

# POLICY FOR GOVERNANCE OF JUNIOR OPTIMIST OCTAGON INTERNATIONAL

## POLICY FOR GOVERNANCE OF JUNIOR OPTIMIST OCTAGON INTERNATIONAL, A PROGRAM OF OPTIMIST INTERNATIONAL (UPDATED AUGUST 2003)

### POLICY I: NAME

SECTION 1: The Youth Clubs program of Optimist International shall be named Junior Optimist Octagon International (JOOI).

### POLICY II: PURPOSES

SECTION 1: The purposes of Junior Optimist Octagon International shall be to provide opportunities for members, individually and collectively, to participate in community serving activities, develop leadership abilities and prepare for responsible roles in society

### POLICY III: MEMBERSHIP

SECTION 1: **Clubs.** Membership in JOOI shall consist of affiliated Alpha, Junior Optimist, and Octagon Clubs in the jurisdiction of Optimist International.

SECTION 2: **Requirements for affiliation.** Clubs applying for membership shall become affiliated with Junior Optimist Octagon International by chartering under an Optimist Club paying all enrollment, membership and other fees, and completing the necessary reports and rosters as delegated by the JOOI Board of Directors. Upon the approval of both Optimist Governors, where applicable, an Optimist Club outside of the Optimist International District where the JOOI Club would exist may sponsor a JOOI Club. JOOI Clubs of this nature will count in the Sponsoring Club's District.

For areas where sponsorship by an Optimist Club is not possible, Clubs applying for membership may become affiliated with JOOI by meeting all requirements for affiliation. Clubs must have received approval of the Optimist District Governor and have had the organizational meeting chaired by an Optimist International Field Representative and chartering with Optimist International. Each JOOI Club that is not sponsored by an Optimist Club will pay a one-time \$100 enrollment fee.

SECTION 3: **Revocation of charter.** Any Club that fails to conform to the policies of Junior Optimist Octagon International or whose conduct or activity is prejudicial to the best interests of Junior Optimist Octagon International and Optimist International may have its charter revoked by the Junior Optimist Octagon International Board of Directors. Upon such revocation, a Club shall have the right of appeal in the manner prescribed in Policy IV, Section 4-C.

Where a Sponsoring Optimist Club surrenders its Charter, the JOOI Club will continue to operate directly under the auspices of Optimist International. The Optimist District Governor will be advised of the situation by Optimist International. Attempts will be made by the Optimist District to find another Sponsor Club and the responsibility for supervision of the JOOI Club will be given to the District Officer responsible for JOOI Clubs.

### POLICY IV: MEMBER CLUBS

SECTION 1: **Officers.** A member Club shall elect its officers each year by April 15 and shall report to Optimist International and to the District Youth Clubs chairman by May 30, the names and addresses of the newly elected officers. Club officers shall assume their official responsibilities at the beginning of the administrative year for which they were elected.

SECTION 2: **Club membership fees and annual dues.** Member Clubs shall establish membership fees in their constitutions and/or bylaws sufficient to pay all International and District dues, plus a sufficient amount to provide for Club administration.

SECTION 3: **Club Constitution and/or Bylaws.** A member Club shall not change or amend its constitution and/or bylaws in such manner that it will be inconsistent with any current requirements for affiliation.

SECTION 4: **Resignations/revocation of charter/appeals.**

a. Any member Club may resign from JOOI by reason of dissolution or other reason, provided all financial obligations to JOOI, Optimist International and the District have been fulfilled.

