

(Mandatory wording in bold face type)
(Optional wording in regular type)

CLUB NUMBER 03358



OPTIMIST CLUB BYLAWS

Effective March 16, 2007

ARTICLE I – NAME

This Club shall be known as the Optimist Club of Vine Grove, Inc an affiliate of Optimist International

ARTICLE II – MISSION

By providing hope and positive vision through the members of this Club, this Club will bring out the best in the city of Vine Grove and its surrounding communities.

ARTICLE III – MEMBERSHIP

Membership in this Optimist Club shall represent adults, who are persons of good character, from the business, social, and cultural life of the community. All memberships shall be held by individuals and shall not be transferable.

ARTICLE IV – ADMISSION TO MEMBERSHIP

Members shall be admitted to the Club according to such procedures as established by the Board of Directors.

ARTICLE V – TERMINATION OF MEMBERSHIP

Section 1: Any member may resign from the Club provided that all dues and fees have been paid.

Section 2: Any member who is two (2) or more months in arrears in the payment of dues or fees to the Club may be suspended from membership. He or she will be provided written notice by the Secretary. Upon payment of arrears within 30 days of said notice, the member's suspension shall end automatically. If such member has not paid within said 30 days, his membership shall automatically be terminated and the secretary shall so notify him of that termination.

Section 3: Any member charged with conduct unbecoming an Optimist or with any act prejudicial to the best interests of the Club or Optimist International, and against whom such charges are sustained after opportunity to appear before the Board of Directors in his or her own defense, may be expelled from membership, at the discretion of the Board of Directors. Upon such action by the Board of Directors, the Secretary shall immediately notify the member in writing, of said action.

- Section 4: In case of the resignation or expulsion of any member, the Secretary shall immediately notify Optimist International and all members of the Club of such action.
- Section 5: Any member whose membership in the Club has been terminated for any reason shall forfeit all interest in any funds or property of the Club and all rights to the use of the Optimist name, emblem, or other insignia.
- Section 6: It shall be the prerogative of the Board of Directors to confirm any termination of membership on behalf of the Club.

ARTICLE VI – DIRECTORS

- Section 1: There shall be a Board of Directors which shall consist of the officers of the club and three (3) elected members. Directors shall serve for a period of two (2) years or until their successors are duly qualified and elected and the officers shall be elected every year. In the event of a directorship becoming vacant for any reason, such vacancy shall be filled by the Board of Directors, and the appointee shall serve for the duration of the term of the individual being replaced.**
- Section 2: The Board of Directors shall have control and management of the Club’s activities, determine all policies, elect, dismiss and discipline members and generally supervise the affairs of the Club.
- Section 3: The Board of Directors shall meet on a regular basis as they shall determine; or at the call of the President/Chair. Any three members of the Board of Directors may call a meeting providing a three-day notice is given to all members. 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.
- Section 4: Any member of the Board of Directors who is absent from three consecutive board meetings may be removed from office by the Board of Directors. Notice of said action shall be mailed to all members by the Secretary.
- Section 5: It shall be understood that no member of this club’s Board of Directors or any Committee shall participate in the discussion concerning, or vote on, any action from which the member or any organization in which the member is materially interested. A violation of this rule by a member of the Board of Directors or any committee member shall not invalidate the action taken by the Board or committee if, following disclosure of the adverse interest of such member, the Board or committee authorizes, ratifies and approves the action by a vote sufficient for the purpose, without counting the vote of such member. All members of the Board of Director are required to read and sign our Conflict of Interest Policy.

ARTICLE VII – OFFICERS

- Section 1: The officers of this Club shall be determined by the Club as per State/Provincial/National law. The officers of the Club shall be the following:
- The Presiding Officer, also known as the President, shall serve as the executive officer of the Club, preside at all meetings of the membership and the Board of Directors, be an ex-officio member of all committees, exercise general supervision over Club affairs and perform such other duties as are ordinarily incumbent upon a Presiding Officer; and shall represent the Club in all relations with Optimist International and the District and perform a like function in their behalf in relation to the Club. The Presiding Officer shall attend all duly called District meetings or, in the case of absence for good reason, provide for the Club’s representation by an accredited representative.
 - The Vice President shall oversee the outreach committees (youth service, fund raising and public relations) and shall perform such duties as are ordinarily

incumbent upon Vice Presidents and such other duties as may be assigned to them by the Presiding Officer or Board of Directors.

