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## **Notice:**

**All type that is displayed in bold lettering is taken from the Optimist International Bylaws and must be repeated verbatim. The article, section, and Paragraphs are specified in such circumstances for easy reference to the Optimist International Bylaws.**

# **SOUTH TEXAS DISTRICT** **POLICIES**

## **ARTICLE I** **DISTRICT PURPOSES**

**SECTION 1. *PURPOSE*** The sole purpose of the District shall be to function as an administrative division of Optimist International in furtherance of the purposes of Optimist International, these Bylaws, and Policies as established by the International Board of Directors. The District shall provide service and support to Clubs for the purpose of enhancing growth, participation, administration and youth service. (OI Bylaws Article VII, Section 2)

**SECTION 2. *NAME AND TERRITORY*** Districts shall be designated by name by the International Board. All Clubs located within the territorial boundaries of a District shall be members of the District, except as requested by the Club or Clubs involved, and in concurrence with the District or Districts involved and the Board of Directors. (OI Bylaws Article VII, Section 1)

## **ARTICLE II** **DISTRICT POLICIES**

**SECTION 1. *DISTRICT POLICIES*** The District shall adopt a set of operating policies authorized by the International Board of Directors, which will cover the items necessary to administer the District. These policies shall be adopted by the District Board of Directors at the Annual Convention. (OI Bylaws Article VII, Section 3, Paragraph E)

**SECTION 2. *REVISION AND NOTICE*** These policies shall be reviewed annually by the District Executive Committee and revised as necessary. All revisions in policies shall be distributed to the membership at the Third Quarter District meeting and thereafter approved by the full Board of Directors at the annual convention. Policies may be reviewed and revised by the Board of Directors/Executive Committee at other times as necessary.

**SECTION 3. *GOALS*** The goals of the District to accomplish the above purposes are:  
Provide Opportunities for Personal Growth  
Provide Leadership Training  
Promote New Club Building  
Promote Club Growth  
Provide Service to Youth

## **ARTICLE III**

## DISTRICT ADMINISTRATION

**SECTION 1. BOARD OF DIRECTORS** The business of the District shall be administered by a Board of Directors in harmony with the Policies established by these bylaws and in concert with the policies and bylaws of Optimist International. The South Texas District Board of Directors shall consist of the officers of the District, the two Immediate Past Governors, the Lieutenant Governors, the District Secretary-Treasurer, and the President of each club in the District. Should the President of a member Club be unable to attend a delegate from that Club, when written notice by the President is submitted to the Governor, 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 and the Assistant to the Governor shall serve as non-voting members of the District Board of Directors. (OI Bylaws Article VII, Section 3, Paragraph A)

**SECTION 2. OFFICERS** The District Officers shall be the Governor, the Governor-Elect, the Secretary-Treasurer, and the Lieutenant Governors. In the South Texas District, and subject to the limitations of these bylaws, the authority of the District Board of Directors is delegated to the Executive Committee. (OI Bylaws Article VII, Section 3, Paragraphs B)

**SECTION 3. EXECUTIVE COMMITTEE.** The Executive Committee shall consist of the District Officers, and the two Immediate Past Governors. Meetings of the Executive Committee may be called by a majority of its members or at the call of the Governor. The JOOI Governor and the Assistant to the Governor shall serve as non-voting members of the Executive Committee. (OI Bylaws Article VII, Section 3, Paragraphs C)

**SECTION 4. ELIGIBILITY FOR ELECTIONS** No one shall be eligible for election or hold a District office unless he is duly enrolled on the International roster as a member of a Club in good standing in Optimist International; and he has held or is currently holding the office of President of an Optimist Club. The term of office for Governor, Governor-Elect, Secretary-Treasurer, Lieutenant Governors, and the Assistant to the Governor shall be one year. (OI Bylaws Article VII, Section 6, Paragraph A)

**A. GOVERNOR** The Governor-Elect shall automatically become Governor on 1 October of the year following the year in which he 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 B)

**B. GOVERNOR-ELECT** The Governor-Elect shall be elected at the annual or a special duly called convention by a majority vote of the votes cast of the accredited delegates present and voting at the time of the election. The credentials Committee will verify accredited delegates. Since delegates are selected by the individual clubs, proxy votes shall not be considered. The Governor-Elect shall not serve in any other elective office in the same year he is Governor-Elect. The Governor-Elect may at his or her own discretion serve on a Committee at the request of the Committee Chair or on special request from the Governor. (OI Bylaws Article VII, Section 6, Paragraph C).

**C. SECRETARY-TREASURER** The District Secretary-Treasurer shall be appointed by the Governor-Elect. The appointment of the Secretary-Treasurer designate shall be

**confirmed** at the third quarter Board meeting **by the District's Board of Directors, and shall take office 1 October next following confirmation.** (OI Bylaws Article VII, Section 6, Paragraph D).

*D. LIEUTENANT GOVERNOR* The Lieutenant Governor-Elect will be elected at the Third Quarter Conference by a vote from accredited delegates from within that Zone for which the candidate is running. The Lieutenant Governor-Elect will become the Lieutenant Governor-Designate upon the Installation of Officers at the District Convention. The Lieutenant Governor-Designate automatically becomes Lieutenant Governor on 1 October of the following year in which he or she was elected as Lieutenant Governor-Elect.

