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SECTION 1 DISTRICT TERRITORY AND REGION STRUCTURE

SECTION 1. District Territory and Region Structure

The territory of OI, wherever possible or practicable, shall be divided into Districts as determined from time to time by the Board. Existing Districts being considered for merging shall be advised not less than one year prior to final decision of the Board to effect a merger. Districts will be advised of the specifics that support the potential merger and be given the year to mitigate or eliminate the adverse situation(s). Districts shall be designated by name by the Board. To enhance the administration of OI, the Districts shall be grouped together to form Regions. The Regions shall consist of a contiguous group of Districts. The International Board shall establish by policy the number of Regions and their makeup. All Clubs located within the territorial boundaries of a District shall be members of the District, except as requested by the Club or Clubs involved, and in concurrence with the District or Districts involved and the International Board

SECTION 2. District Purpose

The sole purpose of the District is to function as an administrative division of OI in furtherance of the purposes of OI, these Bylaws and Policies as established by the Board. The District shall provide service and support to Clubs for the purpose of enhancing growth, participation, administration and youth service.

SECTION 3. District Administration

A. Board of Directors. The business of the District shall be administered by a Board of Directors (the "District Board"). The District Board shall consist of the officers of the District, the most Immediate and available Past Governors (at the option of each District), the Lieutenant Governors (if any), the District Secretary and/or Treasurer and the President of each Club in the District. Should the President of a member Club be unable to attend, a delegate from that Club would be allowed to speak and act as the President in the conduct of the business coming before the District Board. The JOI Governor shall serve as a non-voting member on the District Board. (Optimist International Bylaws Article VIII. Section 3. A.)

B. Officers.

The District officers shall be the Governor, Governor-Elect, District Secretary and/or Treasurer and *the following officers, Governor Assistants and/or Lt. Governors*. The duties of the officers shall be delineated in the District Policies. (OI Bylaw Article VIII, Section 3.B.) (rev. 7/31/2023 per OI requirements)

C. District Executive Committee

Executive Committee. A District may delegate, subject to the limitations imposed by these Bylaws, the powers of the District Board to the District Executive Committee. The District Executive Committee shall consist of the District officers and the most Immediate and available Past Governors (at the option of each District). The JOI Governor shall serve as a non-voting member on the District Executive Committee. The District Executive Committee is authorized to make purchases and pay expenses; travel allowances, reimbursements and obligations as provided by and within the limitations of the District budget, make plans and establish policy furthering the objectives of the District and exercise general control over plans, budget and program of

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the District convention. Meetings of the Executive Committee may be called by a majority of its members or by the Governor.

This Committee shall meet quarterly at the time, place and immediately prior to Conferences of the District Board of Directors or at the call of the Governor or a majority of the members of the Executive Committee.

International Bylaws, and limitations therein, and excepting those functions and responsibilities specifically assigned to the Board of Directors by the Bylaws, the Board of Directors shall, for the purpose of expediency and efficiency, delegate its powers and authority to the Executive Committee.

D. Vacancy. For good cause or upon death, resignation, or incapacitation of any elected or appointed officers or any officer-designate or in the event of the failure of any officer to carry out the duties of the office, the District Executive Committee may declare the office vacant and shall select a successor for the remainder of the term. Should the Immediate Past Governor(s) be unable to serve as members of the Executive Committee and the District Board, the next Immediate Past Governor shall automatically become a member of the Executive Committee and District Board in that individual's place and stead. The foregoing shall apply to any individual who has been elected or appointed to office but for any reason does not assume or carry out the duties of the office.

E. District Policies. Each District shall adopt a set of operating policies authorized by the Board, which will cover the items necessary to administer the District. These policies shall be adopted annually by the District Board at the Annual Convention or a specially called convention. Refer to Section 21.

F. District Meetings (Accounts 130 and 360)

The Governor may call a meeting of the District Board each quarter or at such time and place as the Governor may determine with the advice and consent of the Executive Committee. Notices of all meetings of the District Board shall be issued and caused to be delivered to all members of the District Board by the District Secretary and/or Treasurer at least 30 days prior to said meetings. A quorum of any District meeting shall be established by the District Board and stated in the District's policies.

Iowa Policy

Pursuant to the International Bylaws, the District Board of Directors shall meet quarterly at such time and place as may be determined by the Board of Directors except that, at the Board's discretion, the Conference in the Second Quarter may be held regionally via video technology or may be waived if all Zones hold meetings in that quarter. The First Quarter Conference shall be held no later than November 30, the Third Quarter Conference shall be held no later than June 30, and the Fourth Quarter Conference shall be held in conjunction with the annual District Convention. Notice of all conferences of the District Board of Directors shall be sent by the District Secretary-Treasurer to all members of the Board, with an agenda prepared by the Governor and District Secretary, at least thirty days prior to said meetings as per Optimist International Bylaws Article VIII, Section 3.F.

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Most recent financial statements and minutes will be distributed to all Clubs in the District at least two weeks in advance of any District meeting. (rev. 11/7/2022) Attendance at District Conferences may be taken from the registration forms in lieu of roll call (rev. 08/03/2019, 8/1/2021).

District Conferences shall be planned and conducted by the District administration, Conference Assistant, and the District Leadership Development Chair in conjunction with the (rev. 8/1/2021) quarterly meeting of the District Board of Directors in the first and third quarters. Conferences shall invite and encourage the attendance of Club officers and committee chairs, District officers and District committee members (rev. 8/1/2021), and others as may benefit from the conduct of all Conferences. The program for Conferences may include the introduction and promotion of Club and District goals and objectives, training workshops (rev. 8/1/2021), forums, round tables, leadership development events and, under the leadership of Lieutenant Governors, brief Zone meetings. The Third Quarter Conference shall include the election of Lieutenant Governors for the ensuing year, and if not otherwise scheduled the District Oratorical Contest finals. The Fourth Quarter Conference shall include the election of the Governor-Elect. All Board Meetings and Conferences will be budgeted and conducted under Accounts 130 and 360 and operated on a break-even basis. The Secretary-Treasurer or their designate may collect cost of any necessary, reasonable costs associated with the Board Meeting and Conference (i.e., meals, gratuities, meeting room fees). A minimum fee of \$20 shall be charged for non-meal participation. (rev. 8/27/2022) Communication of Conferences shall accompany the notice of District Board of Directors Meetings. (For registration refunds, refer to Section 4. District Convention H.)

