - The Optimist of the Year award should focus on the contributions the member has made to the success of the club in the current Optimist year. Other awards such as a Lifetime Achievement, Christian D. Larson award can be used to recognize a member's contributions over a longer period of time.
2. **Eligibility** - Any member in good standing, other than College Members, Friend of Optimists, or the current President are eligible for consideration.
3. **Annual Meeting** - There will be an annual meeting to determine the recipient(s) of the Club's Optimist of the Year award. One or two awards will be given, at the discretion of the committee.
  - a. Attendees shall consist of the past and current recipients of the Optimist of the Year Award who are current members in good standing.
  - b. The meeting shall be scheduled in the early fourth quarter of the Optimist calendar year.
  - c. The prior-prior Optimist of the Year award winner(s) is/are responsible for setting up and chairing the nomination and selection meeting.
4. **Nominations** - Those in attendance may nominate an eligible member for consideration.
  - a. After all nominations are made, the nominator will list the reasons why their nominee should be the Optimist of the Year.
  - b. Other members in attendance may also add to the list of qualifications.
  - c. These reasons should include their leadership and/or committee assignments; attendance at club sponsored activities, new member recruitment, and any other traits that contributed to the success of the club in the current Optimist Year.
5. **Vote** - Each committee member shall cast two (2) votes initially to determine the highest vote getters. Only ballots with two (2) different names on them will be counted. All other ballots will be disqualified.
  - a. A simple majority of the votes will determine the winner(s). If after the first vote, any vote getter(s) that have received votes over 50% of the number of voters present, will receive the award.
  - b. A second vote may be necessary to determine the remaining award winner if the other nominees did not receive more than the 50% threshold or may not be necessary if the initial vote totals indicate that only one award should be made.
  - c. All voters cast a second ballot with the number needed to fill the remaining award slots. Again, it's the majority vote getter that will be the award winner.
  - d. This process continues until the number of desired award winners are achieved.

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6. **Award** - The prior year award winner(s) will be responsible for placing the order for the Optimist of the Year plaques and for presenting the award at the Installation Banquet.

### Christian D. Larson Award Procedures

(Revised 10/26/2021)

The Christian D. Larson Award is a lifetime achievement recognition given to a club member who exemplifies outstanding service to the community. The award was named in honor of Christian D. Larson, the author of the well-known Optimist Creed written in 1912. It is this very creed by which Optimists live day-to-day.

Beginning in 2007, Centerville Noon Optimist Club began awarding the Christian D. Larson Award to deserving members as a way of recognizing their positive contributions to our club and community over a long period of time. The Centerville Noon Optimist Board selected all recipients from 2007-2012. In 2013 it was decided going forward, the award would best be decided by the growing group of past Larson Award recipients. The past Larson Award winners are considered best judges of contributions made by fellow members over a long period of time

1. **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.
2. **Committee Members:** The committee shall consist of all past Larson Award recipients
  - a. The committee is charged with selecting up to three (3) Larson Award winners each year.
  - b. Sometime in August of each year, the prior prior year's Larson Award winner(s) are to assemble as many past Larson Award winners as possible to select the honorees for that year.
  - c. The club secretary will provide a list of eligible club members to the prior prior year's award winner(s) by August 1st.
  - d. It is the responsibility of the prior year winner(s) to make the presentations to the new award winner(s) at the annual Holiday Party in December.
3. **Nominating Award Criteria**
  - a. Candidates for the award will have a minimum of ten (10) years in the club.
  - b. Candidates should have held leadership position(s) in the club.
  - c. Candidates have contributed greatly to the club and the community.
  - d. Candidates exhibit a positive and optimistic attitude.
  - e. Candidates have volunteered consistently over many years, actively enhancing the club's formula for success.
4. **Voting**
  - a. A slate of candidates is placed into consideration and discussed. Consideration should be given to the non-winning finalists from the previous year's nominating process
  - b. Each committee member shall cast three (3) votes initially to determine the highest vote getters. Only ballots with three (3) names on them will be counted. All other ballots will be disqualified.

# The Noon Optimist Club of Centerville

## Policies and Procedures Manual

- c. A simple majority of the votes will determine the winners. If after the first vote, any vote getters have received over 50% of the votes cast, they will receive the award.
- d. A second vote is necessary to determine the remaining award winners if the other nominees did not receive more than 50% of the vote.
- e. All voters cast a second ballot with the number needed to fill the remaining award slots. Again, it's the majority vote getter that will be the award winner. This process continues until the number of desired award winners are achieved.
- f. The prior year award winner(s) will complete the Christian D. Larson application on the Ohio International (OI) Foundation website and give the completed applications to the club treasurer to be submitted with the club's annual donation to the OI Foundation.

### Social Media Policy (Revised 2/7/2022)

Social media for Centerville Noon Optimist and affiliated clubs/events will be managed in accordance with the guidelines outlined in the Optimist International Social Media Policy, as well as the specific details below.

*It is the responsibility of members to represent the organization in its best light when using social media. Responsibilities include, but are not limited to:*

1. Passwords and security for Centerville Noon Optimist (CNO) Social Media accounts are maintained by the Social Media Committee chair(s) with oversight by the Club President.
2. Regular posting and engagement will be managed by the Social Media Committee chair(s) and/or their assigned committee members on CNO social media accounts.
3. Customer service is an ongoing activity provided by the volunteer who is utilizing the account on behalf of CNO. It is their responsibility to complete the service requested or forward the request to the most appropriate person for completion.
4. Strategy and planning are directed by the CNO Social Media Committee. Club President and committee chair(s) participate in the development of the plan and are responsible for its execution.
5. Monitoring and listening, as well as analytical tools and resources, are the responsibilities of the CNO Social Media Committee.
6. Should any posting fall outside of the adopted plan, it must be approved by the Club President.
7. Advertising is limited to CNO activities. Partners and sponsors may be afforded social media mention in accordance with established guidelines provided in any endorsement package and approved by the Committees and/or Board of Directors.
8. Social media training for volunteers and members is the responsibility of the CNO Social Media Committee.
9. Should an online crisis such as hacking occur, it is the responsibility of CNO Social Media Committee chair(s) to capture a screenshot with a time stamp and poster information included if possible and then promptly removed. All contributors to the page or account should be alerted to the issue. Passwords should be immediately updated.

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10. No individual members should post on behalf of, or representing themselves as, Centerville Noon Optimist. All updates for and on behalf of CNO must be posted by a member of the CNO Social Media Committee.
11. All recognized accounts of Centerville Noon Optimist should be added to this list as created or changed.

### *Security Protocol*

1. Facebook - Approved contributors should regularly monitor their personal accounts for security issues, including regular updates of their password.
2. All other accounts - passwords and access are coordinated by CNO Social Media Committee

### *Social Media Accounts as of 2/7/2022 follow:*

1. Facebook: @centervillenoona, @CentervilleOptimist2.0, @optimistteeoff4youth
2. Twitter: @CentNoonOpt
3. Instagram: @centervillenoonaoptimist
4. LinkedIn: Centerville Noon Optimist (company page)