*E. ASSISTANT TO THE GOVERNOR* The Governor- Elect may appoint an Assistant to the Governor. The appointment of the Assistant to the Governor (if any) shall be confirmed at the third quarter Board meeting by the District Board of Directors, and shall take office 1 October next following confirmation.

## SECTION 5. DUTIES OF THE DISTRICT OFFICERS

*A. GOVERNOR* Under the general supervision of the International Board of Directors, it shall be the duty of the Governor to further the mission and purposes of Optimist International and promote the interest and coordinate the work of member Clubs within the District. The Governor shall function as the chief executive officer of the District, preside at all meetings of the District Board of Directors, the Executive Committee and the annual convention of the District. He or she shall be an ex-officio member of all committees, and exercise general supervision over affairs of the District subject only to the Board of Directors, the delegates to the annual District convention, and the Board of Directors of Optimist International. He or she shall at all times act on behalf of Optimist International in all relations with member Clubs within the District. He or she shall also attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors.

*B. GOVERNOR-ELECT.* The District Governor-Elect will be responsible for the promotion and planning of training at the District convention for Lieutenant Governors-Elect, Presidents-Elect, and Secretary-Treasurers Designate with the assistance of the Leadership Development Committee, utilizing the Optimist International Faculty Guide.

*C SECRETARY-Treasurer* It shall be the duty of the District Secretary-Treasurer to: (i) attend all meetings of the District Board of Directors, the District Executive Committee and the annual District convention, and to act as Secretary thereof, (ii) keep true and correct minutes of such meetings and transmit a copy to the International Office and to others so designated by the District Board, within 30 days after the close of any such meeting, (iii) receive and deposit all moneys due the District. (iv) disburse moneys within the limitations of the District budget or by specific instructions of the District Board, the District Executive Committee, or the accredited delegates at the District convention, (v) keep an accurate and complete record of all financial transactions and submit financial statements and records required by the District Board of Directors and as set forth in the Bylaws & Policies of Optimist International, (vi) keep books of account open at all times to the District and International Board of Directors, with such books to be subject to annual review as of 30 September of each year, (vii) shall issue and cause to be delivered to each member Club in the District an official call for the annual convention at least 30 days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth, (viii)

shall issue and cause to be delivered to each member Club in the District, at least 20 days prior to the date of said special convention a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted, (ix) issue and deliver notice of all meetings of the members of the Board of Directors at least 30 days prior to said meetings, and (x) perform such duties as prescribed in these policies.

*D. LIEUTENANT GOVERNOR* Each Lieutenant Governor shall function as a representative of Optimist International and the Governor in his or her assigned Zone, and generally conduct his or her office in a manner contributory to the attainment of all objectives of the District and Optimist International within each Zone. Each Lieutenant Governor shall make two or more visits to each Club in his or her Zone during the administrative year. The specific dates and purposes shall at the Lieutenant Governor's discretions. He or she shall visit each newly affiliated Club in his or her zone within 90 days following its official organization. He or she shall make the prescribed report of each visitation within 30 days. Each Lieutenant Governor shall schedule and conduct Zone meetings at least once in each quarter-they should not conflict with any District meeting. Notice shall be give to the Zone Club Presidents and Club Secretary-Treasurers at least 15 days prior to such meeting. He or she shall make the prescribed report of each meeting within 30 days. The preferred schedule for zone meetings is 2 to 4 weeks prior to the scheduled district conferences in order to promote participation.

*E. ASSISTANT TO THE GOVERNOR* It shall be the duties of the Assistant to the Governor to: (i) cooperate with and act as representative for the Governor-Designate in preparation for the year, (ii) act as liaison between a certain number of Lieutenant-Governors and/or committee chairs and the Governor, and (iii) attend all District Board of Directors meetings and Executive Committee meetings as well as the annual convention.

#### *SECTION 6. DUTIES OF THE EXECUTIVE COMMITTEE*

**The Executive Committee is authorized to make purchases and pay expenses, travel allowances, reimbursements and obligations as provided by and within the limitations of the budget, make plans and establish policy furthering the objectives of the District, and exercise general control over plans, budget and program of the District convention. Meetings of the Executive Committee may be called by a majority of its members or at the call of the Governor. (OI Bylaws Article VII, Section 3, Paragraph C).**

#### *SECTION 7. VACANCY OF DISTRICT OFFICE*

**For good cause or upon death, resignation or incapacitation of any elected or appointed officers or any officer-designate of a District, or in the event of the failure of any officer to carry out the duties of his office, the incumbent District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of his term. Should either of the Immediate Past Governors be unable to serve as members of the Executive Committee and Board of Directors, the next Immediate Past Governor shall automatically become a member of the Executive Committee and Board of Directors in his place and stead. The foregoing shall apply to any individual who has been elected or appointed to office but for any reason does not assume or carry out the duties of his office. (OI Bylaws Article VII, Section 3, Paragraph D)**

#### *SECTION 8. MINUTES OF MEETINGS*

It shall be the responsibility of the District Secretary-Treasurer to keep accurate minutes of all meetings of the District Executive Committee, the District Board of Directors, Optimist International, and such others as the Board of Directors may indicate, not later than thirty days after adjournment of each such meeting or convention.