- b. Any Club that fails to conform to the accepted standards for chartered Clubs, or whose conduct is considered by the JOOI Board of Directors to be injurious or prejudicial to the image and best interests of JOOI or its member Clubs, or violates the Policies of JOOI, may have its charter revoked or suspended by a two-third's majority vote of the JOOI Board of Directors. Any Club that is more than 150 days in arrears for any indebtedness to JOOI or its District administration may have its charter revoked or suspended by the Youth Clubs Department on behalf of the JOOI Board. The JOOI Board of Directors may impose such conditions as it may deem reasonable or necessary. The Youth Clubs Department shall send notification, within 15 days of revocation of said Club, to the Secretary/Treasurer of the sponsoring Optimist Club, the youth Club sponsor and President, as well as the JOOI District Governor, Youth Club Chair and Optimist District Governor.
- c. In the event the charter and membership of a Club is either revoked or suspended, such Club may, within 30 days of the mailing of the notice of such revocation or suspension, file with the Youth Clubs Department of Optimist International a written appeal of such action, which appeal shall be considered at the next meeting of the JOOI Board of Directors. If a Club whose charter has been suspended fails to exercise the right of appeal within the specified period, its charter and membership shall be automatically revoked as of the date of the suspension.
- d. Upon the revocation or suspension of the charter and membership of any Club for any reason whatsoever, such Club shall forfeit all rights and privileges of membership including the right to vote, services provided by JOOI, and the right to use the name, slogans, emblems, marks and other insignia of the JOOI, except that the JOOI Board of Directors may, at its discretion, postpone the forfeiture of such rights, privileges and services

until the expiration of the appeal period, or if an appeal is received, until the JOOI Board of Directors considers the appeal at its next meeting.

SECTION 5: **Clubs in Good Standing.** A Club in good standing is a Club having a minimum of eight members, having paid all dues to Optimist International, and having submitted a roster and election report to the Youth Clubs Staff.

## POLICY V: MEMBERSHIP IN CLUBS

SECTION 1: Membership in Clubs will be by general or public invitation. JOOI shall not discriminate based on gender or race.

SECTION 2: **Membership.** Members of JOOI shall not be 18 prior to October 1 of the current administrative year. Suggested age ranges:

Alpha Clubs—6 to 9

Junior Optimist Clubs—10 to 13

Octagon Clubs—14 to 18

## POLICY VI: NEW CLUBS

SECTION 1: **Requirement for affiliation.** Alphas, Junior Optimist, and Octagon Clubs with their sponsor, (unless no sponsor is available as determined by Optimist International,) applying for membership in this organization, shall submit written application for affiliation using the forms provided by the JOOI Clubs Department at Optimist International, including officer election report, bylaws, membership roster and fees as established by Optimist International and JOOI.

## POLICY VII: INTERNATIONAL ADMINISTRATION

SECTION 1: **Administration.** Junior Optimist Octagon International shall be governed by a Board of Directors with the approval of the Optimist International Board of Directors.

SECTION 2: **International Board of Directors.** The JOOI Board of Directors shall consist of the President, the Immediate Past President, four Directors, and the Youth Clubs Committee Chairperson appointed by the Optimist International President, as well as a staff liaison (who is a nonvoting member of the Board)

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SECTION 3: **Qualifications.** The President and JOOI Board of Directors shall be elected by the delegates at the annual convention. They shall take office October 1, following their election. Those eligible for the office of Director shall be a member in good standing belonging to a Club in good standing, shall have served a term as Club President or a District officer and shall be the age of 14 and not 18 by October 1 of the current administrative year. Those eligible for the office of President must have served as an International Director or District Governor, and meet the requirements for an International Director. In order to be listed on the ballot, potential candidates for the International JOOI Board of Directors must file an official application with the International Office by June 1 prior to convention. Candidates from the floor will be allowed to run for the International JOOI Board of Directors, when there is not a sufficient number of candidates to run on the ballot. Those nominated from the floor will receive the same privileges as candidates, with the exception of their name being pre-printed on the ballot. Elected officers shall not be eligible to hold that same elected office upon completion of their term.

SECTION 4: **Vacancy.** For good cause or upon death, resignation or incapacitation of any elected or appointed international officer, or in the event of the failure of any officer to carry out the duties of his office, the Optimist International Board may declare the said office vacant and shall select a successor to fill the remainder of the term based on the recommendation of the Youth Clubs Committee and JOOI Board.

