

# GATEWAY DISTRICT OPTIMIST INTERNATIONAL POLICIES

## ORGANIZATION OF POLICIES (INDEX)

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## GATEway District Optimist International District Policies

### ARTICLE I: DISTRICT PURPOSES

The sole purpose of the GATEway District shall be to function as an administrative division of Optimist International in furtherance of the purposes of Optimist International, these Bylaws, and Policies as established by the Optimist International Board of Directors. The GATEway District shall provide service and support to Clubs for the purpose of enhancing growth, participation,

administration and youth service. All Clubs located within the territorial boundaries of the GATEway District shall be members of the GATEway District, except as requested by the Club or Clubs involved, and in concurrence with the District or Districts involved and the Board of Directors of Optimist International. (OI Bylaws Article VII, Section 2)

## ARTICLE II: DISTRICT POLICIES

1. The GATEway District shall adopt a set of operating policies authorized by the Optimist International Board of Directors, which will cover the items necessary to administer the GATEway District. These policies shall be adopted by the GATEway District Board of Directors at the Annual GATEway District Convention. OI Bylaws Article VII, Section 3, Paragraph E)
2. DISTRICT POLICIES The District Secretary shall provide Optimist International and each member of the District Board of Directors with a copy of all District policies immediately following the first meeting of the board.
3. POLICY REVISIONS These policies shall be reviewed annually by the GATEway District Executive Committee and revised as necessary. All revisions in policies shall be approved by the full Board of Directors. Policies may be reviewed and revised by the Board of Directors/Executive Committee at other times as deemed necessary.

## ARTICLE III: DISTRICT BOARD OF DIRECTORS

### 1. GENERAL PROVISIONS

- A. The business of the GATEway District shall be administered by a Board of Directors. The Board of Directors shall consist of the officers of the GATEway District, the two (2) Immediate Past Governors, the Lieutenant Governors (if any), **the District Secretary, the District Treasurer,** and the President of each Club Should the President of a member Club be unable to attend, a delegate from that Club would be allowed to speak and act as the President, in the conduct of the business coming before the Board of Directors. The JOOI Governor shall serve as a non-voting member on the Board of Directors. **The District Secretary and the District Treasurer positions may be filled by the same person.** (OI Bylaws Article VII, Section 3, Paragraph A)
  - B. The District Board of Directors shall be duly installed by the Official Representative of Optimist International/or designee at the first opportunity after 1 October each year.
  - C. District Board of Directors Meetings and notice (Account 130 and 360) The Governor may call a meeting of the Board of Directors each quarter, or at such time and place as he/she may determine with the advice and consent of the Executive Committee. Notices of all meetings of the Board of Directors shall be issued by the **District Secretary** and caused to be delivered to all members of the Board of Directors by the **District Secretary** at least thirty (30) days prior to said meetings. **A majority of the members of the Board of Directors registered at the conference, shall constitute a quorum for the transaction of business.** (IO Bylaws Article VII, Section 3, Paragraph F) Board meetings shall be budgeted and conducted under accounts 130 and 360 and operated on a break-even basis. Costs of any meals and gratuities may be collected by the **District Treasurer** or their Designate. (OI Bylaws Article VII, Section 3. Paragraph F)
2. DISTRICT OFFICERS AND EXECUTIVE COMMITTEE  
The officers shall be the Governor, Governor-Designate, Governor-Elect, **Secretary and Treasurer** and the Lieutenant Governors. The Executive Committee shall consist of the officers, the two (2) most Immediate Past-Governors, and the JOOI Governor as a non-voting member. (OI Bylaws Article VII, Section 3, Paragraph B and C)
  3. ELECTIONS AND TERMS OF OFFICE  
No one shall be eligible for election or hold a District office unless: He/she is duly enrolled on the Optimist International roster as a member of a Club located in the GATEway District in good standing in Optimist International: and he/she has held or is currently holding

the office of President of an Optimist Club. (OI Bylaws Article VII, Section 6, Paragraph A)

### 4. NOMINATING PROCEDURE

Functioning under the provisions of the Optimist International Bylaws, the candidate qualifications committee shall seek, qualify and nominate one or more candidates for the office of Governor-Elect.

- A. The term of office for the Governor shall be one (1) year. The Governor-Elect shall be elected at the annual or a special duly called Convention by a majority vote of the accredited delegates present and voting at the time of the election. The Governor-Elect shall not serve in any other elective office in the same year he is Governor-Elect. (OI Bylaws Article VII, Section 6, Paragraph B) The Governor-Elect shall automatically become Governor on 1 October of the year following the year in which he/she was elected Governor-Elect. Following the District Convention, the Governor-Elect shall be known as the Governor-Designate. (OI Bylaws Article VII, Section 6, Paragraph C)
- B. The **District Secretary and District Treasurer** shall be appointed for a term of one year by the Governor-Elect. The appointment of the **Secretary and Treasurer Designate** shall be confirmed at the third quarter Board meeting by the District Board of Directors, and shall take office 1 October next following confirmation. (OI Bylaws Article VII, Section 6, Paragraph D) The term of office for the **District Secretary and District Treasurer** shall be one (1) year. (OI Bylaws Article VII, Section 6, Paragraph D)
- C. District Officers Lapel Insignia (Account 400)  
The District administration 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** at the end of the administrative year. The District shall purchase and present past officers' insignia to the retiring Governor, Lieutenant Governors, **Secretary and Treasurer.** The recipients and identification of insignia shall be as follows:
  - i. Governor's insignia with stone
  - ii. Past Governor's insignia with stone
  - iii. Governor-Elect insignia with stone
  - iv. Lieutenant Governor's insignia
  - v. Past Lieutenant Governor's insignia
  - vi. Secretary-Treasurer's insignia with stone
  - vii. Secretary's insignia with stone
  - viii. Treasurer's insignia with stone
  - ix. Past Secretary-Treasurer's insignia with stone
  - x. Past Secretary's insignia with stone
  - xi. Past Treasurer's insignia with stone
- D. The Executive Committee is authorized to make purchases and pay expenses, travel allowances, reimbursements and obligations as provided by and within the limitations of the budget, make plans and establish policy furthering the objectives of the District, and exercise general control over plans, budget and program of the District Convention. (OI Bylaws Article VII. Section 3, Paragraph C)
- E. For good cause or upon death, resignation or incapacitation of any elected or appointed officers or any officer-Designate of the GATEway District, or in the event of the failure of any officer to carry out the duties of his/her office, the incumbent District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of his/her term should either of the Immediate Past-Governors be unable to serve as a member 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/her place and stead. The foregoing shall apply to any individual who has been elected or appointed to office but for any reason

does not assume or carry out the duties of his/her office.  
(OI Bylaws Article VII, Section 3, Paragraph D)

