

MASTER POLICY INDEX

<u>Section</u>	<u>Policy #</u>
1. Awards	
Appeals	I-3
New Club Sponsor-Definition of	I-6
Awards Presentation Other Than By International	I-7
International President's Membership Award	I-8
International Recognition Program	ICD-135
2. Charter - Present/Revoke	
Charter Revocation and Disbandment Procedures	IC-35
Merger Requirements	IC-36
3. Club Names/Members/Meeting Places	
Life Membership, Down Payment	IC-18
Charter Members - Definition of	IC-51
Club New Member	IC-52
Club - Name and Location	C-8
89 Day Reinstatement Policy	ICD-14
Membership for Individuals Managing Club Activities	C-13
4. Committees	
Committees	I-70
Board Personnel Committee	I-142
5. Communication	
International Directory and Mailing Lists - Use of	I-33
Dissemination of Information of Other Organizations	I-35
<i>The Optimist Magazine</i>	I-61
Corporate and Sponsor Relations	I-117
OI Web Site	I-121
Bylaws Amendment Proposals	I-123
Board Liaisons to Vice Presidents	I-128
Proposal at Board of Directors Meetings	I-129
Optimist International Directory	ICD-3
Branding Statement	ICD-12
Social Media Policy	ICD-138
Membership Information on the Internet	CD-6
Official Optimist Time	I-131
Communications for the President-Elect	I-132
French Communications	I-133
Club Anniversaries	C-14

<u>Section</u>	<u>Policy #</u>
6. Convention & Meetings	
Candidates for International and District Office	I-11
Convention Standards	I-104
Candidate Qualifications Committee Operational Guidelines	I-130
7. Dues/Reports/Invoices	
District Dues Increase	D-4
Club Reports	CD-4
Club Annual Dues Billing	C-10
U.S. Club Tax Form	C-11
8. Expenses	
Expenses - General	I-18
9. Finance	
Financial Review	I-20
Authorized Persons - Access to Finances	I-38
Authority to Adjust Club Account	I-40
Investments of Surplus Funds	I-44
Staff Salaries	I-47
Products Endorsement	I-65
Contract Review	I-103
Youth Programs Foundation Funding	I-136
Optimist International Staffing	ID-29
Credit	ICD-10
Billing	ICD-11
10. Fund Raising/Soliciting	
District Fund Raising	D-9
Club Fund Raising	CD-3
Disaster Relief Funds	ICD-15
11. Insurance	
Travel Insurance	I-48

<u>Section</u>	<u>Policy #</u>
12. International Development	I-102
13. Legal	
Legal Counsel	I-34
Misconduct	I-127
Chief Operating Officer	I-134
Trademarks and Service Marks - Use of	ICD-1
Badges and Emblems of Office	ICD-2
Optimist International Code of Ethics for Optimist Members	ICD-13
OI Code of Ethics for Intl, District, Clubs, Employees	ICD-126
Optimist Youth Protection Policy	C-12
Adult Volunteer Release and Waiver of Liability Form	
Participant Release and Waiver of Liability Form	
Minor Volunteer Release and Waiver of Liability Form	
14. New Clubs	
NCB Across District Boundaries	I-5
Organization Meetings - Requirements for Attendance	I-52
Requirements for Affiliation	I-54
Requests for Authorized Representative	I-56
15. Officers	
Recognition - Current and Past Board Members	I-76
Criminal Background Checks for Officer Candidates	I-138
Officer and Governor Job Descriptions & Letters of Understanding	ID-28
16. Programs/Partners	
Optimist International Endorsed Organizations	I-36
International Programs	I-66
Scholarships	I-67
JOOI Governors Scholarships	I-107
International Program Status Application	I-137
CCC Advisory Panels	I-139
International Seal of Approval Status	I-141
JOOI Club Requirements	IC-17
Competitive Boxing Programs Involving Youth	IC-37
Optimist Day - Optimist Month	ICD-136

Section

Policy #

17. Region and District Administration

Redistricting	ID-7
District Fiscal Duties and Responsibilities	ID-13
District Budgets - Approval of	ID-15
District At Risk Assessment and Recovery Plan	ID-25
Regional Makeup of Optimist International	ID-26
District Allotment Requirements	ID-27

18. Supply

Conflict of Interest	I-105
Supply Sales	ID-24

Addenda

Policy for the Governance of JOI
Sample District Policies
Best Practices