## POLICY VIII: INTERNATIONAL CONVENTION

SECTION 1: **Convention.** A convention of JOOI shall be held each year as provided in these Policies.

SECTION 2: **Time and place.**

- a. The Optimist International Board of Directors approves the JOOI Convention to be annually held following the Optimist International Convention in the same host-city. In case of extenuating circumstances, the International JOOI Board and International Youth Clubs Committee

will make an alternate recommendation to the Optimist International Board of Directors.

SECTION 3: **Notice of annual convention.** The Youth Clubs Department shall issue and cause to be mailed to each member Club an official call for the annual convention at least 60 days prior to the date thereof, in which notice the time and place of the holding of the said annual convention shall be set forth.

SECTION 4: **Number of votes.** In the transaction of convention business requiring a vote, each Junior Optimist Club and Octagon Club in good standing and represented by an accredited delegate who is a Member of the Club shall be entitled at a convention of JOOI to one vote.

SECTION 5: **Accredited delegates.** No member shall be deemed to be an accredited delegate unless he has registered at the convention, paid the registration fee, belongs to a Junior Optimist Club or Octagon Club in good standing, and produced such credentials to the Credentials Committee as may be required by the JOOI Board of Directors.

SECTION 6: **Convention rules.** Adoption of convention rules shall be the first business in order. These rules shall be adopted by a majority vote, but they may be suspended, rescinded or amended after their adoption by a two-thirds majority vote.

SECTION 7: **Voting.** Voting. The voting of accredited delegates on any question may be conducted by any one of the following methods: 1) voice vote, 2) hand vote, 3) rising vote, 4) ballot, 5) roll call.

- a. Vote by ballot on any question may be ordered by a majority vote of accredited delegates.
- b. Roll call on any question may be requested in writing by accredited delegates from at least six Districts, representing not less than 10 percent of the Clubs represented at the convention.
- c. An accredited delegate may choose to abstain from voting. He or she may also choose to vote on some candidates and/or issues, but abstain on others. All delegates must mark their

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ballots with either indication of endorsement or by writing “ABSTAIN.” No ballot may have the name of the delegate or the name of the Club the delegate is from written on it.

1. A majority of votes cast is required to elect the President. A delegate may vote for only one Presidential candidate. If only one candidate has shown the intent to run, a ballot vote will be waived and replaced by a vote of acclamation.
2. In the case of voting for International Director, delegates may endorse one, two, three, or four candidates with their vote. No delegate may vote for more than four candidates for Director. The four candidates running for Director positions who receive the most votes will be elected to the Board of Directors.

## POLICY IX: QUORUMS

SECTION 1: **Quorums.** A quorum of any convention shall consist of a majority of the accredited delegates.

## POLICY X: OFFICIAL PUBLICATION

SECTION 1: There shall be published a quarterly magazine, *The Torch*, which shall be the official publication of JOOI.

SECTION 2: **Editor.** The editor of *The Torch* shall be appointed by Optimist International.

## POLICY XI: OFFICIAL CREED

SECTION 1: **Creed.** The official creeds shall be the Youth Code and the Optimist Creed.

## POLICY XII: OFFICIAL SLOGAN

SECTION 1: **Official motto.** The official motto of JOOI shall be, “Kids Helping Kids.”

SECTION 2: **Official theme.** The official theme shall be selected annually by the JOOI President.

## POLICY XIII: USE OF NAMES, INSIGNIA AND SLOGANS

SECTION 1: **General use.** The titles Junior Optimist, Octagon, JOOI, Alpha, any selected slogan, the Youth Code or other adopted or registered trademarks or slogans of JOOI

shall not be used for purposes other than those authorized by the Optimist International Board of Directors.

## POLICY XIV: MEMBER CLUBS BOUND

SECTION 1: Every member Club shall be bound by the policies of JOOI and amendments thereto.

## POLICY XV: AMENDMENTS

SECTION 1: **How made.** These policies may be amended at the JOOI Convention by a two-thirds majority vote of the accredited delegates present and voting at the time such amendments are submitted to the convention, subject to approval of the Optimist International Board of Directors.