- F. The District Executive Committee shall meet immediately prior to meetings of the District Board of Directors or at the call of the Governor or a majority of the members of the Executive Committee. OI Bylaws Article VII, Section 3, Paragraph C)
- G. Pursuant to the International Bylaws, and limitations therein, and excepting those functions and responsibilities specifically assigned to the Board of Directors by the Bylaws, the Board of Directors shall, for purpose of expediency and efficiency, delegate its powers and authority to the Executive Committee. (OI Bylaws Article VII, Section 3, Paragraph C)
- H. Minutes of Meetings  
It shall be the responsibility of the **District Secretary** to keep accurate minutes of all meetings of the District Executive Committee, the District Board of Directors, and the annual District Convention and to provide a copy of such minutes to members of the Board of Directors, Optimist International, and such others as the Board of Directors may indicate, not later than thirty (30) days prior to adjournment of the next meeting or Convention.

#### ARTICLE IV: ADMINISTRATION

##### 1. ESTABLISHMENT OF ZONES

Pursuant to the International Bylaws, the number and boundaries of zones, for any administrative year, if subject to revision, shall be determined by the Board of Directors prior to its meeting held in the third quarter of the preceding year to accommodate the selection of Lieutenant Governors to serve during the next administrative year. All Proposals for the realignment of zone boundaries shall be submitted to the Governor not less than thirty (30) days prior to said meeting. No zones shall be created with less than two Clubs. New Clubs will be normally assigned to the Zone of the sponsoring club(s) for a period of one year to ensure the New Club Program is implemented. Lieutenant Governor of the sponsoring club(s) shall be responsible for the club. Any club may petition the Governor to be moved from the current Zone to another for a valid reason. Valid reason for consideration may be distance from the main concentration of the clubs in the Zone or a historical/legacy attachment. Clubs can only move to an adjoining Zone. Petition will be reviewed by Governor and voted on by Executive Committee of the District.

##### 2. ZONE MEETINGS

Each Lieutenant Governor shall be responsible for the conduct of a zone meeting as needed during the administrative year and notice of such meetings shall be sent to the President and Secretary-Treasurer or Club Secretary (if positions separated) of each Club in the zone not less than seven (7) days prior to the meeting.

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, such expense shall be budgeted and paid for by the District administration. (Account 360)

The Lieutenant Governor shall be responsible for the preparation and distribution of each zone meeting program and the completion and filing of a report on each zone meeting on the form provided by Optimist International. Because zones are not legislative bodies, minutes are inappropriate and are not required. The dates for all zone meetings shall be established with the knowledge and approval of the Governor.

##### 3. 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. (OI Bylaws Article VII, Section 3, Paragraph G) The Governor-Designate shall appoint the chairpersons and the required number of members of all committees, and shall announce such appointments not later than 1 October following his/her election. (OI Bylaws Article VII, Section 5, Paragraph G)

The following standing committees are established:

- Achievements and Awards
- Activities - members.

- Audio/Visual
- Candidate Qualifications
- Chaplain
- Childhood Cancer Campaign
- Conferences and Convention
- Finance
- Fitness
- Gazette
- Governance/Planning
- Hospitality
- JOOI Clubs
- Leadership Development
- Marketing and Public Relations
- Membership
- New Club Building
- Optimist International CCDHH
- Optimist International Convention Ambassador
- Optimist International Essay Contest
- Optimist International Foundation Representative
- Optimist International Junior Golf Championship
- Optimist International Oratorical Contest
- Parliamentarian
- Personal Growth and Development
- Photographer
- Registrar
- Sergeant-At-Arms
- Substance Abuse
- Supply
- Webmaster

The Governor may also establish ad hoc committees, with the approval of the Executive Committee, and appoint the chairpersons and required number of members as he/she deems necessary for the efficient and expedient administration of District business.

##### 4. LEADERSHIP DEVELOPMENT

The committee will be responsible for promotion and planning of training at District Conference. This committee will, be responsible for distribution and use of training modules and for implementation of Optimist International directed training programs. This committee will provide liaison between District administration and clubs for training and will select the best faculty available for District training events. The committee will provide necessary continuity between OI Board, District administration and the clubs. District Conferences will be planned and conducted to strengthen local clubs and District through leadership training and development. District leaders shall encourage the attendance of club officers and committee members, District Officers and Committee members, and all Optimist members that may benefit from the attendance.

##### 5. ACHIEVEMENT AND AWARDS (Account 410)

The District may budget, maintain, and conduct an annual Achievements and Awards Program which shall be prepared and evaluated by the chairperson of Achievement and Awards with the collaboration of the Governor, Governor-Elect, **Secretary and Treasurer** and through consultation with their predecessor and which shall be presented to the District Board of Directors for final approval at its first meeting.

It shall be the responsibility of the District administration to promote and encourage participation in both District and International achievement and awards programs. Pursuant to the achievement and awards program and policies of Optimist International the District administration shall refrain from offering or conducting any awards competition, personal or Club, for any activity or performance embraced by Optimist International's Achievement and Awards Program. The District's achievement and awards program shall conform to the District program advocated by the Optimist International Board of Directors.

- 1. Achievement and Awards will be on a quarterly basis (October-December; January-March; April-June; and July-September).
- 2. District Achievement and Awards results will be presented at the next District Conference/Convention following closure of the quarterly period.
- 3. District Achievements and Awards will be awarded in three different size classes. Class A is Optimist Clubs with Membership up to and including 15 members; Class B will be clubs with membership from 16 to 29 members;

and Class C will be clubs with membership of 30 or higher members. The size determination will be made based upon 1 October membership numbers.

