



Policy Manual

2016

- 1) REQUESTS
 - a) Must be in writing.
 - b) Youth "projects" will be favored over service. Youth being under 19
 - c) All requests are to be investigated by members before any donation is given. (history of youth involved in project) Underprivileged youth & children will be favored.
- 2) CONTRACTS
 - a) No other person than the President (or Board Designate) shall sign contracts, and only after Board approval.
- 3) CORRESPONDENCE
 - a) All our letters and correspondences must appear on club letterhead and be signed by the president or designate.
- 4) OPTIMIST Centre and Exhibition Centre Requests (Sponsored Useages)
 - a) Must be made in writing to the club before any contact with Exhibition Association.
 - b) After approval at a regular meeting or a Board meeting notices will be sent to:
 - i) an "Approval Note" to the Exhibition Association and,
 - ii) a letter - note will be sent the party involved.
 - (1) NOTE: Without this letter, the "Centres" cannot be booked in the Prince Albert Optimist Club's name for a sponsored usage.
 - (2) These letters are to be signed by the President or Secretary or one other designated liaison. Only the designated persons shall contact the Exhibition Association in regards to "Centre" availability.
 - (3) If contact is made with the Exhibition before the club is contacted, the request will be refused outright.
- 5) Every October, Notices of Change of Officers will be sent to businesses affected by change.
 - a) Every charge signed for must have a readable signature and reason/purpose. i.e. Santa Anonymous, OptiMart, Youth Appreciation Week, Attendance BBQ, etc.
 - b) Every member in chair or committee who needs to charge will receive a letter from the President / Secretary as to which program they are allowed to charge for and which businesses approved, with copies going to those businesses.
- 6) MEALS – Cost & Charges
 - a) The Club will not subsidize meals.
 - b) At regular meetings the guaranteed number of plates is 14 at \$12 per plate.
 - c) On Very Special Nights (Christmas) \$12 per plate.
- 7) FAMILY SOCIALS
 - a) The Board recommends that children do not attend Regular meetings or Board meetings unless invited; with the intent that there will be other events such as "Family Socials" for children to attend throughout the year (such as the Christmas party, bowling nights).
 - b) There will be no charge or cost to participants for family socials.



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- 8) Club Registration Paid Events.
 - a) Members attending events paid for by the club must meet the following criteria:
 - i) Member must be in good standing (financial obligations to club to date)
 - ii) 75% attendance at meetings & participation in projects / activities.
 - iii) In extenuating circumstances the board may waive the above requirements by special resolution.
 - iv) If more members request participation, than available spots. Preference will go to First Timers. Otherwise a Draw will be made by the chair for placement. i.e. 1st, 2nd, 3rd, 4th, 5th. If someone can't attend, the next available number would be asked to go.
 - (a) Events examples include:
 - (i) Optimist International, District & Zone Meetings
 - (ii) Curling Events
 - (iii) Golf Tournaments
 - (b) Door Prizes won at these events or activities because of the Club's paid entry fee, shall become property of the club. i.e. A member wins a "Print" for attending the event (Door Prize), this prize would be the club's. The Board would then decide what to do with the "Print".
 - (c) Other Draws which the member pays an entry for, at the same event or activity, remain the property of the member. i.e. A member pays a \$5 entry for a Hole-in-One Contest and wins a car. The car would be the members. i.e. Member purchases tickets on an OI Foundation Print and wins. The member keeps the print.
- 9) All reimbursement of funds MUST be submitted within 30 days. (Receipts and Expense Form Attached).