SECTION 2: **Who may propose amendments and When.** Authenticated proposed amendments, which may be proposed only by Clubs that are in good standing at the time of submission and at the time the proposal is voted upon, or by the JOOI Board of Directors shall be presented in writing to the JOOI International Board of Directors, at least 90 days prior to the date fixed for the opening day of the convention. The Youth Clubs Department shall make available a copy of all proposed amendments on the official “JOOI” website not later than 90 days prior to the starting date of convention.

SECTION 3: **Effective date.** Amendments or revision of these policies shall be effective on the first day of the next administrative year following the annual convention unless otherwise specified at the time of adoption.

## POLICY XVI: INTERPRETATION

SECTION 1: Any reference to the words “he,” “his,” “him,” “man,” or “men” is for descriptive purposes only and shall not, in any way, be construed to limit the application of the Policy or Section in which it appears to the masculine gender.

SECTION 2: **Parliamentary procedure.** In the absence of specific rules, the latest edition of Robert’s Rules of Order shall govern the deliberation of JOOI.

## POLICY XVII: INTERNATIONAL REVENUE

SECTION 1: **Fiscal year.** The fiscal year of JOOI, its Districts and member Clubs shall parallel the fiscal year of Optimist International.

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SECTION 2: **Annual dues.** Member Clubs. An annual \$8.00 (U.S.) per Club member membership fee, or a maximum of \$400.00 (U.S.), shall be paid to Optimist International by Alpha, Junior Optimist and Octagon Clubs. This fee is due 30 days after receipt of billing in October. No increase in this membership fee shall become effective unless voted upon by a majority of the delegates at the annual JOOI Convention.

SECTION 3: **Liability insurance for Clubs.** Youth Clubs, including Alpha, Junior Optimist and Octagon Clubs, are named as insured on the Optimist International certificate of insurance.

SECTION 4: **Budget.** At the beginning of each fiscal year, the JOOI Board of Directors shall accept a budget of estimated receipts and expenditures for the several activities of JOOI, upon approval of Optimist International Board of Directors.

## POLICY XVIII: INTERNATIONAL BOARD OF DIRECTORS

SECTION 1: **Powers and meetings.**

- a. The affairs and business of JOOI shall be controlled and directed by the JOOI Board of Directors with the approval of the Optimist International Board of Directors.
- b. Notice of the time and place of all meetings of the JOOI Board of Directors shall be distributed to each member of the JOOI Board of Directors by the Youth Clubs Department not less than 10 days prior to said meeting.

SECTION 2: **Quorum.** A majority of the JOOI Board of Directors shall constitute a quorum for the transaction of business and a majority vote of those present and entitled to vote shall be necessary to give effect to any action of the Board.

SECTION 3: **Voting by mail.**

- a. The JOOI Board of Directors may transact business by mail by voting upon any proposal mailed to the members thereof by certified mail or with the approval of the President.
- b. 30 days from the date of mailing shall be allotted for the return of the votes thereon to the Youth Clubs Department. The voting shall be con-

sidered closed at the end of said 30 days or at any time prior thereto when all members have returned their votes.

- c. Any proposal not receiving an affirmative vote of a majority of the JOOI Board within said 30 days shall be deemed to be lost.

SECTION 4: **Telephone conference.** The JOOI Board of Directors may transact business by telephone conference.

SECTION 5: **Distribution of JOOI Board minutes.** It shall be the duty of the staff to mail to each member of the JOOI Board, to each Governor and to others designated by the JOOI Board a copy of the minutes of each meeting of the JOOI Board of Directors within 30 days after the close of such meeting.