4. Clubs in Class A, B and C will receive a \$25 gift certificate to be used at the GATEway District Supply table for having the highest point total for the quarter and \$50 gift certificate for the highest point total for the year in their respective class.
5. **DISTRICT ACHIEVEMENT AND AWARDS APPEALS AND PROTESTS**

Any appeal or protests of the final published standings of Clubs or individuals in the District achievement and awards program to be considered, must be in the hand of the **District Secretary** no later than thirty (30) days following the publication of the standings. The District Executive Committee shall have the power and authority to review and adjudicate any such appeal or protest and its decision shall be final. To be eligible to receive any award or recognition, all financial obligations of a Club to the District shall have been met by the closing day of the administrative year.
6. **DISTRICT BULLETIN (Account 330)**

The District administration may publish a District bulletin under the direction of the Governor and edited by the District bulletin editor or District publicity chairperson appointed by the Governor. Costs, publication frequency and distribution shall be established by the District administration from year to year according to the budgetary provisions and available funds. As a minimum, the bulletin shall be published and distributed to all District officers, District committee personnel, Club Presidents, and Secretary-Treasurers or Club Secretaries (if position separated) and the International Office and officers.
7. **DISTRICT DIRECTORY**

The District administration may publish, at the earliest possible date after the beginning of the administrative year, a District directory. The directory shall contain the names, addresses, email addresses, and telephone numbers of all District officers, District committee chairpersons, Club Presidents, Secretary-Treasurers or Secretary and Treasurer, Club meeting days and locations, past Governors, Optimist International officers and JOOI Leadership, JOOI Clubs and locations, supporting organization to include supporting personnel and sponsoring active adult club names. When feasible and practical the directory shall also include all District policies and the dates and locations of all District meetings and conferences of the administrative year.
8. **GOVERNOR'S CLUB VISITATION**

The Governor shall not be required or expected to visit every Club in the District. The Governor's Club visitations shall be limited, at his or her discretion, to charter presentations to new Clubs, zone meetings and such special events as may be conducted by Clubs and to which they may be invited. In view of the demand upon their time and administrative responsibilities, the Governor may delegate or appoint an individual to appear in their place and stead on such occasions. The travel expenses for this individual will be reimbursable as provided for in Article VI: Financial, Section 4 and charged to account 265.
9. **OUTSTANDING LT. GOVERNOR**

The GATEway District will present on Outstanding Lt. Governor award annually, consistent with the awards of programs of Optimist International.

## ARTICLE V: CONFERENCES AND CONVENTION

1. **DISTRICT CONFERENCES (Accounts 130 and 360)**

District conferences shall be planned and conducted by the District administration at the time and place and to include meetings of the District Board of Directors. Such conferences shall invite and encourage the attendance of Club officers and committee chairpersons, District officers, and District committee personnel, and such others as may benefit from the conduct of such conferences. The program for such conferences may include the introduction and promotion of Club and District goals and objectives, buzz sessions, forums, round tables, leadership development events and under the leadership of the Lieutenant Governors, brief zone meetings. The District Conference in the 3<sup>rd</sup> Quarter shall include the election of Lieutenant Governors for the ensuing year and, if not otherwise

scheduled, the District oratorical contests finals and District CCDHH finals. All such conferences will be budgeted and conducted on a non-profit, break-even basis. The District administration may collect fees for any meal service and gratuities provided at such conferences. Notice of such conferences and programs thereof shall accompany the notice of District Board of Directors meeting.

1. Conference Complimentary Registrations and hotel/motel/ lodging shall be made for the incumbent Governor and spouse, Convention **Chair** and spouse as well as the official Optimist International Representative and spouse and shall be anticipated in the **Conference** budget.
  2. Conference duration shall be a two plus day event beginning on Friday and ending Sunday exclusive of social, recreational, or other extra-curricular activities.
  3. District Registrar, **District Secretary and District Treasurer** shall receive complimentary registration for District Conference.
  4. **ROBERTS RULES OF ORDER** shall govern the Conference proceedings, in all cases not governed by the Constitution and Bylaws.
2. **DISTRICT CONVENTIONS**

The District Convention shall be held in August or September on such dates and at such location as determined by the District Board of Directors at the recommendation of the District Convention committee. The Convention city shall be determined by vote of accredited delegates to the annual Convention following the recommendation of the Convention committee, for as many years in advance as may be deemed necessary not exceeding five (5) years. The District administration shall provide all member Clubs with an opportunity to bid for the conduct of Conventions in their respective locations. Such bids or invitations shall be submitted to the Convention committee not later than thirty (30) days prior to the Convention at which the selection(s) shall be made. The District Board of Directors shall have the power to substitute another city in the event circumstances make such action necessary or advisable. The **District Secretary** shall issue and cause to be delivered to each member Club in the District an official call for the annual Convention at least thirty (30) days prior to the date thereof, in which notice the time and place of the annual Convention shall be set forth. In the event of an emergency, with the approval of the Optimist 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** shall issue and cause to be delivered to each member Club in the District, at least twenty (20) days prior to the date of said special Convention, a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted. The method and means of voting at Convention shall be established by the District Board of Directors.
  3. **CONVENTION BUDGET AND FINANCE REPORT (Account 120 and 350)**

The Convention budget shall be prepared and approved as 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 Convention committee chairperson, Governor, and **Treasurer** and shall be included in the District's annual financial statement.
  4. **CONVENTION – COMPLIMENTARY REGISTRATIONS**

The incumbent Governor and spouse, Governor-Designate and spouse, **District Secretary and spouse, District Treasurer and spouse**, and the Convention Chair and spouse as well as the official Optimist International Representative and spouse shall receive complimentary Convention registration and hotel/motel lodging and such shall be anticipated in the Convention budget. **District Registrar shall receive complimentary registration for District Convention.**
  5. **CONVENTION DURATION**

The annual Convention shall be a three (3) day event beginning on Friday morning and ending Sunday exclusive of social, recreational or other extra-curricular activities.
  6. **FLAGS, CREED AND BANNERS**