#### *SECTION 9. DISTRICT BOARD OF DIRECTORS INSTALLATION*

The District Board of Directors, Consisting of the president of each club in the District and the District Executive Committee, shall be officially installed by the official representative of Optimist International at the First Quarter Board Meeting each year.

#### *SECTION 10. DISTRICT BOARD OF DIRECTORS MEETINGS AND NOTICE*

**The Governor may call a meeting of the Board of Directors each quarter, or at such time and place as he may determine with the advice and consent of the Executive Committee. Notices of all meetings of the Board of Directors shall be issued and caused to be delivered to all members of the Board of Directors by the District Secretary-Treasurer at least 30 days prior to said meetings. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business, and a majority of those present and voting shall be necessary to give effect to any action of the Board.** (OI Bylaws Article VII, Section 3, Paragraph F)

#### *SECTION 11. DISTRICT EXECUTIVE COMMITTEE MEETINGS (Accounts 130 and 360)*

The District Executive Committee shall meet quarterly at the time, place and 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.

#### *SECTION 12. ESTABLISHMENT OF ZONES*

The number and boundaries of zones, for any administrative year, if subject to revision, shall be determined by the board of directors at the second quarter meeting to accommodate selection of Lieutenant Governors to serve during the next administrative year. The Zone Realignment Committee shall make a recommendation of Zones to the Governor-Elect at least 30 days prior to the 2nd quarter board meeting. All proposals for a realignment of Zone boundaries shall be submitted to the committee not less than 30 days prior to said meeting. No Zone shall be created with less than four clubs, except as the Governor may approve for lesser clubs in a zone where extreme geographic restrictions may occur. New clubs shall automatically be assigned to Zones of the sponsoring club for the organizational year and an additional year to provide continued growth. The following year they may be assigned to the Zone in which they are geographically located and services thereto shall be the responsibility of the Lieutenant Governor of such zone.

#### *SECTION 13. ZONE MEETINGS*

Each Lieutenant Governor shall be responsible for the conduct of Zone meetings and notice of such meetings shall be sent to the President and Secretary of each club in the Zone not less than 14 days prior to the meeting. To avoid conflict, the days for all Zone meetings shall be established with the knowledge and approval of the Governor. All zone meetings shall be conducted on a no-host, no-registration fee basis. If fees for the use of facilities for Zone meetings are anticipated or incurred, such expenses shall be paid by the District administration (Account 360) up to the amount budgeted. The Lieutenant Governor shall be responsible for the preparation and distribution of each Zone meeting program and shall submit a Zone meeting report of each Zone meeting held. (OI form)

## **ARTICLE IV DISTRICT COMMITTEES**

**SECTION 1. *DISTRICT COMMITTEES ESTABLISHED*** 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)

**SECTION 2. *GOVERNOR-DESIGNEE'S COMMITTEE APPOINTMENTS*** The **Governor-Designate shall appoint the chairmen and the required number of members of all committees, and shall announce such appointments not later than 1 October following his election.** (OI Bylaws Article VII, Section 5, Paragraph G)

The following committees are established:

**A. *FINANCE*** Membership to include the Immediate past Governor, current Governor, Governor Designate, the past Secretary/Treasurer, current Secretary/Treasurer, and the Secretary/Treasurer for the new year. The committee shall prepare the proposed annual budget for submission to the incoming Executive Committee for recommendation and to the incoming Board for approval at the first meeting of the administrative year.

**B. *CANDIDATE QUALIFICATIONS*** shall seek, qualify and nominate the best qualified candidates for each elected office, and shall require the following for the consideration and information of the committee:

1. A written presentation of the proposed candidate's background and qualifications for the office of Lieutenant Governor or Governor-elect.
2. A letter from the Club of which the proposed candidate is a member indicating that Club's support of his candidacy.
3. A statement from the proposed candidate's employer indicating his understanding and approval of the proposed candidate's anticipated commitment to serve. If a candidate is self-employed, he shall submit such statement on his own behalf. The candidate qualifications committee may prepare a brief summary and description of each of the nominees' background and qualifications to be mailed to each Club president and Secretary-Treasurer not less than thirty days prior to the date of the elections.

**C. *OTHER DISTRICT COMMITTEES*** may include:

1. Activity Awards
2. Annual Club Activity Report
3. CCDHH
4. Childhood Cancer
5. Club Bulletin Awards
6. Community Projects Awards
7. Convention & Conference
8. District Expansion (NBC) & (Membership)
9. Essay
10. Gold Leadership
11. International Program Participation
12. JOOI Clubs
13. Leadership Development

14. Long Range Planning A strategic plan should be developed for use over next 3 to 5 years by some of the key member in the District to ensure successful growth and development.
15. Membership
16. New Club Building
17. Optimist Jr Golf
18. Oratorical
19. Personal Growth Involvement
20. Programs
21. Public Relations
22. Resources & Retention
23. Rezoning
24. Scrapbook Awards
25. Young Texan/Texanne and/or Scholarship Foundation

### SECTION 3 *ACHIEVEMENTS AND AWARDS PROGRAM (Account 410)*

The district shall budget, maintain and conduct an annual Achievements and Awards Program which shall be prepared and evaluated by the chairman of achievements and awards with the collaboration of the governor, governor-elect, secretary-treasurer, and through consultation with their predecessors, and shall be presented to the District Board of Directors for final approval at its first quarter meeting. It shall be the responsibility of the district administration to promote and encourage participation in both district and International achievements and awards program. 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 Achievements and Awards Programs. The district's achievements and awards program shall conform to the district program advocated by the International Board of Directors.