## POLICY XIX: DUTIES OF INTERNATIONAL OFFICERS

SECTION 1: **President.** The President shall preside at the International Convention and at all meetings of the JOOI Board of Directors and shall be the chief executive officer exercising general supervision over the interests and affairs of JOOI, subject to the direction of the JOOI Board and Optimist International Board of Directors. He shall communicate with the Board of Directors and the Youth Clubs Department, and cooperate with the International Youth Clubs Chairperson. He shall offer to speak at District conventions, establish and promote the goals of JOOI Youth Clubs and promote Youth Club growth whenever possible. He shall assist with workshops at both the Optimist International and JOOI conventions attend the Optimist International Convention and the Optimist International Board of Directors meeting if requested. The President is responsible to communicate regularly with assigned Districts and shall perform such duties as usually pertain to the office of the President.

SECTION 2: **Immediate Past President.** The Immediate Past President shall serve on the JOOI Board in order to provide continuity, assisting the President as needed. He shall communicate regularly with the President and members of the Board, assist with workshops at both the JOOI and Optimist International conventions,

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and attend the International convention and any District conventions that are feasible. He shall promote the goals of JOOI Youth Clubs whenever possible. He shall perform such duties as are ordinarily incumbent upon an immediate past President and such other duties as may be assigned to him by the President.

SECTION 3: **Directors.** The Directors shall communicate regularly with assigned Districts. They shall assist with workshops for both the Optimist and JOOI Conventions and will attend the International JOOI convention and any District conventions that are feasible. They shall promote the goals of JOOI Youth Clubs whenever possible. The Directors shall perform such duties as are ordinarily incumbent upon Directors and such other duties as may be assigned to them by the President or the JOOI Board of Directors.

## POLICY XX: INTERNATIONAL COMMITTEES

SECTION 1: **Name and purpose.** The committees of JOOI shall be established by the JOOI Board of Directors as follows.

- a. The Convention Rules Committee which shall be responsible for credentials and rules. Duties: The Convention Rules Committee shall present its report as early as possible after the opening of the convention.
- b. Candidate Qualifications Committee which shall be composed of the Youth Clubs Committee Chair serving as chairperson, two members of the International Youth Clubs Committee as appointed by the Chair, and two members of the JOOI Board appointed by the JOOI President. This Committee shall verify the credentials of potential JOOI Board candidates.
- c. Other Committees to be established.

SECTION 2: **Appointment and term.**

- a. Members of the Convention Rules Committee shall be appointed annually and their terms of service shall terminate at the conclusion of business at the convention for which they have been appointed.

## POLICY XXI: DISTRICT JOOI

SECTION 1: **District structure.** The boundaries of JOOI Districts shall be the same as Optimist International Districts.

SECTION 2: **Membership.** All Clubs located within the boundaries of a District shall be members of that District.

SECTION 3: **District's purpose.** The sole purpose of the District shall be:

- a. To function as an administrative division of JOOI in the attainment of the purposes set forth in the Policies of JOOI and to make effective the policies, programs and purposes of JOOI.
- b. To give direction to and stimulate leadership, administration and growth of member Clubs and to encourage their participation in the purposes, programs, and Policies of JOOI to the benefit of their communities and nations.

## POLICY XXII: DISTRICT CONVENTION

SECTION 1: **Annual convention.** A convention of the Clubs in each District shall be held annually.

SECTION 2: **Convention date.** The annual District convention shall be held no later than August 15 with an official District Conference Report turned in to the Youth Clubs Department no later than September 1.

SECTION 3: **Notice of annual convention.** The JOOI District Secretary/Treasurer shall mail to each member Club in the District an official call for the annual convention at least 60 days prior to the date thereof, in which notice the time and place of the annual convention shall be set forth. All Districts shall notify Optimist International Youth Clubs Department of their convention date.

SECTION 4: **Number of votes.** In the transaction of convention business requiring a vote, each Club in the District in good standing with both JOOI and the District shall be entitled to one vote.

SECTION 5: **Accredited delegates.** No member shall be deemed to be an accredited delegate unless he has registered at the convention, paid the registration fee and produced such credentials to the Credentials Committee as may be required by the District Board of Directors.