- The President-Elect shall preside at meetings if the President is unavailable and shall oversee operational committees (membership, finance, programs) and such other duties as may be assigned to them by the Presiding Officer or Board of Directors.
- The Secretary shall be appointed by the President and confirmed by the Board of Directors at the first board meeting of each fiscal year. They shall keep and maintain the minutes of all meetings of the Board of Directors, business meetings and all records of membership, attendance and service to the Club, in the form and manner prescribed by the Board of Directors. The Secretary shall also prepare and file all reports required by Optimist International, District administration and generally perform such duties as are ordinarily incumbent upon a Secretary.
- The Treasurer shall be appointed by the President and confirmed by the Board of Directors at the first board meeting of each fiscal year. They shall keep and maintain all records of fees, dues and monies collected and disbursed. Submit regular financial statements in the form, manner and frequency prescribed by the Board of Directors, prepare an annual statement for the annual meeting of the Club and generally perform such duties as are ordinarily incumbent upon a Treasurer. The Club Board of Directors can amend or expand these duties as needed, as long as they are within the guidelines of Optimist International and standard Club bylaws.
- The Executive Director, who shall also be known as the Chief Financial Officer, shall be a paid bookkeeper selected by the Board of Directors. They shall direct, manage and supervise the offices of the club. They shall be responsible for the implementation of any activity or program of the club, subject to the direction of the Board of Directors. They shall keep and maintain all records of monies collected and disbursed from the Charitable Gaming Account and handle all correspondence with the Kentucky Office of Charitable Gaming. They shall direct the attention of the President, the board of Directors and committees to provisions in the Bylaws, directives, policies and resolutions pertinent to the administration of the affairs of the club. They shall also prepare and have readily available a topical index to all policies, directives and resolutions of Board and membership meetings. They shall submit regular financial statements in the form, manner and frequency as prescribed by the Board of Directors. They shall prepare an annual statement for the annual meeting of the club. They shall serve as an officer of the Board of Directors under the supervision of the President and the Board, but shall have no vote.

Section 2: All officers shall hold office for one year or until their successors are duly elected or appointed as provided in these bylaws. In the event that any office becomes vacant for any reason, the vacancy may be filled by the Board of Directors.

The Club Board of Directors can amend or expand these duties as needed, as long as they are within the guidelines of Optimist International and standard Club bylaws.

ARTICLE VIII – ELECTION PROCEDURE

The election of Club officer(s) and Directors should be completed not later than April 30.

Section 1: Not later than March 15, the President shall, with the approval of the Board of Directors, announce the appointment of a Nominating Committee of five (5) members. The Nominating Committee shall select at least one nominee for each expiring office and directorship. Such nominations, in writing, shall be delivered to the Board of Directors at the April Board meeting.

- Section 2: Upon receipt of the report of the Nominating Committee the Secretary shall, within seven (7) days, notify each member of the nominations of the Nominating Committee in alphabetical order, by office and stating the date of the election.
- Section 3: Anonymous Paper Balloting shall be conducted. Where there is only one Nominee for an office, the President shall request a unanimous ballot for the nominee. A majority of the votes cast shall be required to elect. In the case of directors, if the number of nominees exceeds the number of vacancies, the required number receiving the highest number of votes shall be declared elected.
- Section 4: Before each election meeting, each member is required to sign in with the Secretary. Identification may be requested to verify eligibility to vote. A ballot will be given To each member at the time of sign in. Anyone not a member in good standing may Be asked to leave during the vote.
- Section 5: No President of this club who has served a full term as President shall be eligible to Serve the succeeding year as president.
- Section 6: Nothing in this article shall be construed as precluding nominations from the floor.
- Section 7: Only members in good standing shall be eligible to hold office or vote. A member In good standing is defined as any member who has paid their dues as invoiced and Who is an active participant in the activities and programs of this club.
- Section 8: Voting shall be by individuals and no person may cast more than one vote. Proxies will not be recognized.
- Section 9: All officers and directors shall assume the responsibilities of their respective offices on October 1 following their election with the exception of the Secretary and Treasurer, who shall be appointed and confirmed by the Board of Directors at the first board meeting in each new fiscal year.
- Section 10: The Secretary shall report the results of all elections and appointments of Club officers to Optimist International and the District immediately.

ARTICLE IX – MEETINGS

- Section 1: Regular meetings of the Club shall be held at such time and place as may be determined by the Board of Directors.**
- Section 2: Special meetings may be called by the Presiding Officer, or by the Secretary upon receipt of a written request signed by at least five (5) members in good standing. Every member shall be notified in writing at least three days in advance of the special meeting and advised what business will be considered. No other business may be conducted at the meetings.**
- Section 3: One-third (1/3) of the members in good standing shall constitute a quorum at any regular, special or annual meeting of the Club.**
- Section 4: The current edition of Robert’s Rules of Order (or Code Morin for French-speaking Clubs) shall govern all deliberations of this organization and its Board of Directors except as otherwise provided in these bylaws.**

ARTICLE X – REVENUE

- Section 1: Each new member of the Club shall pay a membership fee of \$ 45 for individuals and \$15 per individual for families plus ½ of the annual family membership dues, payment of said fee to be a prerequisite for admission to membership, payable on demand of the Treasurer.