G. Committees. The District Board shall establish committees as it deems appropriate to carry out the administration of the District. The Governor-Elect shall appoint the chairpersons and required number of members of all committees and shall announce such appointments not later than 1 October following their election as per Optimist International Bylaws Article VIII, Section 3.G. (rev. 8/1/2021).

SECTION 4. District Convention

A convention of the clubs in each District shall be held between the dates of August 1 and September 30 on such dates and at such location as shall be determined by the Board of Directors. The Convention city shall be determined by a vote of the accredited delegates at the District Convention for as many years in advance, not exceeding five years, as may be deemed necessary. The District Board shall have power to substitute another city in the event circumstances later make such action necessary or advisable. The District Secretary and/or Treasurer shall issue and deliver to each member Club in the District an official call for the annual convention at least 30 days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth. In the event of an emergency, with the approval of the International Board of Directors, a District may hold a special District Convention at any time or place. The District Secretary-Treasurer shall cause to be delivered

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to each member Club in the District, at least 20 days prior to the date of said special convention a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted. (OI Bylaws VIII, Section 4. – rev. 7/31/2025) (rev. 11/7/2022)

Voting. The method and means of voting at convention shall be established by the District Board. Convention rules shall be adopted by a majority vote during the first business session of each convention, but may be suspended, rescinded or amended after their adoption by a two-thirds vote. (OI Bylaws VIII, Section 4. rev. 7/31/2025 per OI requirements)

All voting shall be based on total number of votes cast by accredited delegates and, unless otherwise stated, any matter requiring a vote shall be approved by a majority of votes cast by present and voting accredited delegates. (OI Bylaws VIII, Section 4. rev. 7/31/2025 per OI requirements)

No member shall be deemed to be an accredited delegate unless the member has registered at the convention and paid the required registration fee and produced such credentials to the Credentials Committee as may be required by the District Board. (OI Bylaws VIII, Section 4. rev. 7/31/2025 per OI requirements)

Iowa Policy

The District administration shall provide all member Clubs and/or Zones (rev. 8/1/2021) an opportunity to bid for the conduct of conventions and (rev. 8/1/2021) the respective locations. Such bids or invitations shall be submitted to the Governor not later than thirty days prior to the convention at which the selection(s) shall be made. The minimum fee for non-meal attendance shall be \$20 (rev. 8/10/02, 8/03/2019, 8/27/2022).

A. ALLOCATION FROM DISTRICT DUES

In keeping with the fact that all clubs and members benefit from the conduct of the annual District Conventions, the sum of \$1.00 (one dollar) (rev. 8/1/2021) per member shall be allocated from the District dues paid by clubs for each of their members enrolled in the office of Optimist International as of the last dues billing date (July 1, not to include Friend of Optimist and College Members), which allocation shall supplement Convention registration fees for the financing of annual District Convention. The District Secretary-Treasurer shall make proper entries in July on Cash Statements to reflect transfer of dues allocation from District Dues category to Convention Revenue (rev. 8/18/85, 8/10/02).

B. BUDGET & FINANCE REPORT (Accounts 120 & 350)

The Convention budget shall be prepared and approved as a supplement to the District administration's annual consolidated budget and shall be based on statements of receipts and expenditures and reviews of previous conventions. The financial closing report of the Convention shall include Convention receipts, disbursements, and all other documentation submitted to the District Secretary/Treasurer no

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later than September 15 (rev. 8/27/2022). The report shall be prepared by the Convention Chair/Committee, Governor and District Secretary-Treasurer and shall be included in the District's annual financial statement and review (rev. 8/1/2021).

C. COMPLIMENTARY REGISTRATIONS

The official Optimist International Representative (and partner) shall receive complimentary registration(s) and lodging. The OI Representative's lodging shall be included in the Convention budget. Any complimentary rooms received by the Convention committee should be used for the District in this priority order:

1. Current Governor
2. Secretary-Treasurer
3. Governor-Designate
4. Secretary-Treasurer Designate.

Those not covered by Convention budget must be budgeted in the District budget. (rev. 8/10/02)

D. DURATION

The District Convention shall be a two-day event, exclusive of social, recreational, or other extracurricular activities.

E. FLAGS, CREED AND BANNERS

It shall be the policy of the District to display the appropriate national flags, the District banner, and the Optimist Creed banner in the room in which convention business is conducted, if allowed by the meeting facility (rev. 8/1/2021). The display of the Clubs' banners is encouraged at the District Convention and at all Conferences.

F. GIFTS - MEMENTOS (Account 450)

It shall be the policy of the District to present a gift and/or memento to the official Optimist International Representative to the annual District Convention; the cost of which shall not exceed \$75.00 each (rev. 8/1/2021).

It shall be the policy of the District to present a gift and/or memento to the retiring Governor and retiring Secretary-Treasurer; the cost of which shall not exceed \$150 each.

The immediate Past Governor shall be responsible for the selection of the gifts to the outgoing officers and the Governor and/or Ambassador (rev. 8/1/2021) shall be responsible for the selection of the gifts to the Optimist International Representative.