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SECTION 6: **Convention rules.** Adoption of convention rules shall be the first business in order. These rules shall be adopted by a majority vote, but may be suspended, rescinded or amended after their adoption by a two thirds vote.

## POLICY XXIII: DISTRICT REVENUE

SECTION 1: **Annual dues.** The administration of District business shall be financed by District dues and other revenues.

## POLICY XXIV: JOOI DISTRICT OFFICERS

SECTION 1: **Administration.** The business of the District shall be administered by a Board of Directors.

SECTION 2: **Board of Directors.** The Board of Directors of each District shall consist of the Governor, the Governor elect, the immediate past Governor, the Lieutenant Governors or Directors, the District Secretary/Treasurer, and the President or a representative of each Club in the District.

SECTION 3: **Executive committee.** The officers of each District shall be the Governor, Governor elect, immediate past Governor, Lieutenant Governors or Directors and the Secretary/Treasurer.

SECTION 4: **Vacancy.** For good cause or upon death, resignation or incapacitation of any elected or appointed officer 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 Optimist District Board may declare said office vacant and shall select a successor to fill the remainder of his term based on the recommendation of the District Youth Clubs Chair and JOOI District Executive Committee.

## POLICY XXV: DISTRICT ADMINISTRATION

SECTION 1: **District Board of Directors.**

- a. **Responsibilities.** The Board of Directors and the Optimist International District Youth Clubs chairman shall be responsible for the conduct of the business and affairs of the District as an administrative division of JOOI, as stated in these Policies and as determined by the Board of Directors of JOOI.

- b. **Meetings.** The Governor shall call a meeting of the Board of Directors at such time and place as he may determine with the advice and consent of the Board of Directors and the District Youth Clubs chairman.

## POLICY XXVI: DISTRICT OFFICERS' DUTIES

SECTION 1: **Powers and Duties.** The powers and duties of the Governor, Lieutenant Governors or Directors and the Secretary/Treasurer shall be as provided in these Policies.

SECTION 2: **Governor's Duties.** Under the general supervision of the JOOI Board of Directors, it shall be the duty of the Governor to further the purposes of Junior Optimist Octagon International and the District, and to promote the interest and coordinate the work of member Clubs within the District. In conjunction with the District Youth Clubs Chairperson, he shall plan the annual JOOI District convention, publish a District newsletter and generally oversee and encourage Youth Club activities within the District. Likewise, he will regularly communicate with the Clubs in the District, the Youth Clubs Department and the Optimist International District.

SECTION 3: **Lieutenant Governor's or Director's Duties.** Under the general supervision of the JOOI Governor, it shall be the duty of the Lieutenant Governor or Director to coordinate the activities of an assigned group of Clubs. He shall communicate with the Governor and attend all District meetings. In cooperation with the Governor, he shall assist with the annual JOOI District convention and promote the District convention and the International convention.

SECTION 4: **Secretary/Treasurer's Duties.** Under the general supervision of the JOOI Governor, it shall be the duty of the Secretary/Treasurer to record minutes of the executive Board meeting and process all correspondence. He shall conduct such correspondence as may be required by the Governor and the District JOOI Board of Directors, and generally perform such duties as are incumbent upon a Secretary. He shall also keep and maintain financial records and books ordinarily kept by a

Treasurer, and such books shall be open at all times for inspection by the District JOOI Board of Directors and any auditor designated by the Board. The Optimist District Secretary shall be responsible for all funds.

- a. He shall assist in the planning of the District convention and shall promote, in cooperation with the Governor, the District convention and the International convention.
- b. He shall submit regular financial statements in the form, manner, and frequency prescribed by the District JOOI Board, and generally perform such duties as are incumbent upon a Treasurer, under the supervision of the Optimist District Secretary.

## **POLICY XXVII: ELECTION OF OFFICERS**

SECTION 1: **Notice of District meeting.** The JOOI District Secretary/Treasurer shall notify each Club in the District at least 30 days prior to the date thereof, official notice of a District meeting, such notice to contain the time and place of said meeting.