- Section 2: Annual dues shall be \$ 30 per individual member and \$50 per family membership, payable in advance except that fundraising may be used to pay active member dues for any member who has 50 or more volunteer hours in the previous year and each fully paid life member is exempt from dues.
- Section 3: The Board of Directors may plan or recommend the raising or accumulations of revenue from sources other than those stated in this article.
- Section 4: All funds, to which the public or members have contributed for the specific purpose of financing charitable, educational or civic activities of the Club, shall be used solely for those purposes and separate records of such funds shall be maintained.
- Section 5: The fiscal year of the Club shall be from October 1 of each year until September 30 next following.**
- Section 6: The Board of Directors shall arrange for, at a minimum, an audit by an audit committee appointed by the Board of Directors every other year. This audit committee shall consist of members not also members of the Board of Directors.

ARTICLE XI – COMMITTEES

- Section 1: The Board of Directors shall determine the number and purpose of all special and standing committees required to achieve the purposes of this Club.
- Section 2: The Presiding Officer shall appoint the chair and members of all committees and announce such appointments not later than October 1 following his or her election.

ARTICLE XII – MISCELLANEOUS

- Section 1: In recognition of the benefits and services available to this Club and its members through its affiliation with Optimist International, this Club shall exercise its rights and privileges of participation in the government and activities of Optimist International. This Club shall provide for its proper representation at all meetings and conventions of Optimist International and the District. It shall provide for such representation when preparing the annual budget.
- Section 2: Any person elected to membership in this Club shall be deemed to have accepted these bylaws and the Constitution and Bylaws of Optimist International, and shall be bound by them in all respects as if he or she had been a member at the time of their adoption.**
- Section 3: The Board of Directors shall provide for the prompt payment of all dues and other obligations to Optimist International and to the District, and shall require the prompt completion and submission of all reports required by Optimist International and the District.**
- Section 4: These bylaws shall be reviewed annually.**

ARTICLE XIII – NOT-FOR-PROFIT ORGANIZATION

- _____ *Initial here to adopt* (U.S. Clubs only) **This Club is organized and shall operate as a not-for-profit organization and shall be Initial here incorporated within the state/provincial/ national statutes as such. The Club is organized and to adopt shall operate exclusively for charitable and educational purposes set forth in Section 501(c)(3) of the Internal Revenue Code of 1986, as now in effect on or as may be amended (the “Code”), including, but not limited to, developing Optimism as a philosophy of life, utilizing the tenets of the Optimist Creed; to promote an active interest in good government and civic affairs; to inspire respect for the law; to promote patriotism and work for international accord and friendship among all people; to aid and encourage the development of youth, in the belief that the giving**

of one's self in service to others will advance the wellbeing of humankind, community life and the world.

_____ *Initial here to adopt* (All other countries) This Club is organized and shall operate as a not-for-profit organization and shall be incorporated within the state/provincial/ national statutes as such, developing Optimism as a philosophy of life, utilizing the tenets of the Optimist Creed; to promote an active interest in good government and civic affairs; to inspire respect for the law; to promote patriotism and work for international accord and friendship among all people; to aid and encourage the development of youth, in the belief that the giving of one's self in service to others will advance the wellbeing of humankind, community life and the world.

ARTICLE XIV – AMENDMENTS

- Section 1: Any amendment to these bylaws must be in conformity with the Bylaws of Optimist International, shall be adopted by a two-thirds (2/3) vote of the members present at any meeting, provide written notice of the proposed amendments and date of such meeting shall have been given the members at least two (2) weeks prior thereto.
- Section 2: All amendments to these bylaws must be submitted to Optimist International for approval.

ARTICLE XV – DISSOLUTION

_____ *Initial here to adopt* (U.S. Clubs only) Upon the dissolution of the Club, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Club, dispose of all the assets of the Club exclusively for the purposes of the Club in such manner, or to such organization or organizations, including Optimist International or the Optimist International Foundation, organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code, as the Board of Directors shall determine.

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Please sign below and fax to Optimist International (314) 371-6006.

Name of Club: _____

_____ Approved _____
(President) (For Optimist International)

_____ Date Approved _____
(Secretary) (By Optimist International)

Date Adopted _____



Document Revised: March 2007