- The District administration will display at all District Conventions appropriate national flags, the District banner and the Optimist Creed banner in the room in which the Convention business is conducted.
7. GIFTS – MEMENTOS (Account 450)  
The District will present a gift and/or memento to the retiring Governor and to the official Optimist International Representative to the annual District Convention. The **District Secretary** shall be responsible for the selection of such gifts or mementos to the retiring Governor and the Governor shall be responsible for the selection of a gift to the Optimist International Representative.
  8. CLUB HOSPITALITY ROOMS AT CONVENTION  
All Club hospitality rooms or other accommodations serving a like purpose shall be closed during Convention business sessions or training events.
  9. CONVENTION PROGRAM  
The Convention committee shall prepare through consultation with the Governor and Governor-Elect, the schedule of Convention events and meetings for submission to the District Board of Directors not less than ninety (90) days prior to the Convention. The Governor through consultation with the Governor-Elect shall prepare the agenda and/or curriculum for all Convention business sessions, leadership development events, forums and meal service events. The Convention schedule shall include as a minimum, the following events:
    1. A business session necessary to accomplish the business of the Convention.
    2. All leadership development events for Club and District officers as prescribed by Optimist International.
    3. A meal service event to provide the official Optimist International Representative with an opportunity to address assembled delegates and guests.
    4. A recognition banquet featuring the installation of new District officers.
  10. CONVENTION REGISTRATION REFUNDS  
All requests for refunds of prepaid Convention registrations must be made in writing by the pre-registered individual. Such requests for refunds must be received by the Convention chairperson or **District Treasurer** at least three (3) days prior to the first day of the Convention. No refunds of partial registrations shall be honored.
  11. CONVENTION RULES  
Convention rules shall be adopted by a majority vote during the first business session of each Convention: but may be suspended, rescinded or amended after their adoption by a two-thirds vote. A quorum of any District Convention shall consist of a majority of accredited delegates. (OI Bylaws Article VII, Section 4)
    1. The Convention shall be composed of registered Optimist delegates as set forth in the Optimist International Bylaws Article IV, Section 1, Paragraph F.
    2. To be accredited by the credentials committee and eligible to vote on 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.
    3. *ROBERTS RULES OF ORDER* shall govern the Convention proceedings, in all cases not governed by the Constitution and Bylaws, and these Convention rules.
    4. Delegates shall register promptly upon arrival and shall attend all sessions of the Convention.
    5. The credentials committee shall report at the first session thereof and periodically thereafter, or when directed to do so. The report shall include only those Clubs with properly accredited delegates and may be amended by the committee before or between Convention business sessions.
    6. A member holding membership in more than one Club may become an accredited delegate for such Clubs provided they have completed registration and paid a registration fee as a delegate from each Club for which they intend to vote.
    7. The program as printed shall be the official program of the Convention.
    8. The candidate qualifications committee shall report its nomination at the first business session. Following the report of the candidate qualification committee the Governor shall call for other nominations from the floor and then call for the closing of nominations. The election shall be conducted during the last business session.
  9. Nominations from the floor shall be limited to a statement including the candidate's name, Club and office for which they are being nominated.
  10. There shall be no nominating speeches if there are no nominations from the floor following the report of the candidate qualifications committee. 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 (2) for each candidate, one (1) of five (5) minutes duration, and one (1) of two (2) minutes duration.
  11. Voting
    - a. All voting shall be by 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. In the event of a vote by ballot is ordered the chair shall appoint a committee of tellers and name its chairperson. At the conclusion of the balloting the tellers shall count the ballot and 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 entertain a motion to destroy the ballots.
    - b. Only accredited delegates may vote according to provision of Optimist International Bylaws, Article IV, Section 1, Paragraph F. Said delegates will be seated in a special section at Convention business sessions.
    - c. Accredited delegates from each Club shall select a chairperson who will cast the votes for their delegation on any Convention business requiring a vote by written ballot or roll call.
    - d. Each delegation chairperson shall present themselves to the credentials committee, before the close of registration on the opening day of the Convention, to verify the accreditation of their Clubs delegates to obtain official ballots for the use of their delegation throughout the Convention.
    - e. Delegation chairpersons unable to verify accreditation and obtain ballots within the hours of registration of the opening day of the Convention may do so by presenting themselves to the credentials committee during the hour preceding the time the business meeting of any day is called to order. Ballots shall not be distributed during the conduct of business meetings. In the event of lost blank ballots obtained in advance by a delegation chairperson, they may appear before the credentials committee and request duplicate ballots.
    - f. 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).
    - g. The vote on any business or question before the Convention except reports of the candidate qualifications committee, resolutions or constitution and bylaws committee shall be taken immediately following its presentation and debate.
  12. In the event a vote by ballot is ordered, balloting shall be conducted in the following manner:
    - a. The meeting shall be recessed for marking and depositing ballots.
    - b. The presiding officer shall appoint a committee of tellers as provided earlier in Paragraph 11a.

- c. To expedite the balloting process, multiple ballot boxes may be placed in convenient places within the meeting room. Tellers shall be stationed at each ballot box.
- d. Each delegation shall deposit one ballot for their Club only.

**13. Number of Votes. In the transaction of convention business requiring a vote, each Club in good standing shall be entitled at the District convention to one (1) vote for each 10 members or majority fraction thereof (6 or more) based on the numerical membership enrolled by the Club in the office of Optimist International as of 10 days immediately preceding the convention. Each Club in good standing shall be entitled to a minimum of one vote. All voting shall be based on total number of votes cast by accredited delegates and, unless otherwise stated, any matter requiring a vote shall be approved by majority of votes cast by accredited delegates. (OI Bylaws, Article IV, Section 1, Paragraph E)**

**12. OPTIMIST INTERNATIONAL CONVENTION**

With due respect to the location and duration of the Optimist International Convention, the Governor, Governor-Designate, **District Secretary and District Treasurer, and District Secretary Designate and District Treasurer Designate** shall receive an amount to be budgeted annually (Accounts 500, 510, 540, 541 and 550) toward the expense of attendance at the Optimist International Convention, excluding those expenses reimbursable by Optimist International. To qualify for this amount, each must attend and be registered at the full Convention and show evidence thereof when submitting their expense voucher. With due respect to separate positions of District Secretary and District Treasurer, the available funds earmarked (Account 502 and/or 505) shall be provided by the following process: (a) one of the officers decides to pay his/her own way or is unable to attend, funds will be provided to other officer; (b) designated funds are divided equally between the two officers; (c) if both desire to attend and both officers require funding to attend ; however, funds budgeted and available do not support, then Governor (current officers) or Governor-Designate (designate officers) will make decision as to which one will attend. With due respect to the location and duration of the Optimist International Convention, and available funds each Lieutenant Governor-Elect who attends the full Optimist International Convention shall participate in the distribution of available funds budgeted annually for the purpose of financial assistance to those Lieutenant Governors-Elect who are registered and attend full Convention. This must be shown when submitting their expense voucher.