G. PROGRAM

The Convention committee shall prepare, through consultation with the Governor and Governor-Elect, the schedule of Convention events and meetings for submission to the District Board of Directors not later than prior to the Third Quarter Board Meeting. The Governor, through consultation with the Governor-Elect, shall prepare the agenda and/or curriculum for all Convention business sessions, forums, and meal service events. The Governor-Elect and Leadership Development Chair (rev. 8/1/2021) shall develop the training. The Convention schedule shall be distributed electronically (rev. 8/1/2021) to all District

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Officers, and chairpersons, Club Presidents and Secretary-Treasurers and members (rev. 8/1/2021) not less than 30 days prior to the Convention. The Convention schedule shall include, at a minimum, the following events, which will be paid from the Convention budget:

1. Business session(s) necessary to accomplish the business of the Convention
2. All leadership development events for Club and District officers as prescribed by Optimist International. Such events shall be developed and administered by the Governor-Elect and Leadership Development Chair (rev. 8/1/2021)
3. A meal-service event to provide the official Optimist International Representative with an opportunity to address assembled delegates and guests
4. A recognition banquet featuring the installation of new District officers
5. A breakfast recognizing all Optimists (rev. 8/1/2021).
6. Memorial Service
7. Past Governors' Breakfast and Lunch/Dinner will be paid by Past Governors. (rev. 08/03/2019, 8/1/2021)

H. REGISTRATION COMMITMENTS AND REFUNDS (rev, 7/27/2025)

1. All conference(s) and convention attendees should be registered and paid in advance. If attendees are registered in advance, via phone call or email, but not paid, each attendee needs to pay at conference/convention check in. In the situation the pre-registered person is not able to attend, the Club will be invoiced the cost of registration. If justification for the absence meets the requirements of Item 3 below, and the request by the Club Secretary is received by the District Secretary/Treasurer within three days of the end of conference/convention by email, the Club may not be invoiced. (adopted 7/27/2025)
2. All refunds (and the amount of refund) will be determined by the District Secretary-Treasurer or the Convention Chair. The refund will not exceed the amount of funds paid for the District Conference or what is recoverable by the Convention Chair. All requests for refunds of prepaid Convention or District Conference registration fees shall be made in writing by email and received by the District Secretary-Treasurer or Convention Chair within seven (7) days of the end of conference/convention. (rev. 7/27/2025)
3. Justification of refund is as follows:
 - a. Illness
 - b. Death in family
 - c. Emergency job conflict

I. DEFICIT FUND

This fund is to be held and used only in the event of a Convention deficit. Surpluses from District Conventions may be applied to this fund. The fund shall not be less than a minimum amount of \$3000 (rev. 8/01/2010).

J. RULES

1. 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

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vote. (Optimist International Bylaws, Article VIII, Section 4)

2.The Convention shall be composed of delegates as per Optimist International Bylaws, Article VIII, Section 4. (rev. 8/1/2021).

Iowa Policy

Robert's Rules of Order shall govern the Convention proceedings, not inconsistent with the Constitution and Bylaws and these Convention Rules.

a. Number of Votes – In the transaction of Convention business requiring a vote, each club in the District in good standing with Optimist International and with the District shall be entitled to one vote for each ten members or major fraction thereof (six or more) enrolled by the Club in the International Office as of June 30. Each Club shall be entitled to a minimum of one vote.

b. To be accredited by the Credentials Committee and eligible to vote on Convention business, delegates must have registered at the Convention, paid the registration fee for each club they represent, (adopted 08/15/2020) and produced such credentials as may be required by the Board of Directors.

c. The Credentials Committee shall report at the first session thereof and periodically thereafter, or when directed to do so.

d. The program as printed shall be the official program of the Convention.

e. There shall be no nomination speeches if there are no nominations from the floor following the report of the Nominating Committee.

f. Following the report of the Nominating Committee the Governor shall call for other nominations from the floor and then call for the closing of nominations.

g. If nominations are made from the floor following the report of the Nominating Committee, there may be nominating speeches on behalf of all candidates.

h. Nominating speeches shall be limited to two for each candidate with a maximum of two minutes per speaker (rev. 8/1/2021).

i. All voting shall be by voice, hand or rising vote, at the discretion of the Chair, unless a ballot or roll call vote is ordered by a majority vote of the accredited delegates. In the event a vote by ballot is ordered, the Chair shall appoint a committee of tellers and name its chair. At the conclusion of the balloting, the tellers shall count the ballots and the chair of the tellers shall certify the tabulation results, in writing, to the Chair. If the balloting has been conducted for the purpose of electing an officer, the Chair shall announce the name of the winner only and then entertain a motion to destroy the ballots.

j. The Convention may, without exception, expedite the handling of business, by allowing a maximum time of twenty (20) minutes per issue/question, the time, or the number of speakers for each side of any question, or the total time of debate, by a two-thirds vote (rev. 8/1/2021).

k. No accredited delegate shall be entitled to the floor unless they rise, address the presiding officer, and give their name and Club affiliation.

l. Debate shall be limited to two minutes per speaker. No accredited delegate shall speak a second time to the same question at the same sitting if another accredited delegate who has not spoken thereon rises and asks for the floor (rev. 8/1/2021).

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- m.** No accredited delegate shall speak more than twice on the same question if anyone objects.
- n.** Main motions shall be put in writing when the Chair so directs.
- o.** The Chair shall entertain no motion unless seconded and shall not be open to debate or amendment before the Chair has repeated it.
- p.** The vote on a question, once commenced, shall not be interrupted except only to ask that the Chair restate the question.
- q.** An accredited delegate may change their vote from one side to the other provided they rise and ask the floor promptly and before the Chair declares the result final.
- r.** No appeal from a decision of the Chair shall be in order unless based on a point of order and shall be seconded. The vote thereon shall be put not on sustaining the appeal but on sustaining the decision of the Chair. A majority vote in the negative reverses the decision of the Chair.
- s.** Not more than two amendments to any question shall be pending at one time, but after disposal of one or both, other amendments may be proposed.
- t.** Chairs of committees may make partial reports during lull periods of the Convention unless otherwise ordered (rev. 08/03/2019, 8/1/2021).