### SECTION 4. *DISTRICT ACHIEVEMENTS AND AWARDS APPEALS & PROTESTS*

Any appeal or protests of the final published standings of clubs or individuals in the District Achievements and Awards programs, to be considered, must be in the hands of the District Secretary-treasurer not later than 30 days following publication of the standings. The district executive committee shall have the power and authority to review and adjudicate any such appeal or protest and its decisions shall be final. To be eligible to receive any award or recognition, all financial obligations of a club to the district shall have been met by the closing day of the administrative year.

## **ARTICLE V DISTRICT CONVENTION**

### SECTION 1. *GENERAL PROVISIONS*

**A convention of the Clubs in each District shall be held between August 1 and September 30 on such dates and at such location as shall be determined by the District Board of Directors. The convention city shall be determined by a vote of the accredited delegates at the District convention for as many years in advance not exceeding five years, as may be deemed necessary. The District Board of Directors shall have power to**

substitute another city in the event circumstances later make such action necessary or advisable. The District Secretary-Treasurer shall issue and cause to be delivered to each member Club in the District an official call for the annual convention at least 30 days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth. In the event of an emergency, with the approval of the International Board of Directors and the District Board of Directors, a District may hold a special District convention at any time or place. The District Secretary-Treasurer shall issue and cause to be delivered to each member Club in the District, at least 20 days prior to the date of said special convention a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted. The method and means of voting at convention shall be established by the District Board of Directors. Convention rules shall be adopted by a majority vote during the first business session of each convention; but may be suspended, rescinded or amended after their adoption by a two-thirds vote. A quorum of any District convention shall consist of a majority of the accredited delegates. All voting shall be based on total number of votes cast by accredited delegates and, unless otherwise stated, any matter requiring a vote shall be approved by a majority of votes cast by accredited delegates. The following business shall be conducted at every District Convention: Election of a Governor-Elect, change to the District dues amount, selection of next convention site, and approval of the district policies. The District administration may provide all member Clubs with an opportunity to bid for conduct of conventions in their respective locations. Such bids or invitations should be submitted to the convention committee on the prescribed form not later than 30 days prior to the convention at which the selections(s) shall be made. . (OI Bylaws Article VII, Section 4)

#### SECTION 2. *CONVENTION ALLOCATION FROM DISTRICT DUES*

In keeping with the fact all Clubs and members benefit from the annual District convention, the sum of \$1.75 per member shall be allocated from District dues paid by Clubs for each of their members enrolled in the office of Optimist International as of the last dues billing date. Such allocation shall supplement the District convention and quarterly board meeting registration fees. \$1 per member shall be allocated for the financing of the annual District convention and \$.75 per member for financing district board meetings.

#### SECTION 3. *CONVENTION BUDGET AND FINANCE REPORT*

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

#### SECTION 4. *CONVENTION - COMPLIMENTARY REGISTRATIONS*

The incumbent Governor and Secretary-Treasurer shall receive complimentary registration for the District convention. The official OI Representative (and spouse), shall receive complimentary convention registrations and hotel/motel lodging of suitable character and such shall be anticipated in the convention budget. Complimentary rooms provided by the convention hotel shall be allocated first to the official OI Representative, then to District officers, starting with the Governor.

#### SECTION 5. *CONVENTION DURATION*

The annual district convention shall be a two-day event, exclusive of social, recreational or other extra-curricular activities.

#### SECTION 6. *CONVENTION PROGRAM*

The convention committee shall prepare, through consultation with the governor and governor-elect, the schedule of convention events and meetings for submission to the district board of directors not less than 90 days prior to the convention. The Governor through consultation with the Governor-Elect, shall prepare the agenda and/or curriculum for all convention business sessions, leadership development events, forums, and meal-service events. The convention schedule and program shall be distributed to all district officers and chairmen, club presidents and secretary-treasurers not less than 30 days prior to the convention. The convention schedule shall include, as a minimum, the following events:

- A. A business session necessary to accomplish the business of the convention,
- B. all leadership development events for club and district officers as prescribed by Optimist International,
- C. a meal-service event to provide the official International Representative with an opportunity to address assembled delegates and guests,
- D. a recognition banquet featuring the installation of new district officers, and
- E. a memorial service honoring all Optimist Club members who died during the year since the preceding District Convention. The donations contributed during this service shall be remitted to the Optimist International Foundation in memory of the deceased Optimist honored at the memorial service.