SECTION 2: **Terms and qualifications.**

- a. **Terms.** All District officers shall take office on the first day of Optimist International's administrative year.
- b. **Qualifications.** No one shall be eligible to hold a District office unless he is duly enrolled on the JOOI roster as a member in good standing of a JOOI Club in good standing. Elected District Officers shall not be eligible to hold that same elected office upon completion of their term unless there is no other qualified candidate available.

## **POLICY XXVIII: DISTRICT COMMITTEES**

SECTION 1: The Governor shall appoint such committees as deemed necessary.

# SUGGESTED CLUB BYLAWS

## SUGGESTED CLUB BYLAWS

### Article I - Name

Section 1: This Club shall be known as the (*circle one*) Alpha/Junior Optimist/Octagon Club of \_\_\_\_\_, and is entitled to full use of this name so long as approved by the sponsoring Optimist Club.

### Article II - Objects

Section 1: The objects of this Club shall be to provide opportunities for Members individually and collectively to participate in community service activities, develop leadership abilities and prepare for responsible roles in society.

### Article III - Membership

Section 1: The membership of this Club shall consist of boys and/or girls who are:

- Alpha Club – 6 to 9 years old
- Junior Optimist Club - 10 to 13 years old
- Octagon Club – 14 to 18 years old

Section 2: Eligible students may apply for membership, in the form and manner prescribed by the Board of Directors, and may be admitted to membership upon the affirmative vote of a majority of the membership present at any meeting.

Section 3: The Board of Directors shall be empowered to suspend or expel a Member for non-payment of dues, failure to attend meetings for an extended period without valid excuse, or for conduct unbecoming a Member or prejudicial to the best interests of the Club.

### Article IV - Officers

Section 1: The officers of this Club shall be a President, vice-president, a Secretary and a Treasurer. Terms of office shall be for one year or until their successors are duly elected.

Section 2: The President shall serve as the executive officer of the Club, preside at all meetings of the membership and Board of Directors, be an ex-officio Member of all committees and perform such other duties as are ordinarily incumbent upon a President.

Section 3: The vice-President shall perform such duties as may be assigned by the President or Board of Directors.

Section 4: The Secretary shall keep and maintain all records of membership, and minutes of membership and Board of Directors meetings, in the form and manner prescribed by the Board of Directors, conduct such correspondence as may be required by the President and Board of Directors, and generally perform such duties as are incumbent upon a Secretary.

Section 5: The Treasurer shall keep and maintain all financial records and books ordinarily kept by a Treasurer designated by the Board. He shall pay all authorized obligations of the Club and submit regular financial statements in the form, manner and frequency prescribed by the Board of Directors, and generally perform such duties as are ordinarily incumbent upon a Treasurer.

### Article V - Board of Directors

Section 1: There shall be a Board of Directors which shall consist of the officers of the Club and one Director from each of the grade levels represented in Club's membership.

Section 2: The Board of Directors, with the advice and counsel of the Advisory Committee, shall adopt an annual budget, approve all financial commitments and the payment of all obligations and generally supervise the affairs of the Club and its committees.

Section 3: The Board of Directors shall meet regularly each month during the school year, or at the call of the President or any three Members of the Board of Directors, at a time, date and place to be fixed by the Board of Directors.

Section 4: 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.

### VI - Election and Nominations

Section 1: The election of officers shall be held at a regular meeting of the membership by April 15; further, the names and addresses of the newly elected officers shall be reported to Optimist International and the District JOOI Club Chairman by May 30.

# SUGGESTED CLUB BYLAWS

Section 2: Nominations shall be called for from the floor by a presiding officer. No individual shall be eligible for nomination or election unless that individual can assure the Club membership of their intent to maintain their membership and be a student during the next administrative year.

Section 3: A majority of the votes cast will be required to elect. Voting shall be by individuals and carried out by secret ballot. No Member may cast more than one vote. Proxies shall not be recognized. Only Members in good standing shall be eligible for nomination, election and to vote.