24. Hospitality Room at –Optimist International Convention  
The District administration may maintain a District headquarters or hospitality room at Optimist International Conventions, the rental of which only, shall be budgeted and chargeable to Account 560 of the Standard District Chart of Accounts.

**ARTICLE VI: FINANCIAL**

**1. DISTRICT DUES**

- 1. Each Club, except college Clubs, in the District shall pay for each member enrolled in the Optimist International Office as of 30 September, 31 December, 31 March, and 30 June, annual dues of \$16.00 per regular member, and \$8.00 per full time college student member, payable 1 October 1 January, 1 April, and 1 July of each year, subject to the approval of the Board of Directors of Optimist International and in accordance with Optimist International Bylaws. Annual dues payable by a newly affiliated Club shall commence on the first day of the third month following that in which such Club is officially organized, such payments to be based on the number of members enrolled in the International Office on that date. (OI Bylaws Article VII, Section 5)
- 2. Each college club, as defined by Optimist International, shall not pay any District dues, as approved by the Board of Directors of Optimist International and in accordance with Optimist International Bylaws.

- 3. Foreign Clubs: Clubs that are included in the GATEway District from countries listed in Tier 3, as defined by Optimist International, will not be charged district dues effective May 1, 2008.
- 4. A District, by resolution adopted by a two-thirds majority of the votes cast by the accredited delegates to its annual convention, may petition the Board of Directors of Optimist International, in the form and manner prescribed by that Board, for adjustment of the amount of its annual dues. (OI Bylaws Article VII, Section 5)
- 5. No financial obligation or assessment, of any kind, other than provided in these Policies, shall be placed upon or requested of the Clubs or their members by the District. (OI Bylaws Article VII, Section 5).

**2. BUDGET AND REVIEW**

The Finance Committee, in consultation with the incoming Governor and District **Treasurer**, shall prepare the proposed annual budget for submission to the incoming Executive Committee for commendation and to the incoming board for approval at the first meeting of the administrative year. All budgets shall employ the Standard District Chart of Accounts, account numbers, definitions, and required supplements established by Optimist International. (OI Bylaws Article VII, Section 5)

The Finance Committee will review all financial records (including but not limited to invoices, checks, bank statements) at least quarterly.

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 shall be submitted to the District Board of Directors not later than 31 December of each year. (OI Bylaws Article VII, Section 5)

**3. DISTRICT BANK ACCOUNTS**

The District will have one operating account, one CD or money market account and may have one fundraising account. There will be a roll-over subaccount of the operating account for the net income, if any, generated by JOOI. Donations made for JOOI will be deposited directly into the JOOI subaccount.

The District may open a separate fundraising account where funds earned from the Optimist Golf for Kids Tournament will be deposited. The Governor shall appoint a committee to prepare a budget and control the distribution of funds to designated programs (Children’s Hospital, club grants, JOOI club grants, scholarships, program improvements, District marketing program, etc.). **District Treasurer** will serve on the committee, the operation of the committee will be overseen by the Governor. The fundraising account will be in the same bank as the District operating account. No monies from the fundraising account will be used to supplement the District operating account.

The Governor and **District Treasurer** will have signature authority subject to the approval of the Executive Committee. Check cards, ATM cards and credit cards will not be authorized for any District account. Withdrawal of monies from District CD or money market account will require signature of both Governor and **District Treasurer**. Any remote cash withdrawal device including checks written for cash is strictly prohibited (which would include computer and ACH transfers).

Electronic payment systems may be set up for receiving monies into the GATEway District accounts. The individual depositor to the electronic payment system will pay the electronic payment fee. The electronic payment system will be under the supervision of the **District Treasurer**. The banking online system may be used to check account balances and download statements.

- 4. TRAVEL EXPENSES – GENERAL (Accounts 200 through 265)  
Authorized individuals (includes elected **officers**, district appointed **officers**, Lieutenant Governor and District Committee **Chairs**) shall be reimbursed for expenses incurred in travel on District administration business upon receipt by the **District Treasurer**, upon approval of the Governor, on a properly completed and signed voucher accompanied by a copy of any required report in writing such as a visitation report, zone meeting report, or committee **chair** report. Reimbursement shall be at the rate **determined by the Executive Board annually** that no reimbursement shall be made for occasions within the city of the individual’s residence. **Rate shall**

**not exceed rated used by Optimist International.** All reimbursements shall be made within the limitations of budget and available funds. **Reimbursement of per diem for District Conferences and Convention is allowed. The per diem reimbursement rate will be determined by the Executive Board annually. Rate shall not exceed rate used by Optimist International.**

There is a limit of two (2) days per diem at conferences and three (3) days at the annual Convention. Requests must be submitted within thirty days of incurred expense.