#### SECTION 7. *CONVENTION RULES*

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

- A. The convention shall be composed of registered Optimist delegates as set forth in the International Bylaws.
- B. To be accredited by the credentials committee and eligible to vote on the convention business, delegates must have registered at the convention, paid the registration fee, if any, appear on the Optimist International roster of a club in good standing, and produce such credentials as may be required by the Board of Directors. The number of accredited delegates of a Club shall not exceed the voting strength of the Club. Accredited delegates from each Club shall select a chairman who shall cast the votes of his delegation on any convention business requiring a vote by written ballot or roll call. Each delegation chairman shall present himself to the credentials committee, before the close of registration on the opening day of the convention, to verify the accreditation of his Club's delegates and obtain official ballots for the use of his delegation throughout the convention. Delegation chairmen unable to verify accreditation and obtain ballots within the hours of registration of the opening day of the convention may do so by presenting themselves to the credentials committee during the hour preceding the time the business meeting of any day is called to order.

In the event of lost blank ballots obtained in advance by a delegation chairman, he may appear before the credentials committee to request duplicate ballots. Club voting strength will be based on 1 vote for each 10 members. 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).

C. Roberts' Rules of Order shall govern the convention proceedings in all cases not governed by the Constitution and Bylaws and these convention rules.

D. 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.

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

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

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

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

I. There shall be no nominating speeches if there are no nominations from the floor. In the event there are, nominating speeches shall be given on the day of the election by persons approved by the respective candidates, and shall be limited to two for each candidate, one of five minutes duration and one of two minutes duration.

#### J. Voting

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

2. All voting shall be voice, hand or rising vote, at the discretion of the chair, unless a ballot or roll call vote is ordered by a majority vote of the accredited delegates.

3. 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 chair shall appoint a committee of tellers and name its chairman.

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

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

(e) At the conclusion of the balloting the tellers shall certify the tabulated results in writing, to the chair.

(f) If the balloting has been conducted for the purpose of electing an officer, the chair shall announce the name of the winner only, and then entertain a motion to destroy the ballots.

4. Roll call on any question may be requested in writing by accredited delegates representing not less than 10 per cent of the Clubs represented at the convention.

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

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

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

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

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

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

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

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

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

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

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

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

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

#### SECTION 8. *DISTRICT RESOLUTIONS COMMITTEE*

A resolutions committee shall be appointed by the current Governor as deemed necessary and prudent.

### **ARTICLE VI DISTRICT PROGRAMS AND ACTIVITIES**

#### SECTION 1. *DISTRICT ORATORICAL CONTESTS*

A. The District may conduct two separate contests for boys and girls each year. The District finals will be held at the time of the third quarter District conference.

- B. Pursuant to the policies of Optimist International all phases of the District contests shall be conducted in strict compliance with International Oratorical Contest Rules.
- C. A committee of three members from Clubs in the city where the District finals are held shall be appointed by the Governor to assist the District contest chairman in the selection of facilities, equipment, judges, etc., and other details pertinent to the conduct of the contests.
- D. Zone contests are to be conducted under the supervision of and coordinated by the District oratorical contest chairman, and responsibility for the actual conduct of Zone contests assigned to Lieutenant Governors or Zone chairman.
- E. An entry fee of \$15 shall be paid by all Clubs sponsoring an entrant in Zone contests. The costs of all transportation, food and lodging while at, or en route to or from Zone or District contests shall be the responsibility of the sponsoring Clubs.
- F. The costs of all District trophies and Zone certificates and frames, and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 140 and 370. All such items shall be supervised by the District contest chairman and accountable to the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.
- G. It shall be the responsibility of the District oratorical contest chairman to submit required materials and information on contest winners to the International Office within 30 days following the contest. The presentation of the official scholarship award provided by Optimist International shall be made by the Governor at the District convention when possible.

## SECTION 2. *COMMUNICATIONS CONTEST FOR DEAF AND HARD OF HEARING*

- A. The District may conduct a contest open to boys and girls up to grade 12 who are recognized by their school as deaf or hard of hearing. The District contests will be held at the time of the third quarter District conference. Preliminary (Club) contests shall be held prior to this date, allowing one winner from the Club level to participate at the District level for a scholarship.
- B. Pursuant to the policies of Optimist International all phases of the District contests shall be conducted in strict compliance with International Oratorical Contest Rules.
- C. A committee of three members from Clubs in the area where the District finals are held shall be appointed by the Governor to assist the District contest chairperson with the selection of facilities, equipment, judges and other details pertinent to the conduct of the contests. Judges for this contest are to be a recognized authority on deaf speaking and signing - both forms of communication are accepted as a means of delivering this presentation.
- D. Zone contests are to be conducted under the supervision of and coordinated by the District CCDHH chairperson, and responsibility for the actual conduct of Zone contests assigned to Lieutenant Governors or Zone chairman.
- E. An entry fee of \$15 shall be paid by all Clubs sponsoring an entrant in Zone contests. The costs of all transportation, food and lodging while at, or even en route to or from Zone or District contests shall be the responsibility of the sponsoring Clubs.
- F. Each District is to recognize one winner in the CCDHH contest for the \$1,500 scholarship. A District may choose to award two winners, but the \$1,500 for the second scholarship has to be provided by that District before Optimist International can officially recognize a second winner.
- G. The costs of all District trophies and Zone certificates and frames, and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 140 and 370. All such items shall be supervised by the District contest chairman and

accountable to the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.

