

**POLICIES AND PROCEDURES OF THE
OPTIMIST CLUB OF DOR-WOOD, KETTERING, OHIO**

Adopted August 16, 2011

1. GENERAL

1. In this document, references to “Club” means the Optimist Club of Dor-Wood, Kettering, Ohio, “Board” means the Board of Directors of the Club, “President” means the President of the Club, “Secretary” means the Secretary of the Club and “Treasurer” means the Treasurer of the Club.
2. The fiscal year of the Club is from October 1 to the following September 30.
3. All new members will receive a copy of these Policies and Procedures. The Policies and Procedures will also be posted on the DorWood.org website. All newly elected officers and directors will be provided a copy to be reviewed with the outgoing officers.
4. These Policies and Procedures may be amended by a majority vote of the Board of Directors at any regular or special official meeting of the Board, except those provisions that are also part of the by-laws.

2. MEMBERSHIP

1. Regular members enjoy all the privileges of membership if they are in good standing including timely payment of all dues, fees, and other charges. Membership privileges include attendance at regular meetings, special meetings and board meetings; one vote on matters presented for a vote to the membership; and membership in Optimist International.
2. Life members enjoy all the privileges of regular members except they do not pay dues to Optimist International. The Club will purchase a life membership for the Past-President, after fulfilling all duties of the office of President, and any other member as selected by the Board of Directors.
3. Any member who is enrolled as a full time student in a post secondary educational institution may be classified as a College Member and will be exempt from the Dor-Wood portion of the dues.

3. ADMISSION TO MEMBERSHIP

1. Prospective members shall be sponsored by one or more current members. Prospective members shall complete the application form and submit it to the Secretary along with the application fee of \$30.

2. After making application and paying the application fee, a prospective member will have at least one introduction at a regular club meeting. They will then be billed for future meal costs and pro-rated dues for the quarter they became a member.
3. The Board of Directors will vote to accept or reject a membership application at the next regularly scheduled board meeting.
4. New members shall be officially inducted into the Club at the next open meeting of the club. At induction the new member will receive information about Dor-Wood, including how to access club information, bylaws, and policies and procedures.

4. MEMBERSHIP MEETINGS

1. The regular meetings of the Club are each Thursday at 12:00 P. M. at the Presidential Banquet Center in Kettering.
2. Guest speakers are provided lunch but not paid extra without prior approval of the Board. Speakers may be given a token of appreciation, as determined by the President and Board.
3. Guests that are prospective members are provided lunch for up to three visits. After three visits, the lunch cost is charged to the guest's sponsor. Guests that are not prospective members will have their lunch charged to their host.
4. All fines and Happy Bucks go to the Club fund.
5. There will be an Awards and Installation Banquet near the end of each fiscal year arranged by the President-Elect. At that event, the President will have the opportunity to thank those who have been of assistance to the President the past year. A current or past District Officer, following the procedures of Optimist International, will install the newly elected officers and directors for the year beginning October 1.
6. Other meetings and events, such as the Christmas Party, will be at the discretion of the Board.

5. DUES AND FEES

1. Members will be billed quarterly for dues, meals and fees. The quarterly dues are \$14.91 for Optimist International, \$2.50 for the Ohio District, and \$15.09 for Dor-Wood, a total of \$32.50 payable in advance for the coming quarter. The lunch cost is \$10.25 for each weekly meeting attended the past quarter. By notifying the Secretary, members can elect to pay a set fee for all meals in the quarter. The set fee is the number of lunch meetings the past quarter minus two times \$10.25.

2. The cost of special events such as the Awards-Installation Banquet, Christmas Party or other such activities are determined for each individual event. For the Christmas party, those members who have worked two or more shifts at the Christmas tree lot shall be entitled to one free meal.

3. Any member may resign from the Club provided that all dues and fees have been paid. In special circumstances, the Board may waive this rule.

4. Any member who is two billing cycles or more in arrears in the payment of dues or fees to the Club may be suspended from membership with board approval. The Secretary will then provide the member written notice. Upon payment of arrears within 30 days of the notice, the member's suspension shall end automatically. If such member has not paid within 30 days, the membership shall automatically be terminated and the Secretary shall so notify the member.

5. The Secretary and the Treasurer will be exempt from quarterly dues and regular meeting meals. They will pay for any other fees and meals.

6. BOARD OF DIRECTORS – (Mostly stated in the by-laws.)

1. The Board shall consist of the President, President-Elect, Immediate Past-President, Secretary, Treasurer, two Vice-Presidents and six directors. Each shall serve one year terms except the directors who serve two year terms with three being elected each year. The Secretary and the Treasurer are not elected officers but are appointed by the President with approval by the remainder of the Board. If vacancies occur, the remainder of the Board may appoint a member to fill the vacancy.