SECTION 5. District Revenues and Disbursements

A. Annual Dues. *The conduct and administration of District business shall be financed by District dues payable by Clubs for each of their Members enrolled in the office of OI, from convention fees and as hereinbefore provided from the general fund of OI.*

B. Dues Amount and Date. *The amount of each District's dues and dates on which such dues shall be payable shall be established by the International Board. Districts may reduce or eliminate dues for a College Member. A District, by resolution adopted by a two-thirds majority of the votes cast by the accredited delegates to its annual convention, may petition the International Board in the form and manner prescribed by the International Board for adjustment of the amount of its annual dues.*

C. No Assessment. *No financial obligation or assessment of any kind, other than provided in these Bylaws, shall be placed upon or requested of the Clubs or their members by the District.*

D. Annual Budget. *At its first meeting the District Board shall review, amend and approve the annual budget submitted by the finance committee, ensuring that is done in a manner conforming with the standard District chart of accounts established by the International Board. Such budget shall be submitted to the International Board for final approval. The budget shall include income only from authorized sources for the current fiscal year and any accumulated surplus and shall not authorize the expenditures of any money in excess of such income and surplus.*

E. Review. *An annual review of the books of account of each District as of September 30 shall be performed by an independent Certified Public Accountant, a Certified General Accountant or a review committee, and a report thereon shall be submitted to the District Board no later than December 31 of each year.*

F. Depositories and Signatories. *The District Board shall annually determine the official depositories for District funds and designate officers authorized to endorse, execute and sign checks or orders for*

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SECTION 5. DISTRICT REVENUES AND DISBURSEMENTS

the payment of money and such shall be co-signed by two such officers. Iowa District Policy: District Checking Account.

The District Board will be provided the name of the financial institution the incoming administration intends to use, at least 30 days before the Convention, as part of the Agenda and Notices sent to the Board. The Board will provide approval for the financial institution requested at the District Convention. The Governor-designate and Secretary/Treasurer Designate may secure a new District Checking Account in the city and financial institution most convenient to the incoming District Secretary/Treasurer in August, after Board approval during Convention. A \$2,000 check will be presented to the incoming Secretary/Treasurer after the District Convention. The check may be funded from the District Checking or the Money Market Account. (adopted 7/27/2025)

G. Other Committees and Chairmen. *The Governor Designate shall appoint the chairmen and the required number of members of all committees and shall announce such appointments no later than the first day of October following the election.*

SECTION 6. Election of Officers and Governor-Elect

A. Qualifications. *No one shall be eligible for election or hold a District office unless the individual is duly enrolled on the International roster as a member of a Club in good standing; and for the office of Governor or Governor-Elect, they should have served a full term as Club President.*

B. Governor. *The Governor-Elect shall automatically become Governor on the first day of October of the year following the year in which that person was elected Governor-Elect. Following the District convention, the Governor-Elect shall be known as the Governor-Designate.*

C. Governor-Elect. *The Governor-Elect shall be elected at the annual or a special duly called convention by a majority vote of the votes cast of the accredited delegates present and voting at the time of the election. The Governor-Elect shall not serve in any other elective office in the same year as Governor-Elect.*

D. Secretary and/or Treasurer. *The District Secretary and/or Treasurer shall be appointed for a term of one year by the Governor-Elect. The appointment of the Secretary and/or Treasurer-Designate shall be confirmed by the District Board and shall take office on the first day of October following confirmation. A District Secretary and/or Treasurer, District Secretary, District Treasurer or any combination thereof, shall not serve more than three consecutive years.*

SECTION 7. Mandatory Policies from OI

A. New Club Building

The District will promote the building of New Clubs in accordance with the Bylaws, Policies, and Guidelines developed by the International Board of Directors. (rev. 7/31/2025 per OI requirements – Mandatory Policy)

B. District Committees

The District Board shall establish in its District policies such committees as it deems appropriate to carry out the administration of the District. The Governor-Designate shall appoint the

chairmen and the required number of members of all committees and shall announce such appointments not later than 1 October following the election. (OI By laws VIII, Section 3. G.) (rev. 7/31/2025 per OI requirements)

C. District Election of Officers and Governor-Elect

1. Friend of Optimist. The Friend of Optimist shall be ineligible to serve as an officer of an Optimist Club and/or on the Club Board of Directors or vote at international and District Conventions or Club meeting. (OI Bylaws III, Section 1.5. per OI requirements)
2. Secretary and/or Treasurer. A Secretary and/or Treasurer shall, at the end of his or her term of office, deliver all District records to the incoming Secretary and/or Treasurer. (rev. 7/31/2025 per OI requirements – Mandatory Policy)

ADDITIONAL IOWA POLICIES

1. DISTRICT BOARD OF DIRECTORS

Refer to OI Bylaws Section 3A.

A. INSTALLATION

The official representative of Optimist International shall officially install this Board at the First Quarter District Conference. (rev. 08/03/2019)

B. MEETINGS

The Optimist year is defined as October 1 – September 30. (rev. 8/1/2021)

The Governor may call a meeting of the Board of Directors each quarter as defined in Optimist International Bylaws VIII. Section 3.F (rev. 8/1/2021).

2. MINUTES OF ALL DISTRICT MEETINGS

It shall be the responsibility of the District Secretary-Treasurer to keep true and correct minutes of all meetings of the District Executive Committee, the District Board of Directors, and the District Convention, and to provide a copy of such minutes to Optimist International not later than thirty days after the adjournment of each such Conference or Convention and to District Board of Directors at the next scheduled Board meeting. Districts have one year to submit all requirements, including documentation required for the November and May allotments, in order to receive a District allotment for that period, after which time the allotment will be forfeited. (Reference Optimist International Policy ID-27, District Allotment Requirements). (rev. 08/03/2019, 8/1/2021, 8/27/2022) Most recent financial statements and minutes will be distributed to all Clubs in the District at least two weeks in advance of any District meeting. (rev. 11/7/2022).