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

### SECTION 3. *DISTRICT ESSAY CONTEST*

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

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

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

D. An entry fee of \$10 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.

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

### SECTION 4. *TRI-STAR SPORTS SKILLS CONTEST*

1. The District may conduct a District Tri-Star Sports Contest each year. The District finals shall be conducted and the number of participants provided to the International office on the Program Evaluation Form.

2. All phases of the contest shall be conducted in strict compliance with Tri-Star Sports rules stated in the Club Programs Planning Guide.

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

### SECTION 5. *OPTIMIST INTERNATIONAL JR GOLF CHAMPIONSHIP QUALIFIERS*

A. The District may conduct suitable Optimist International Junior Golf Championship Qualifier tournaments each year. The District finals shall be conducted and the number of contestants provided to the International Office by the required date.

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

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

D. An entry fee designated by the District 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.

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

#### SECTION 6. *YOUTH CLUBS*

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

D. JOOI PLANNING COMMITTEE A special conference planning committee shall be responsible for all facets of the JOOI District Conference. The committee shall include the District Youth Clubs chairperson, the JOOI Governor, the JOOI District Board of Directors and any/all Youth Club advisors and chairpersons deemed necessary by the District Youth Clubs chairperson and JOOI Governor.

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

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

G. JOOI DUES REBATE FUND Optimist Districts which hold JOOI District conferences and elect JOOI District officers must use all dues rebate funds to support District Youth Club/JOOI activities. Such activities may include the JOOI District Conference, District newsletter production/distribution, District officer travel, District officer communication, etc. Rebate funds not utilized by year-end must be rolled over to the next year's budget. Adopted December 2005

### ARTICLE VII: DISTRICT FINANCES

#### SECTION 1. *GENERAL PROVISIONS*

- A. **The conduct and administration of District business shall be financed by District dues, payable by Clubs for each of their members enrolled in the office of Optimist International, from convention fees, and as hereinbefore provided from the general fund of Optimist International.** (OI Bylaws Article VII, Section 5, Paragraph A)
- B. **The amount of each District's dues, and dates on which such dues shall be payable, shall be established by the Board of Directors of Optimist International. A District, by resolution adopted by a two-thirds majority vote of 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, Paragraph B)
- C. **No financial obligation or assessment, of any kind, other than provided in these Bylaws, shall be placed upon or requested of the Clubs or their members by the District.** (OI Bylaws Article VII, Section 5, Paragraphs C)

#### SECTION 2. DISTRICT *DUES*

Each club in the District shall pay for each member enrolled in the International Office as of 31 December, 31 March, 30 June, and 30 September each year dues on an annual basis of \$16.00 per year per member, payable 1 January, 1 April, 1 July, and 1 October of each year in quarterly installments of \$4.00 each, subject to approval of the Board of Directors of Optimist International and In accordance with the Bylaws thereof. College clubs dues are payable in three installments of \$5.00 each on 1 October, 1 January, and 1 April. Annual dues payable by a newly affiliated club shall commence on the first day of the third month following that in which the club is officially organized. Such payments to be based on the number of members enrolled in the International Office on that date.

**SECTION 3. *CLUBS NOT IN GOOD STANDING* Any club more than 90 days in arrears for any indebtedness to the Optimist International or to the District, of which it is a part, shall be considered not in good standing and may have its charter revoked by action of the International Board of Directors. The Board of Directors may restore such a Club to good standing upon payment of its indebtedness to Optimist International and to the District in which the Club is located.** (OI Bylaws Article VIII Section 4.)

#### SECTION 4. *FINANCE COMMITTEE – BUDGET*

The Finance Committee, in consultation with the incoming governor and district secretary-treasurer, shall prepare the proposed annual budget for submission to the incoming Board for approval at the first meetings of the administrative year. **At its first meeting the District Board of Directors shall review, amend and approve the annual budget submitted by the finance committee, ensuring that is done in a manner conforming with the standard District chart of accounts established by the Board of Directors of Optimist International. Such budget shall be submitted to the Board of Directors of Optimist International for final approval. The budget shall include income only from authorized sources for the current fiscal year, any accumulated surplus, and shall not authorize the expenditures of any money in excess of such income and surplus.** (OI Bylaws Article VII, Section 5, Paragraph D)

A. **RECOMMENDATION** The Finance Committee shall consider all proposed budget revisions and proposals for expenditures not previously budgeted or approved, and shall make recommendations to the Executive Committee and/or Board of Directors. The budgeted expenditures shall be adjusted in accordance with actual income on a percentage basis.

B. **ADVISORY SUPERVISION** The finance committee shall exercise advisory supervision over all financial transactions, arrange for such financial reports as may be required by the district board of directors and Optimist International, arrange for an annual review as of September 30 as soon as possible after September 30, but not later than November 30, and supervise the orderly transfer, before or at the first meeting of the Board of Directors, of all district records and funds from each administration to its successor.

C. DESIGNATED FUNDS Funds received by the District marked or designated for a given project or function, such as Help Them Hear, Young Texan/Tex-Anne, etc. should remain in that fund until expended for the operation of that fund. Funds left at year end in the fund shall be forwarded to the next administration and remain in separate funds to be used by that fund as needed. If funds have not been budgeted for a given project, then only contributions that have been collected can be expended within that fund.