5. TRAVEL EXPENSES – GOVERNOR (Account 200)  
The Governor shall be reimbursed for authorized travel expenses when engaged in the execution of the responsibilities of their office excluding those occasions reimbursable by Optimist International. All expense vouchers submitted by the Governor shall be approved by the District finance chair prior to payment.
6. TRAVEL EXPENSES – GOVERNOR-ELECT AND GOVERNOR DESIGNATE (Account 255)  
The Governor-Elect (designate) shall be reimbursed for authorized travel expenses incurred in attendance at District conferences, District board and Executive Committee meetings, District Conventions, and such other occasions and events specifically requested by the Governor.
7. TRAVEL EXPENSES – LIEUTENANT GOVERNORS (Account 210)  
Lieutenant Governors shall be reimbursed for authorized travel expenses, when engaged in the business of the District administration or Optimist International, incurred in required visitations, authorized zone meetings and charter presentations within their zones, meetings of the District Executive Committee and Board of Directors, and District conferences.
8. TRAVEL EXPENSES – PAST GOVERNORS (Account 260)  
The past Governors serving as members of the District Board of Directors shall be reimbursed for authorized travel expenses incurred in attendance at meetings of the District Executive Committee and Board of Directors and the District Convention.
9. TRAVEL EXPENSES – SECRETARY AND TREASURER (Account 250)  
The District Secretary and District Treasurer shall be reimbursed for authorized travel expenses incurred in the execution of the duties of their office, attendance at meetings of the District Board of Directors and Executive Committee, District conferences and Conventions, and such other occasions and events specifically authorized by the Governor.
10. TRAVEL EXPENSES– SECRETARY AND TREASURER (Account 250)  
The District Secretary and District Treasurer shall be reimbursed for authorized travel expenses incurred in the execution of the duties of their office, attendance at meetings of the District Board of Directors and Executive Committee, District conferences and Conventions, and such other occasions and events specifically authorized by the Governor. Travel expenses cannot exceed the budget amount for the Secretary and Treasurer account. With due respect to separate positions of District Secretary and District Treasurer, the available funds earmarked (Account 250) shall be provided by the following process: (a) one of the officers decides to pay their own way or is unable to attend, funds will be provided to other officer; (b) designated funds are divided equally between the two officers; (c) if both desire to attend and both officers require funding to attend ; however, funds budgeted and available do not support, then Governor will make decision as to which one will be reimbursed. **The District Secretary and District Treasurer are eligible for per diem.**
11. TRAVEL EXPENSES – COMMITTEE CHAIRPERSONS (Account 265)  
District committee chairpersons shall be reimbursed for authorized travel expenses incurred in attendance at District conferences, District Conventions, District Executive Committee and Board of Directors meetings, when specifically requested by the Governor to be present and report.
12. **Lieutenant Governor training expense at district convention and Lieutenant Governor retreat shall be accounted for against the budget line established for Lieutenant Governor’s training. The Governor-Elect is responsible for the training of his/her Lieutenant Governors and should stay within the budget line**

**established for this training. If the Governor-Elect believes the amount is inadequate, he/she must request a motion and amendment to change the expense line.**

## ARTICLE VII: NEW CLUBS

1. NEW CLUB CHARTER PRESENTATIONS  
Dates and programs for the charter presentation events of new Clubs shall be established by joint action of the new Club, the new Club’s sponsor Club, and the Governor or the Lieutenant Governor of the zone in the Governor’s behalf. Charters shall be presented by the Governor or their appointee. In the event of a charter presentation occurring after the end of the administrative year in which the new Club was established, the then immediate past Governor shall have the prerogative of presenting the charter.
2. GIFTS TO NEW CLUBS (Account 440)  
Each new club shall be provided with a complimentary Club Banner, Optimist Creed Banner, bell and striker, purchased through Optimist International or previously retrieved from disbanded or revoked clubs. If items are to be purchased, the following hierarchy shall be used: sponsoring club(s); District and sponsoring club(s) equally shared, to the best ability of all parties, in the financial burden; and District alone. District leadership shall annually include an estimated budget amount for said purpose.

## ARTICLE VIII: OFFICIAL OPTIMIST INTERNATIONAL VISITORS

1. OPTIMIST INTERNATIONAL PRESIDENT’S VISITATIONS (Account 130 and 360)  
The Governor, at the request of Optimist International, shall provide preferred and alternate locations for the visitation of the Optimist International President. All plans and arrangements for the Optimist International President’s visit shall be under the direct supervision of the Governor and District administration including the provisions of complimentary accommodations, customary courtesies, and a suitable gift or memento. The event shall be budgeted and conducted under Accounts 130 and 360, and operated on a break-even basis. All Clubs in the District shall be invited, at least thirty (30) days in advance, to send representatives to the event. Clubs in the city or area of this visitation, under the leadership of the Lieutenant Governor, may be invited to provide manpower for the conduct of the event. The Governor and spouse, or a past International or District officer and spouse, shall be designated as official host to the Optimist International President.
2. INTERNATIONAL REPRESENTATIVE TO DISTRICT MEETINGS  
In keeping with the policy of Optimist International to provide an official Optimist International Representative to the first District board meeting held in the year, 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 Optimist International President, including complimentary accommodations and registration, shall also be provided to such official Optimist International Representatives.

## ARTICLE IX: OPTIMIST INTERNATIONAL CONTESTS (ORATORICAL, CCDHH, ESSAY AND JUNIOR GOLF CHAMPIONSHIPS)

1. DISTRICT ORATORICAL CONTEST
  1. The District shall conduct both a boys and girls oratorical contest each year. The District finals will be held at the third Quarter District conference. If preliminary contests are necessary, they will be held prior to the third Quarter District contest.
  2. Pursuant to the policies of Optimist International, all phases of the District contests shall be conducted in strict compliance with Optimist International Oratorical Contest Rules.
  3. A committee of three members from Clubs in the city where the District finals are held shall be appointed by the Governor to

assist the District contest chairperson in the selection of facilities, equipment, judges, etc., and other details pertinent to the conduct of the contests.