2. The President or any three members of the Board of Directors may call a special Board meeting but they must give a three-day notice of the meeting time and place to all Board members.

3. A majority of the Board of Directors shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to give effect to any action of the Board.

4. Only members of the board who are physically present will be permitted to vote.

7. ELECTION OF OFFICERS AND DIRECTORS

1. The election of officers and directors will be at a regular weekly meeting before May 1 of each year with the nominees taking office the following October 1, as per Optimist International guidelines.

2. The Immediate Past-President will chair the nomination committee and present a slate of officer candidates to the membership. The membership shall have notice of the slate of officer candidates at least two weeks before the election. Nominations from the floor are welcomed.

8. FINANCIAL

1. The Treasurer will be responsible for the financial affairs of the Club. The Treasurer, Secretary, and one other board member will have check signing privileges, and all officers who have check signing privileges shall be bonded.

2. A budget committee shall prepare a proposed budget to be submitted to the Board at the first board meeting of the fiscal year. The budget committee, appointed by the President for the year of budget (may still be the President-Elect if the committee is appointed before the start of the fiscal year), shall include the President, Treasurer, Past-President, Secretary and other such officers or members as appropriate.

3. The board of directors shall arrange for an annual review of the financial statements and financial records of the club. Such review shall be performed by a Finance Committee that will be appointed by the outgoing President prior to the end of the fiscal year. The committee shall consist of no fewer than 3 or more than 5 members, and will report within 90 days to the Board.

4. For any fund raising activity with gross receipts of \$1,000 or more, a Club member shall be designated to maintain a record of all receipts and expenditures for that activity. This member will work closely with the Treasurer to assure timely deposit of funds and payment of bills. At the completion of the activity, a full financial report shall be provided to the Treasurer and Board.

5. With approval of the Board, officers, Board members, and committee members will be reimbursed for normal and reasonable expenses incurred while conducting Club business. Receipts must be submitted to the Treasurer.

9. REQUESTS FOR SUPPORT

1. Requests for funds and/or manpower must be submitted on the appropriate forms that are available at DorWood.org. The Board will consider the requests at its next meeting.

2. The financial support of organizations and activities may be itemized in the annual budget. Any financial support that has been approved by the board and is a part of the current year budget requires no further action by the board, and the Treasurer is authorized to release those funds previously approved when requested by the organization.

10. DISTRICT MEETINGS

1. The Club shall pay the registration fees for any member to attend any Ohio District meeting.

2. The Club shall pay the registration fee, room cost (at the standard rate offered through the Ohio District), and meals as part of the registration fee for the President, Secretary, and Treasurer to attend district meetings held during their year of office. For the 4th quarter district meeting, the President Elect, Secretary-Nominee and Treasurer-Nominee will be encouraged to attend for training on their duties and will be eligible for the same reimbursements.
3. The club will also pay the registration costs and reimburse the room fee, if appropriate, for the immediate Past-President to attend District meetings to receive any awards the Club earned during their year.
4. Reimbursement for any room costs shall be made only if the location of the meeting is over 50 miles from the member's home.
5. If there are limited club funds, the priority order of funding will be the President, Secretary, Treasurer, President-Elect, Secretary-Nominee, Treasurer-Nominee, other officers or board members and members.
6. Regional meetings or Parallel Conferences of Optimist International will be treated the same as the District meetings. Exceptions must be approved by the Board of Directors.

11. INTERNATIONAL CONVENTION

1. The Club shall pay the registration fees for any member to attend the Optimist International Convention.
2. The Club shall pay the registration fee for the President-Elect, Secretary-Nominee, Treasurer-Nominee and their spouse or companion to attend the Optimist International Annual Convention. In addition, the Club shall pay for the President-Elect's and spouse or companion's meal cost for the breakfast for President-Elects. The Club shall pay the meal expense for the President's Banquet for the President-Elect, Secretary-Nominee, Treasurer-Nominee and their spouse or companion.
3. The Club shall reimburse receipts for the room cost (at the standard convention rate offered through Optimist International), meals as part of registration, and travel for the President-Elect, Secretary-Nominee, and Treasurer-Nominee to attend the International Convention held during their year of office. Travel reimbursement shall be the lesser of round trip auto mileage at the current IRS business reimbursement rate or round trip economy class airfare.
4. If there are limited club funds, the priority order of funding will be the President-Elect, Secretary-Nominee, Treasurer-Nominee, and members.