D. RESERVE FUND The District shall maintain a District Reserve Fund for the purpose of accumulating and investing any surplus from each annual budget. All surplus funds from each year's budget, after payment of all obligations as of 30 September, as well as any other funds designated by the District Board of Directors, shall be transferred to the District Reserve Fund at the completion of the annual review of the books of account of the District. Such sums of the District Reserve Fund shall be invested in obligations of the United States Government and federally insured banks and savings institutions as determined by the District Finance Committee.

E. TRANSFER OF FUNDS The District Secretary-Treasurer prior to the close of business on 30 September, shall transfer the sum of \$3,000 to the operating budget of the succeeding District Administration from the District Reserve Fund. Said sum shall be included in the income of the budget for the succeeding year. No other disbursements shall be made from the District Reserve Fund except (1) upon the majority vote of the accredited delegates at an annual or special convention called in accordance with the Bylaws of Optimist International or (2) upon the two-thirds majority vote of the Board Members in attendance at any District Board Meeting provided thirty days notice of the proposition has been given to all Board Members, or (3) in the event the need for a disbursement becomes apparent during the period from the close of the annual convention to the close of the administrative year, 30 September.

F. RESERVE FUND. The District Finance Committee by unanimous approval may authorize a disbursement not to exceed \$2,000. In the event the balance of the District Reserve Fund exceeds the maximum allowable by the Internal Revenue Service the remaining funds shall be passed to the next administration for income for the that administrative year. Fifty percent (50%) of the income from investments of the District Reserve Fund during each administrative year shall be reinvested in such fund. The remaining fifty percent (50%) of said investment income each year shall be considered income to the District Operating Fund and utilized in the annual operating budget each year. No District monies will be loaned to clubs for any purpose.

#### SECTION 5. ANNUAL REVIEW

**An annual review of the books of account of each District as of 30 September shall be performed by an independent certified public accountant or a chartered accountant, and a report thereon shall be submitted to the District Board of Directors not later than 30 November of each year.** (OI Bylaws Article VII, Section 5, Paragraph E)

#### SECTION 6. DEPOSITORIES AND SIGNATORIES

**The District Board of Directors shall annually determine the official depositories for District funds and designate officers authorized to endorse, execute and sign checks or orders for the payment of money and such shall be Co-signed by two such officers.** (OI Bylaws Article VII, Section 5, Paragraph F)

#### SECTION 7. TRAVEL EXPENSE POLICY

TRAVEL EXPENSES – GENERAL (Accounts 200 through 265)

Authorized individuals may be reimbursed for expenses incurred in travel on district administration business upon receipt, by the district secretary-treasurer, of a properly completed and signed voucher accompanied by a copy of any required report in writing, such as a visitation report, zone meeting report, or committee chairman report. Reimbursement shall be at the rate of \$.30 per mile. No reimbursement per IRS shall be allowed for occasions within the city of the individual's residence except when travel exceeds 25 mile radius. All reimbursements shall be made within the limitations of the budget and available funds: this applies to all travel expense items, as applicable to Sections 8 through 12.

**SECTION 8. TRAVEL EXPENSE GOVERNOR (Account 200)**

The Governor may be reimbursed for authorized travel expenses when engaged in the execution of the responsibilities of his/her office excluding those occasions that are reimbursable by Optimist International. Any travel expenses paid to the Assistant to the Governor, (if appointed) shall be considered a portion of the reimbursement to the Governor since the person so designated is representing the Governor at events he/she attends.

**SECTION 9. TRAVEL EXPENSE GOVERNOR-ELECT (designate) (Account 255)**

The Governor-Elect (designate) may 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 to attend by his/her Governor.

**SECTION 10. TRAVEL EXPENSE LIEUTENANT GOVERNORS (Account 210)**

Lieutenant Governors may be reimbursed for authorized travel expenses, when engaged in the business of the district administration of Optimist International, incurred in required club visitations, authorized zone meetings, and charter presentations within their zones, meetings of the district Executive Committee and Board of Directors, and district conferences.

**SECTION 11. TRAVEL EXPENSE PAST GOVERNORS (Account 260)**

The Past Governors serving as members of the District Board of Directors may be reimbursed for authorized travel expenses incurred on attendance at meetings of the district executive committee and board of directors and the district convention.

**SECTION 12. TRAVEL EXPENSE SECRETARY-TREASURER (Account 250)**

The district secretary-treasurer may be reimbursed for authorized travel expenses incurred in the execution of the duties of his/her office, attendance at meetings of the District Board of Directors and Executive Committee, district conferences and conventions, and such other occasions and events specifically authorized by the Governor.

**SECTION 13. CONFLICT OF INTEREST**

The following provisions govern conflicts that may arise between the interests of any District officer or members of the Executive Committee and the South Texas District of Optimist International:

A conflict of interest with respect to a transaction effected or proposed to be effected by the District exists if a member of the Executive Committee or the finance committee is known at the time of the commitment to be in a position to personally benefit financially from the transaction; or

The transaction is brought before the Executive Committee or the finance committee for action, and the officer or member of the board know, at the time of the commitment, that any

person has or may have control or unusual influence over a voting member of those committees.

