

# **BOISE NOON OPTIMIST CLUB**

## **Policies**

*Adopted March 10, 2015*

Alcohol: No alcoholic beverages shall be permitted at Board meetings, Club-sponsored youth events, or when public relations status of the Club would be adversely affected.

Politics: The Club will not, as a club, take positions in matters of strictly partisan politics.

Solicitations: No outside solicitation shall be made at a meeting.

Donations: All requests from other organizations for donations shall be submitted to the Club President for consideration of the Board of Directors, and each request shall be considered on its individual merit.

Meetings: The weekly luncheon meetings shall be primarily social occasions for fellowship and building Optimist spirit. Business should consist of brief reports from committeepersons or others involved with current projects. Members are strongly urged to express their opinions concerning Club business to Board Members and are also invited to attend the monthly Board meetings.

Dues: New members – prorated dues for new members shall start the month after the member is inducted and shall be collected with the initiation fee before the member is inducted.

Transferring Member: Dues for an Optimist transferring in good standing shall be equal to the minimum allowable by Article I, Section 2 of the Optimist International Bylaws.

Past-Due Dues: Dues outstanding for more than 60 days shall be submitted to the Treasurer, who shall arrange for collection and his/her progress shall be reported to the Board of Directors.

Budget: An annual budget shall be made and submitted to the Board of Directors for approval no later than the January Board Meeting. The approved budget shall be made available to the Club membership.

Tax Form: The Club Treasurer shall submit a Form 990 and any other tax forms required by law to the Internal Revenue Service each February.

Checking and Savings: The Treasurer shall maintain separate checking and savings accounts for Youth Funds and Club Funds, but the accounts may be in the same financial institution.

The Treasurer may, with board approval, invest money (being held to pay bills or surplus monies) in safe, prudent, interest bearing, government insured investments at institutions protected by the United States Government.

Funds not needed for operation of the Club are to be invested by the Board of Directors after recommendation by the Finance Committee.

The Finance Committee shall conduct a Financial Review annually during the month of January and shall report the results at the Board Meeting next following February 1<sup>st</sup>.

All bills submitted to the Club that fall outside the approved budget must be approved by a quorum of the Board of Directors before being paid. No expenditure incurred for the Club can be paid unless a written bill is submitted to the Board. Paid bills for budgeted expenditures must be reviewed by the Board.

Officers Travel to District Meetings: The Club shall encourage officers to attend District Board Meetings, the District Convention, and shall offer financial assistance to officers that attend, recognizing that the Club President must attend 3 of the 4 District Meetings for the Club to be an Honor Club. His/Her expenses will be paid in full. Other officer expenses will be paid according to the following schedule: Vice-President, President-elect, Secretary, Treasurer, and Immediate Past-president will be reimbursed registration fee, single room rate, \$55 per diem and IRS mileage allowance, the total not to exceed \$250 per person per meeting; Board members will be reimbursed for registration fees. With the Board's approval, Board members may attend such meetings in place of officers and be reimbursed at the above officer rate.

Committee Chairperson: A committee chairperson shall be responsible to the Board of Directors for the conduct of his/her committee and the operation of the committee's project. All requests for non-budgeted funds for the project shall be made by the chairperson, in writing, to the Board of Directors for their approval. The Board may request that the chairperson be present at a regular or special meeting to discuss his/her fund request or the operation of the project. The chairperson shall keep the Board apprised of the progress of the project and shall submit a final written report, on the committee report form, to the Board within 30 days of the conclusion of his/her project.

Fund Raising: All fund raising methods shall comply with all applicable City, State and Federal laws, Optimist International By-laws and the Boise Noon Optimist Club Bylaws and Policies. No fund raising for another group shall take place at a Club meeting, however, such information may be provided to the membership in the form of an announcement, explanation, or progress for the consideration of the membership on an individual member basis.

Hospitality: The Hospitality Committee is authorized to send acknowledgements to any Club members, their spouses or their children on such significant occasions as a wedding, illness, hospitalization, childbirth or death in the family. Other remembrances shall be at the Hospitality Chairperson's discretion, after consultation with the Club President.

Concession Contract: The current contract for the OYSC Concession Manager(s) shall be attached to this document and shall be considered a policy of BNOC.

Concession Maintenance: Twenty percent (20%) of the net income from the concessions at the Youth Sports Complex will be transferred to the Boise Youth Sports Complex Fields Maintenance Fund. Boise Youth Sports Complex, Inc. is a 501(c)(3) corporation.

Revisions of Policies

December 1, 1993

May 4, 2000

December 5, 2000

April 21, 2004

March 10, 2015