3. DISTRICT OFFICERS LAPEL INSIGNIA (Account 400)

The District administration shall provide official lapel insignia for all District officers to be presented at the time of their installation and such insignia shall be returned to the District Secretary-Treasurer at the end of the administrative year. All insignia includes a stone. If the official lapel insignia has been lost or misplaced, the officer will reimburse the cost of the insignia to the District (rev. 8/1/2021). The District shall also purchase and present past officers' insignia to the retiring Governor, Lieutenant Governors, and Secretary-Treasurer (if they don't already

have the insignia from a previous year). The recipients and identification of insignia shall be as follows: (rev. 08/03/2019)

- A. Governor
 - B. Past Governor
 - C. Governor-Elect
 - D. Lieutenant Governors
 - E. Past Lieutenant Governors
 - F. Secretary-Treasurer
 - G. Past Secretary-Treasurer
- (rev. 8/1/2021)

4. DISTRICT BULLETIN (Account 330)

The District administration may publish a District Bulletin under the direction of the Governor and edited by the District Bulletin Editor (or District Publicity Chair) appointed by the Governor. Costs, publication frequency and distribution shall be established by the District administration from year to year, according to the budgetary provisions and available funds. At a minimum, the Bulletin shall be published quarterly. (rev. 8/1/2021). Delivery can be electronic and should go to all members with a valid email address with Optimist International (rev. 8/1/2021, 8/27/2022).

5. ZONES

A. ESTABLISHMENT

The number and boundaries of Zones, for any administrative year, if subject to revision, shall be determined by the Board of Directors at First or no later than the Third Quarter Conference of the preceding year to accommodate the selection of Lieutenant Governors to serve during the next administrative year (rev. 08/03/2019). The number and boundaries of Zones do not pertain to College Clubs. (adopted 08/15/2020)

All proposals for the realignment of Zone boundaries shall be submitted to the Governor not less than 30 days prior to said meeting. No Zone shall be created with less than four or more than twelve clubs. The new club(s) remain(s) in the Zone and responsibility of the sponsoring Club Lieutenant Governor until end of the administrative year in which it was officially organized (rev. 5/5/84, 08/03/2019, 8/1/2021).

New clubs shall automatically be assigned to the Zones in which they are geographically located, and services thereto shall be the responsibility of the Lieutenant Governor of such Zone commencing at the beginning of the next administrative year.

B. MEETINGS

Each Lieutenant Governor shall schedule and conduct Zone meetings at least once each quarter. Notice shall be given to the Zone Club Presidents and Club Secretary-Treasurers at least 15 days prior to such meeting. The Lieutenant Governor shall make the prescribed report of each meeting within 30 days (rev. 08/03/2019).

All Zone meetings shall be conducted on a no-host, no-registration fee basis. If fees for the use of facilities for Zone meetings are anticipated or incurred, such expenses, if budgeted, shall be paid by the District Administration. (Account 360) At their discretion, the Governor may arrange with Lieutenant Governors for the Governor's presence at Zone meetings. The Lieutenant Governor shall be responsible for the

preparation and distribution of each Zone meeting program and the completion and filing of a report of each meeting on the form provided by Optimist International. Because Zones are not legislative bodies, official (rev. 8/1/2021) minutes are inappropriate and not required.

6. ACHIEVEMENT AND AWARDS (A&A)

A. PROGRAM (Account 410)

The District may budget, maintain and conduct an annual Achievement and Awards Program which shall be prepared and evaluated by the chair of Achievement and Awards with the collaboration of the Governor, Secretary-Treasurer, and through consultation with their predecessors, and which shall be presented to the District Board of Directors at its First Quarter Board Meeting for final approval. It shall be the responsibility of the District administration to promote and encourage participation in the District (rev. 8/1/2021) Achievement and Awards programs. Pursuant to the Achievement and Awards program and policies of Optimist International, the District administration shall refrain from offering or conducting any awards competition, personal or club, for any activity or performance embraced by Optimist International's Achievements and Awards Programs. The District's Achievement and Awards program shall conform to the District program (rev. 8/3/2019, 8/1/2021).

B. APPEALS & PROTESTS

An appeal or protest of the final published standings of clubs or individuals in the District Achievement and Awards program, to be considered, must be in the hands of the District Secretary-Treasurer not later than 30 days following publication of the standings. The District Executive Committee shall have the power and authority to review and adjudicate any such appeal or protest and their decision shall be final. To be eligible to receive any award or recognition, all financial obligations of the club to Optimist International and (rev. 8/1/2021) the District shall have been met by the closing day of the administrative year.

7. HOSPITALITY ROOMS AT ALL DISTRICT CONFERENCES

All hospitality rooms or other accommodations serving a like purpose shall be closed during all training events or District official meetings. They may, however, be opened during the Executive Committee Meeting to all but the Executive Committee and District Committee Chairs. The upcoming Convention Committee will host hospitality rooms, beginning with the current year's Convention through the following year's third quarter Conference (rev. 08/03/2019).

8. INTERNATIONAL CONVENTION (Accounts 500, 510, 540, 550 & 560)

With due respect to the location and duration of the International Convention, the Governor, Secretary-Treasurer, Governor-Elect (rev. 8/1/2021), and the Secretary-Treasurer-Designate shall receive an amount, to be budgeted annually toward the expense of attendance at the International Convention excluding those expenses reimbursable by Optimist International. To qualify for this amount, each must attend and be registered at the full convention. Monies allocated may be reimbursed as expenses are incurred. (rev. 8/1/2021) The District

Secretary-Treasurer is required to host or arrange for host of the District Hospitality Room to receive payment (rev. 08/03/2019).

HOSPITALITY ROOM AT INTERNATIONAL CONVENTION

The District administration may maintain a District headquarters or hospitality room at the International Convention. Expenses chargeable to Account 560 of the Standard District Chart of Accounts shall include the room rental and supplies. Only the number of days that the hospitality room is in operation will be charged to this account.

9. DISTRICT DIRECTORY

The District administration shall publish a District Directory as close as possible to the beginning of the administrative year. The Directory shall contain the names, addresses and telephone numbers of all District officers, District Committee Chairs, Club Presidents, Secretary-Treasurers, and Club Foundation Representatives (rev. 8/1/2021), Club meeting day, time, and location, Past Governors, and International officers. The directory shall include all District policies, the dates and locations of all District Meetings and Conferences of the administrative year, as well as the History of the District (rev. 08/15/2020). The distribution of the directory includes: District Board of Directors, Club Secretary/Treasurers, all Past Governors, and past Optimist International officers of the District. The District Executive Committee must approve distribution of the District Directory or any portion thereof to outside interest groups or individuals (rev. 08/03/2019). The District may publish Directory information on the District website. Such information shall be password protected and its use is restricted to Optimist International business by authorized representatives of Optimist International. Directory information will not be shared with any party outside of Optimist International (adopted 08/15/2020).