If any conflict of interest arises, the officer or board member must disclose in writing to the finance committee the existence and nature of the conflict thirty days prior to the transaction. A transaction that is not made in good faith or that is not fair to the District shall be null and void and may not be authorized or approved by any persons.

#### SECTION 14. *MISCELLANEOUS*

##### *A. INTERNATIONAL PRESIDENT'S VISITATION*

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

All plans and arrangements for the International President's visit shall be under direct supervision of the Governor and District administration including the provisions of complimentary accommodations, customary courtesies, and a suitable gift or memento. All Clubs in the District shall be invited, at least 30 days in advance, to send representatives to the event. Clubs in the city or area of the visitation, under the leadership of a 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 International President.

##### *B. INTERNATIONAL REPRESENTATIVES TO DISTRICT MEETINGS*

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

##### *C. DISTRICT OFFICERS LAPEL INSIGNIA*

The District administration may provide official lapel insignia for all District officers to be presented at the time of their installation. The District may also purchase and present past officers insignia to the retiring Governor, Lieutenant Governors and Secretary-Treasurer.

##### *D. DISTRICT WEBSITE AND WEBMASTER*

The District administration will support a District Website and Webmaster to keep the membership abreast of events of various clubs and the District .All of the District leadership team and committee chairs can have needed information on the site.

##### *E. DISTRICT BULLETIN*

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

##### *F. 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 and telephone number of all District officers, District committee chairmen, Club presidents and International officers. 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.

G. FLAGS, CREED AND BANNERS

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

H. GIFTS-MEMENTOS

This District will present a gift and/or memento to the retiring Governor and to the official International Representative to the annual District convention, the cost of which shall not exceed \$100 each. The immediate past Governor 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 or memento to the International representative.

I. GIFTS TO NEW CLUBS

The District administration shall provide each new Club with a complimentary Club banner, bell and striker, purchased from Optimist International, and shall budget an estimated amount for such purposes annually.

J. INTERNATIONAL CONVENTION

With due respect to the location and duration of the International Convention the Governor; Governor-designate and Secretary-Treasurer-designate shall receive an amount, to be budgeted annually toward the expense of attendance at the 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 his expense voucher.

With due respect to the location and duration of the International convention and available funds, each Lieutenant Governor-elect who attends the full International convention shall participate in the distribution of available funds budgeted annually for the purpose of financial assistance to those Lieutenant Governors-elect who attend and are registered for the full convention.

K. HOSPITALITY ROOM AT INTERNATIONAL CONVENTION

The District administration may maintain a District headquarters or hospitality room at International conventions when room rental expenses are within the budgeted amount. Only the room rental shall be chargeable to Account 560 of the Standard District Chart of Accounts

L. CLUB HOSPITALITY ROOMS AT DISTRICT CONVENTION

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

M. 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 his appointee. In the event of a charter presentation occurring after the end of the administrative year in which the new Club was established, the then immediate past Governor shall have the prerogative of presenting the charter.

## **Article VIII Amendments**

SECTION 1. *HOW MADE*. These Bylaws may be amended by a majority vote of accredited delegates present and voting at an annual convention of the South Texas District.

SECTION 2. *WHO MAY PROPOSE AND WHEN*. Amendments which may be proposed only by Clubs or the District Executive Board shall be received by the secretary-treasurer at least 60 days prior to the date of the convention. Each proposed amendment shall be accompanied by a brief explanation of the intent and purpose of the proposed amendment. The secretary-treasurer should send a copy of all proposed amendments and related explanations to all District officers and to the President and Secretary of each Club not later than 20 days prior to the date of the convention. Notwithstanding the foregoing, by unanimous consent of the accredited delegates, amendments may be proposed for consideration at the convention if submitted not less than 24 hours prior to final action thereon.

SECTION 3. *EFFECTIVE DATE* Amendments or revisions of these Bylaws shall be effective on the first day of the administrative year next following the annual convention unless otherwise specified at the time of adoption.

## **Article IX Interpretation**

SECTION 1. *THE BYLAWS*. These Bylaws shall be considered the Constitution and Bylaws of the South Texas District of Optimist International. The construction and the interpretation of the Bylaws by the Executive Committee shall be final and binding, unless such construction and interpretation is rescinded at a subsequent convention of the District.

SECTION 2. *PARLIAMENTARY PROCEDURE*. In the absence of specific rules, the current edition of Roberts' Rules of Order shall govern the deliberation of this organization.

SECTION 3. *LANGUAGE REFERENCE*. Any reference to the words "he", "his", "him" "man", "men" or is for descriptive purposes only and shall not, in any way, be construed to limit the application of the Article or Section in which they appear to the masculine gender. All references to the word "Club" or "Optimist Club" shall refer to an adult Optimist Club unless otherwise specifically stated. All references to dollars shall mean U.S. dollars unless otherwise stated.

SECTION 4. *COMMUNICATIONS* Acceptable methods of communicating shall include letters, newsletters, or bulletins, which are delivered by the US postal service, sent by electronic messaging (email) over the internet, or made available on the District website accessible by the internet.