4. Zone contests are to be conducted under the supervision of and coordinated by the District oratorical contest chairperson, with responsibility for the actual conduct of zone contests assigned to Lieutenant Governors.
  5. An entry fee set by the Executive Committee shall be paid for each entry (boy and/or girl) by all Clubs sponsoring an entrant(s) in zone contests. First place winners at the zone level will advance to an area competition; first place winners at the area competition will be invited to participate in the District Oratorical Contest. The costs of all transportation, food and lodging while at, or enroute to and from any District contest level shall be the responsibility of the entrants or the sponsoring Clubs.
  6. It shall be the responsibility of the District oratorical contest chairperson to submit the required materials and information on contest winners to the Optimist International Office within thirty (30) days following the contest. The presentation of the official scholarship award provided by Optimist International shall be made by the Governor at the District Convention when possible.
  7. The costs of all District, Area, and Zone plaques and certificates and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 140 and 370. All such items shall be supervised by the District contest chairperson and accountable to the **District Treasurer** who shall make all purchases and expenditures and record all revenue and expenses. Club trophies are not reimbursable.
  8. District representative to Regional/World Championship Oratorical contest will be reimbursed up to the District Budget amount.
  9. **The District may pay for one night's lodging at the district's conference location per oratorical contestant finalist provided their place of residence is over 50 miles from the conference site. The district may also pay for two district meal tickets per finalist.**
2. DISTRICT COMMUNICATIONS CONTEST FOR THE DEAF AND HARD OF HEARING (CCDHH)
    1. The District shall conduct both a signing and oral contest each year. The District finals will be held at the third quarter District conference. If preliminary contests are necessary, they will be held prior to the third quarter District contest.
    2. Pursuant to the policies of Optimist International, all phases of the District contests shall be conducted in strict compliance with Optimist International CCDHH contest rules.
    3. A committee of three members from Clubs in the city where the District finals are held shall be appointed by the Governor to assist the District contest chairperson in the selection of facilities, equipment, judges, etc., and other detail pertinent to the conduct of the contests.
    4. Zone contests are to be conducted under the supervision of, and coordinated by, the District CCDHH contest chairperson, with responsibility for the actual conduct of zone contests assigned to Lieutenant Governors.
    5. An entry fee set by the Executive Committee shall be paid for each entry (boy and/or girl) by all Clubs sponsoring an entrant(s) in District contests. The costs of all transportation, food and lodging while at, or enroute to or from any contest level shall be the responsibility of the entrants or the sponsoring Clubs.
    6. It shall be the responsibility of the District CCDHH contest chairperson to submit the required materials and information on contest winners to the Optimist International office within thirty (30) days following the contest. Optimist International provides one scholarship and one scholarship in a matching dollar amount is provided by the District. The presentation of the official scholarships provided by Optimist International and the District shall be made by the Governor at the District Convention when possible. The scholarship provided by the GATEway District shall be paid directly to the elder winning contestant and parent or guardian should contestant be a legal minor at time of contest. The scholarship provided by the GATEway District shall be paid directly to the eldest contestant

should contestant be a legal adult at time of contest. The younger winning contestant shall receive the Optimist International Foundation award.

7. The costs of all District trophies and zone certificates, and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 141 and 371. All such items shall be supervised by the District contest chairperson and accountable to the **District Treasurer** who shall make all purchases and expenditures and record all revenue and expenses. Club and zone trophies are not reimbursable.
  8. **The District may pay for one night's lodging at the district's conference location per CCDHH contestant finalist provided their place of residence is over 50 miles from the conference site. The district may also pay for two district meal tickets per finalist.**
3. DISTRICT ESSAY CONTEST
    1. The District shall conduct an Essay Contest each year. The required information regarding the District winner shall be forwarded to the Optimist International Office no later than April 15.
    2. All phases of the contest shall be conducted in strict compliance with Optimist International Essay Contest rules.
    3. A District chairperson may be appointed by the Governor to administer all details pertinent to the conduct of the District contest.
    4. An entry fee set by the Executive Committee shall be paid by all Clubs sponsoring an entrant. Entry fees shall be adequate to cover all expenses incurred by the District in the conduct of the contest.
    5. The cost of all Zone framed certificates and 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 **Treasurer** who shall make all purchases and expenditures. Club Essay expenses are not reimbursable.
  4. DISTRICT OPTIMIST INTERNATIONAL GOLF CHAMPIONSHIP
    1. The District may conduct a Junior Golf Championship tourney each year. The District finals shall be conducted and the number of contestants provided to the Optimist International Office by the required date.
    2. All phases of the contest shall be conducted in strict compliance with Optimist International Junior Golf Championship rules.
    3. A chairperson shall be appointed by the Governor and shall be responsible for all details pertinent to the conduct of the contest.
    4. An entry fee set by the Executive Committee shall be paid by all Clubs sponsoring an entrant in the District contest or zone contest, if such contests are conducted. The costs of all transportation, food and lodging in relation to zone and/or District contests shall be the responsibility of the sponsoring Clubs.
    5. The cost of all awards and all authorized receipts and expenditure shall be budgeted and audited under Accounts 145 and 380. All such items shall be supervised by the **District Treasurer** who shall make all purchases and expenditures.

## ARTICLE X: YOUTH CLUBS CONFERENCE

1. The District shall be encouraged to conduct a conference for Junior Optimist and Octagon Clubs each year.
2. A planning committee comprised of the District youth Clubs chairperson, youth Club Governor, youth Club Board of Directors and youth Club sponsors and advisors, as the committee deems necessary, shall be responsible for organizing all phases of the conference.
3. Elections for District youth Club officers must be held in accordance with guidelines in District Youth Club Bylaws.
4. Finances shall be under the control of the **District Treasurer** and youth Clubs chairperson.



## **ARTICLE XI: GATEWAY DISTRICT OPTIMIST OF THE YEAR AND GATEWAY DISTRICT HALL OF FAME**

1. **GATEWAY DISTRICT OPTIMIST OF THE YEAR**  
The GATEway District will present a GATEway District Optimist of the Year award annually. The award will be named the Big John Ware Optimist of the Year award. The award is designed to recognize excellence in Optimist service and leadership. In addition, the nominee shall have demonstrated personal demeanor that is in keeping with the philosophy of Optimist International and the GATEway District.