10. DISTRICT DUES

Each club in the District shall pay for each member enrolled in the International office as of September 30, December 31, March 31, and June 30, annual dues of \$15.00 per member payable quarterly (rev. 8/1/2010). Iowa District dues will be waived for Optimist members enrolled as College members (rev. 8/4/2018), as approved by (rev. 8/1/2021) the Board of Directors of Optimist International and in accordance with the Bylaws thereof. Iowa District dues will be waived for Optimist members enrolled as members of Special Needs Clubs.

Annual dues payable by a newly affiliated Club shall commence on the first day of the third month following that month in which the Club is officially organized, such payments will be based on the number of members enrolled in the International office on that date (Optimist International Bylaws Article IX, Section 2.C). Any Club more than 90 days in arrears for any indebtedness to Optimist International or to the District shall be considered not in good standing and may have its Charter revoked by action of the International Board of Directors as per Optimist International Bylaws Article IX, Section 4 (rev. 08/03/2019).

District Dues will be billed with the Optimist International Invoice and paid by Clubs to Optimist International. Optimist International will then pay the District (rev. 08/03/2019).

OPTIMIST INTERNATIONAL MEMBERSHIP INCENTIVES

When a new member joins under any of the Optimist International incentives, Iowa District dues will be waived through the term of the incentive (adopted 08/05/2017, to be effective 10/01/2017, rev. 8/1/2021).

11. FINANCE COMMITTEE/ DISTRICT REVENUES AND DISBURSEMENTS (rev. 8/1/2021)

The Finance Committee (Refer to Policy 23. Committees A. Finance) in consultation with the incoming Governor and District Secretary-Treasurer, shall prepare the proposed annual budget for submission to the incoming Executive Committee for recommendations and to the incoming Board for approval at the first meeting of the administrative year. All budgets shall employ the Standard District Chart of Accounts, account numbers, definitions, and required supplements established by Optimist International as per Optimist International Bylaws Article VIII Section 5.D. and Optimist International Policy ID-13.

The Finance Committee shall

- exercise advisory supervision over all financial transactions, including:
 - funds in the Reserve Account
 - Junior Golf budgeted funds
 - JOI funds
 - District Assets Chart of Accounts(rev. 8/1/2021)
- arrange for such financial reports as may be required by the District Board of Directors and Optimist International
- arrange for an annual review as of September 30. Such review shall be conducted within 60 days after the close of the fiscal year (Optimist International Bylaws Article VIII, Section 5E). An IRS Form 990 must be filed with the Internal Revenue Service not later than February 15 following the close of the fiscal year as per Optimist International Policy ID-13.

Transfer of funds within individual budgets will not be allowed without approval of the District Finance Committee. No expenses in excess of budget allotments will be reimbursed. Additional expenses should be referred to the Finance Committee for final approval. The Finance Committee shall consider all proposed budget revisions and proposals for expenditures not previously budgeted or approved and shall make recommendations thereon to the Executive Committee and/or Board of Directors (rev. 08/03/2019).

Per Optimist International, any District found in violation of policies related to merchandise may forfeit any allotment (adopted 08/15/2020, rev. 8/1/2021).

12. GOVERNOR'S CLUB VISITATIONS

The Governor shall not be required or expected to visit every Club in the District. The Governor's Club visitations shall be limited, at their discretion, to Charter presentations of new Clubs, Zone meetings and such special events as may be conducted by Clubs and to which they have been invited. In view of the demand upon their time and administrative responsibilities, the Governor may delegate or appoint a Lieutenant Governor to appear in their place and stead on such occasions.

13. NEW CLUB

A. CHARTER PRESENTATIONS

Dates and programs for Charter presentation events of new Clubs shall be established by joint action of the new Club, the new Club's sponsor Club(s), and the Governor or the Lieutenant Governor of the Zone on the Governor's behalf. The Governor or their appointee shall present charters. In the event of a charter presentation occurring after the end of the administrative year in which the new Club was established, the then immediate Past Governor shall have the prerogative of presenting the charter, gifts, and full jurisdiction of the program. Complimentary meals connected with the charter event of the new Club will be provided to the presiding Governor, District Secretary-Treasurer, Zone Lieutenant Governor and District New Club Committee Chair. Charter event fees should be sufficient to cover all other costs, including the principal speaker's dinner (rev. 8/1/2021).

B. GIFTS (Account 170)

The District administration shall provide each new Club with a complimentary Club banner. A bell and a striker may be provided if requested and may be repurposed or purchased from the Optimist International supplier. The budget shall include an estimated amount for such purposes annually (rev. 8/1/2021).

It is recommended that the sponsoring Club(s), and/or Zone, present the new Club with one or more of the following:

1. National and/or State flag
 2. A Creed banner
 3. A lectern or podium
 4. Donations to "Youth Activities Account"
- (rev. 08/03/2019)

14. CANDIDATE NOMINATIONS AND PROCEDURES

Refer to OI Bylaws Section 6

The Candidate Qualifications Committee (Iowa Policy 20D) is to solicit prospective candidates for each office to be filled, consider the qualifications of each prospective candidate and act as a nominating committee at the time of elections. The Governor appoints the Chair from the committee's membership as per Optimist International Policy I-130 and Optimist International Bylaws *Article VIII*, Section 6. (rev. 08/03/2019).

Functioning under the provisions of the International Bylaws, the Nominating Committee shall seek, qualify and nominate one or more candidates for the office of Governor (or Governor-Elect).

The Nominating Committee may prepare a summary and description of the nominee's background and qualifications (rev. 8/27/2022).

15. INTERNATIONAL PRESIDENT'S VISITATIONS (Account 360)

The Governor, at their earliest opportunity, shall invite the current or Immediate Past (rev. 08/15/2020) International President to visit the District and shall provide Optimist International with preferred and alternate locations and dates for such visitation, which dates and locations, once established, may enhance but shall not conflict with any other District date or event.