Section 4: In the event that any office or Directorship becomes vacant for any reason whatsoever, the vacancy shall be filled, at the next regular Club meeting, by the regular nominating and election procedure described in this article.

Section 5: All officers shall assume their responsibilities at the beginning of the administrative year for which they were elected. Directors, elected at the first regular meeting of the administrative year, shall assume their positions upon election.

## Article VII - Meetings

Section 1: The membership of the Club shall meet regularly at least once each month of the school year at such time and place as may be determined by the Board of Directors. Special meetings may be called by the President provided that each Member shall have received at least three day's notice of such meeting and the nature of the business to be conducted at such meeting.

Section 2: One-third of the Members in good standing shall constitute a quorum at any regular or special meeting of the Club. Robert's Rules of Order shall govern all deliberations of the Club and its Board of Directors except as otherwise provided in these bylaws.

## Article VIII - Revenue

Section 1: Annual dues shall be \$\_\_\_\_\_ per Member, to be paid at the first Club meeting of each administrative year.

Section 2: The Board of Directors, with the approval of the membership, may plan or recommend the raising or accumulation of revenue from sources other than dues.

Section 3: The administrative/fiscal year of the Club shall be concurrent with the administrative year of Junior Optimist Octagon International, beginning on Oct. 1 and ending on Sept. 30.

## Article IX - Committees

Section 1: The President shall, no later than the first month of the administrative year, appoint the following standing committees and name chairs and at least three Members, including the chair, to each committee:

- a. Organization
- b. Program
- c. Activities
- d. Social

Section 2: The duties of the standing committees shall be to meet, report and make recommendations to the Board of Directors, and to conduct such activities and projects as may be directed and approved by the Board of Directors, as follows:

- a. The Organization Committee shall be responsible for the provision and equipping of facilities for Club meetings.
- b. The Program Committee, in cooperation with the President, shall plan and provide programs for regular Club meetings.
- c. The Activities Committee shall seek, plan and direct the conduct of worthy projects and activities contributory to the attainment of the Club's objectives.
- d. The Social Committee shall plan and supervise the conduct of Club social activities.

Section 3: Special committees, to serve specific purposes, may be appointed by the President with the approval of the Board of Directors.

# SUGGESTED CLUB BYLAWS

## Article X - Advisory Committee

Section 1: In recognition that the \_\_\_\_\_  
\_\_\_\_\_ JOOI Club is  
sponsored by the \_\_\_\_\_  
\_\_\_\_\_ Optimist Club  
it shall be the policy of the JOOI Club, its  
committees and Board of Directors, to seek  
the benefits of such constructive relation-  
ship through the advice and counsel of the  
sponsor's Advisory Committee. Exercise of  
such policy shall include invitation of the  
Advisory Committee Members to all meet-  
ings of the Club and its Board of Directors  
and solicitation of their advice, counsel and  
guidance in the selection and conduct of  
activities, financial transactions, meetings,  
programs and other administrative matters  
to end that the Club may more effectively  
and expeditiously attain its objectives.

## Article XI - Disbandment Procedure

Section 1: If, for whatever reason, this Club would, at  
some future date, become defunct, all  
materials, supplies and monies will become  
sole property of the sponsoring Optimist  
Club, to be used or distributed at the dis-  
cretion of the Board of Directors of that  
body.

## Article XII - Amendments

Section 1: Any amendment of these bylaws, if in con-  
formity with the Policies for the  
Governance of JOOI and the policies of  
Optimist International, may be adopted by  
a two-thirds majority of the Members pre-  
sent at any meeting provided written notice  
of the proposed amendment and date of  
such meeting shall have been given to all  
Members at least two weeks prior thereto.

## CERTIFIED BY:

Club President \_\_\_\_\_ Date \_\_\_\_\_

Club Secretary \_\_\_\_\_ Date \_\_\_\_\_

Optimist Club President \_\_\_\_\_ Date \_\_\_\_\_