1. The nominee must be a member, in good standing, of an Optimist Club situated in the GATEway District.
2. The nominator must be a member, in good standing, of an Optimist Club situated in the GATEway District. The Nominator may be an Optimist Club, in good standing, situated in the GATEway District provided the nomination letter is signed by the current Club President. Nominator is limited to one (1) nomination per administrative year. The nomination must include the following information about the nominee:
  - a. Full name, mailing address and telephone number.
  - b. Club Name.
  - c. Club and District positions held, if any.
  - d. A brief composition (no more than 300 words) detailing why this person should receive the title as Big John Ware Optimist of the Year award.
  - e. Full name, mailing address, telephone number and Club name of the nominator. If the nominator is an Optimist Club, this information pertains to the current Club President. Unless requested, the nomination letter will be mailed to the nominee after the recipient has been named.
3. The GATEway District Candidate Qualifications Committee shall select the Big John Ware Optimist of the Year from nominations received. The Candidate Qualifications Committee shall be in charge of promotion and shall receive all nominations. The decision of the Candidate Qualifications Committee shall be final.
4. All nominations must be received by the Candidate Qualifications Committee by June 30.
5. The recipient of the Big John Ware Optimist of the Year will be announced at the District Convention during the Governor's banquet.
6. The recipient, in recognition of this award, will receive:
  - a. Big John Ware Optimist of the Year plaque proclaiming the name of the recipient, the year of the award, the current Governor, the current theme, and any other information pertinent to the award.
  - b. Reserved seating and complimentary dinner during the Governor's banquet for himself/herself and spouse/friend.
  - c. One night complimentary lodging at the hotel where the District Convention is held and recipient convention registration.
  - d. Recipients name shall be entered on the registry of GATEway District Optimist of the Year recipients printed annually in the District Directory.
  - e. Have his/her name and year of award affixed to the GATEway District Optimist of the Year banner.

### **2. GATEWAY DISTRICT HALL OF FAME.**

The GATEway District will establish a GATEway District Hall of Fame award to recognize good and effective leadership and to those GATEway Optimists that have served the GATEway District with honor and distinction. All past and current Optimists of the GATEway District can qualify and meet the established requirements.

#### **QUALIFICATIONS**

1. Serve ten (10) years as an Optimist as a member of an Optimist Club and be in good standing of an Optimist Club in the GATEway District.
2. Shall have held the office of Governor, or
  - a. Shall have held the office of Lieutenant Governor and shall have attained the status of Distinguished President or Distinguished Lieutenant Governor.

- b. Shall have served on one (1) or more GATEway District Committees as its chair.
- c. Shall have served as a member, other than chairperson, on two (2) or more GATEway District committees.
- d. Shall have demonstrated personal demeanor that is in keeping with the philosophy of Optimist International and the GATEway District.

#### **NOMINATION PROCEDURE**

1. All nominations must be submitted to the Past Governor of the GATEway District and on the official GATEway District Hall of Fame form.
2. An Optimist may nominate himself/herself, be nominated by other Optimists, be nominated by a Club President or be nominated by the selection committee.

#### **SELECTION COMMITTEE**

1. The committee shall be comprised of the Past Governor of the GATEway District, who will serve as chairperson, and all past recipients of the GATEway District Hall of Fame Award. Each committee member must be in good standing with his/her Club and considered an active and participating member.
2. The committee shall communicate with the District membership through the Club Presidents during the first quarter of the administrative year the following information:
  - a. Request for nominees.
  - b. Where copies of the approved nominating forms may be obtained.
  - c. Last date nominations may be accepted.
  - d. The address where the nominations are to be forwarded.
3. The decision of the GATEway District Hall of Fame Committee shall be considered final.
4. Unless otherwise directed by the nominator, the nomination form of all nominees will be forwarded to the respective nominees.
5. The GATEway District Hall of Fame Committee members shall not be required to discuss their deliberations outside their ranks.

#### **AWARDS**

The recipient of the GATEway District Hall of Fame shall be awarded as a minimum:

1. An appropriate certification of induction into the GATEway District Hall of Fame.
2. Be properly inducted into the GATEway District Hall of Fame at the Awards Banquet at the second quarter meeting of the GATEway District by the Immediate Past Governor of the GATEway District.
3. Have reserved seating and complimentary dinner at the Awards Banquet for himself/herself and spouse/friend.
4. Have one night complimentary lodging at the hotel where the second quarter Meeting of the GATEway District is being held and complimentary conference registration.
5. Be awarded a Hall of Fame pin back to wear with his/her District Optimist pin.
6. Recipients name shall be entered on the registry of GATEway District Hall of Fame recipients printed annually in the District Directory.
7. Have his/her name and year of award affixed to the GATEway District Hall of Fame banner.

## **ARTICLE XII: CLUB MEMBERSHIP REVOCATIONS**

### **1. DISTRICT CLUB MEMBERSHIP REVOCATION BY OPTIMIST INTERNATIONAL**

The charter of any Club may be revoked by Optimist International for non-payment of financial obligations to Optimist International or any other violation of the Articles of Incorporation, Bylaws, or other applicable rules of Optimist International according to the procedures as determined by the International Board from time to time. (OI Bylaws Article III, Section 1.A.5.c)

### **2. DISTRICT CLUB MEMBERSHIP REVOCATION BY DISTRICT**

The District Governor may initiate charter revocation proceedings against any club due to non-payment of financial obligations to the

GATEway District or any other violation of the Articles of Incorporation, Bylaws, or other applicable rules of the GATEway District Optimist International according to the procedures as determined by the District Board from time to time. The District Governor will by submission of the Charter Revocation Report and the minutes of the District Executive Committee Meeting at which the revocation was initiated to Optimist International, state the reasons for the request. The **District Secretary and District Treasurer** may petition the District Governor to initiate club revocation procedures due to non-payment of financial obligations. (OI Bylaws Article III, Section 1.A.5.b and c)

### **ARTICLE XIII: MISCELLANEOUS**

1. **ALCOHOLIC BEVERAGES**

The consumption of alcoholic beverages shall comply with state and local laws and regulations. Conference attendees/ delegates should abstain from consumption during meetings or community service functions where children being served by the district are present. Alcohol may be consumed at any social function of the district, with individual responsibility, based on the policies, rules and regulations of the establishment where the event is being held. Conference attendees/delegates that abuse alcohol to the point of becoming disruptive, at any time during any function, may be asked to leave that function at the discretion of the District Leadership, but with consideration for their personal safety by providing transportation if needed. No Optimist funds will be used to purchase alcohol.

2. **SMOKING**

The GATEway District bans all smoking at all District functions.

Revised: August 27, 2017