All plans and arrangements for the International President's visit shall be under the direct supervision of the Governor and District

administration including the provisions of complimentary accommodations, customary courtesies, and a suitable gift or memento of the occasion. The event shall be budgeted and conducted under accounts 130, 360 and 450, and operated on a break-even basis. All Clubs in the District shall be invited, at least 30 days in advance, to send representatives to the event. Clubs in the city or area of the visitation, under the leadership of the Lieutenant Governor, may be invited to provide staffing for the conduct of the event. The Governor and partner, or the Iowa District Ambassador shall be designated as official host to the International President and partner (rev. 8/27/2022).

It shall be the policy of the District to present a gift and/or memento to the visiting International President during their visit; the cost of which shall not exceed \$150 (rev. 8/1/2021).

16. INTERNATIONAL REPRESENTATIVE TO DISTRICT CONFERENCES

In keeping with the policy of Optimist International to provide an official International Representative to the District Board meeting and Conferences held in the first quarter of each year (or when the International Representative may be available), (rev. 08/15/2020) and to the annual District Convention, the Governor shall issue an invitation, at their earliest convenience, to such individuals as soon as their identity is established. Courtesies traditionally provided to the International President, including complimentary accommodations and registration, shall also be provided to such official International Representatives.

It shall be the policy of the District that the District Ambassador will serve as official host to the International Representative. The District will present a gift and/or memento to the International Vice-President or Optimist International Representative at the District Board Conference, the cost of which shall not exceed \$75.00 (rev. 8/1/2021).

17. DISTRICT SCHOLARSHIP CONTESTS A. ORATORICAL

The District shall conduct a combined gender oratorical contest annually. The District finals will be held at the time of the Third Quarter District Conference (rev. 8/4/2018) or other date as scheduled. (rev. 8/27/2022)

1. Pursuant to the policies of Optimist International, all phases of the District contest shall be conducted in strict compliance with the International contest rules (rev. 8/1/2021).
2. The District Contest Chair will assist in the coordination of equipment, judges, etc., and other requirements pertinent to the conduct of the contests. (rev. 8/1/2021)
3. Zone and Regional contests are to be conducted under the supervision of, and coordinated by, the District Oratorical Contest Chair, with responsibility for the actual conduct of Zone and Regional contests assigned to the Lieutenant Governor or Zone or Regional Chair (rev. 10/6/84).
4. **Zone level:** All participants will receive framed certificates that are generated by the District Chair, using the certificates provided through Optimist International or something comparable. Appreciation gifts will be provided in each Zone contest for up to

four (4) judges at a maximum of \$20 each. (rev. 7/27/2025) There should be a minimum of three (3) judges and four are recommended. All judges are allowed to score; having four judges allows for a situation when a judge is not able to attend at last moment. Three scoresheets will be randomly selected to determine scores. (rev. 8/1/2021) All judges are considered equal and should receive an appreciation gift for attendance and participation at the contest.

5. **Regional level:** same as Zone level with the exception to increase judges' appreciation card to maximum of \$30 each (rev. 7/27/2025)
6. **District level:** all participants will receive a framed certificate of participation in the District contest. Only the first-place winner will receive a plaque from the Optimist International supplier. Engraving will be done after the contest and the plaque will be presented or sent to the winner. Each of the participants will be presented with a gift card. Appreciation gifts (maximum \$30 each) (rev. 7/27/2025) will be provided to each of the four (4) judges. There should be a minimum of three (3) judges and four are recommended. All judges are allowed to score; having four judges allows for a situation when a judge is not able to attend at last moment. Three scoresheets will be randomly selected to determine scores. (rev. 8/1/2021) All judges are considered equal and should receive an appreciation gift for attendance and participation at the contest.

If the District Oratorical contest is held in person, the District will provide a gift card in the amount of \$50 to the participant (rev. 8/1/2021).

Any additional costs incurred in conducting various levels of competition, i.e., refreshments, will be the responsibility of the participating Clubs. The cost of all transportation, food, and lodging while at, or in route to or from, any Club, Zone, Regional, and/or District contests will be the responsibility of the sponsoring Club (rev. 8/4/2018).

7. If there are fewer than three (3) contestants in a Zone or Regional contest, the contestants automatically advance to the next level of competition (rev. 8/4/2018).
8. No entry fee is required of Clubs sponsoring an entrant in the District Contest finals (rev. 8/4/2018).
9. The cost of all District awards, Zone and Regional certificates and frames, and all authorized expenditures shall be budgeted and audited under Account 370. Purchases may be made by the District Oratorical Chair and/or the District Secretary-Treasurer, with documentation provided for payment (rev. 8/4/2018).
10. It shall be the responsibility of the District Oratorical Chair to submit all the required documents for the First, Second, and Third Place winners to Optimist International prior to the required date. The presentation of the awards will be immediately following the contest at the Third Quarter Conference (rev. 8/4/2018) or scheduled date (rev. 08/01/2021).
11. Scholarships are funded through the Optimist International Foundation and will be presented as follows: First Place, \$2,500; Second Place, \$1,500; and Third Place, \$1,000 (rev. 8/4/2018).

B. ESSAY

The District shall conduct an Essay Contest each year. The required information regarding the District winner shall be forwarded to the International Office no later than April 15.

1. All phases of the contest shall be conducted in strict compliance with Optimist International Essay Contest Rules.
2. A District Chair may be appointed by the Governor to administer all details pertinent to the conduct of the District contest.
3. The cost of the District award and gift card (if winner presents at District Conference) will be budgeted and audited under Account 390. All such items will be supervised by the District Secretary-Treasurer, who may purchase or the District Essay Chair may purchase these items and present required documentation (rev.8/27/2022).

If the Essay Contest winner is invited to present their essay at a District function, the District will provide a gift card in the amount of \$50 (rev. 8/1/2021, 08/03/2019).

C. COMMUNICATIONS CONTEST FOR THE DEAF AND HARD OF HEARING (CCDHH)

The District may conduct a Communications Contest for the Deaf and Hard of Hearing each year. The Governor may appoint a District Chair to administer all details pertinent to the conduct of the contest. Optimist International Foundation will administer a scholarship.

18. DISTRICT POLICIES AND REVISIONS

The District Secretary-Treasurer shall provide Optimist International and each member of the District's Board of Directors with a copy of all District policies at the beginning of each administrative year immediately following the First Quarter Board Meeting.

REVISIONS

These policies shall be reviewed annually by the District Executive Committee and revised as necessary per Policy Committee recommendations (rev. 08/07/09). All revisions in policies shall be approved by the full Board of Directors and adopted annually at the District Convention (rev. 8/1/2021). Policies may be reviewed and revised by the Board of Directors at other times, as necessary.

19. EXPENSES - GENERAL (Accounts 200 - 265)

Authorized individuals shall be reimbursed for expenses incurred on District administration business upon receipt, by the District Secretary-Treasurer, of a properly completed and signed voucher accompanied by a copy of any required report in writing, such as a visitation report, Zone meeting report, or committee chairperson report. Reimbursements shall be at the same rate per mile as permitted by Optimist International as of July 1 to be effective for following fiscal year beginning on October 1, plus \$60.00 per diem (rev. 10/23/2021), except that no reimbursement shall be made for District Conferences and/or Convention within twenty-five (25) miles of the individual's residence (rev. 08/15/2020) unless an individual is required to stay at the location of the activity being held and then reimbursement on the per diem basis only. All expense reports must be submitted as soon as possible, but no later than 30 days after the end of the event with proper documentation. (rev. 7/27/2025) Expense reimbursement requests not submitted within the appropriate time frame may be

forfeited. Reimbursement expense reports submitted after October 15 shall not be accepted for payment (adopted 08/15/2020, rev. 7/27/2025) All reimbursements shall be made within the limitation of the budget and available funds. All receipts and itemized documentation must be included to receive reimbursement. When sharing transportation, only the person who incurred the actual expense can receive reimbursement.

A transaction that is not made in good faith or that is not fair to the District shall be null and void and may not be authorized or approved by any persons (rev. 8/1/2021).

A. EXPENSES - COMMITTEE CHAIRS (Account 265)

District Committee Chairs shall be reimbursed for authorized expenses incurred in attendance at District Conferences, District Conventions, District Executive Committee and Board of Directors' meetings, when specifically requested, by the Governor, to be present to report.

B. EXPENSES - GOVERNOR (Account 200)

The Governor shall be reimbursed for authorized expenses when engaged in the execution of the responsibilities of their office excluding those occasions reimbursable by Optimist International. Items purchased that do not benefit the District are not authorized expenses and shall not be reimbursed or paid from this account (rev. 8/1/2021).

C. EXPENSES - GOVERNOR-ELECT/DESIGNATE (Account 255)

The Governor-Elect (designate) shall be reimbursed for authorized expenses incurred for attendance at District Conferences, District Board and Executive Committee Meetings, District Convention, and other occasions and events specifically requested by the Governor.

D. EXPENSES - LIEUTENANT GOVERNORS (Account 210)

Lieutenant Governors shall be reimbursed for authorized expenses, when engaged in the business of the District administration or Optimist International, incurred in required club visitations, authorized Zone Meetings and meetings of the District Executive Committee and Board of Directors, and District Conferences.

Lieutenant Governors-Elect may be reimbursed two (2) per diems for authorized expenses incurred in attending full Lieutenant Governor-Elect training at the District Convention (rev. 10/6/84). If training is at another time, Lt. Governor-Elects may receive authorized expenses up to two per diem. (rev. 8/1/2021).

E. EXPENSES - PAST GOVERNORS (Account 260)

The two most immediate Past Governors serving as members of the District Board of Directors shall be reimbursed for authorized expenses incurred in attendance at meetings of the District Executive Committee and Board of Directors and the District Convention.

The Immediate Past Governor attending Charter presentation of new Clubs established during their administrative year shall be reimbursed for necessary and reasonable expenses, which may include mileage, hotel, and/or meals during travel.

F. EXPENSES - SECRETARY-TREASURER (Account 250)

The District Secretary-Treasurer shall be reimbursed for authorized expenses incurred in the execution of the duties of their office, attendance at meetings, of the District Board of Directors and Executive Committee, District Conferences and Conventions, and such other occasions and events specifically authorized by the Governor.

G. EXPENSES – SECRETARY-TREASURER DESIGNATE (Account 251)

The District Secretary-Treasurer-Designate shall be reimbursed for expenses for their attendance at the District Convention.

20. COMMITTEES

The Governor shall appoint members to Standing Committees and may create AD HOC Committee(s) as they deem necessary to fulfill the obligations and accomplish the objectives of the Iowa District.

Any meeting or review by a committee shall have a timely report filed with the Governor, Governor-elect, and District Secretary/Treasurer within seven days. All Committee reports shall be submitted to the Governor, Governor-elect, and District Secretary/Treasurer seven days in advance of District Conference/Convention and/or seven days after the actual committee meeting. (adopted 7/27/2025)

The following committees are established: (rev. 7/31/2025 per OI requirements)

A. Finance Committee: (Three members)

Appointed by the Governor and composed of at least one past District Secretary-Treasurer to serve as Chair as well as two Optimists with audit and/or accounting and/or financial experience and/or knowledge. To be consistent with Policy 15 stating the District S/T will not serve more than three consecutive years as per the OI By-Laws Article VIII, Section 6.D, the same three-year limit applies for finance committee members. The immediate past District Secretary-Treasurer may be used as a source for current information (adopted 08/15/2020).

B. Convention Committee: (Five members minimum)

Composed of the Current Convention Chair(s), at least one Past Governor with previous Convention experience, and others appointed by the Governor and/or Current Convention Chair. It is encouraged the upcoming Convention Chair be included on the Committee.

C. Policy Committee: (Minimum three members)

Composed of Past Governors. A Chair will (rev. 8/1/2021) be appointed by the Governor. The Policy Committee will review and propose changes/updates to the policies. Recommendations will then be provided to the District Executive Committee and the District Board of Directors to be discussed and voted on (rev. 8/1/2021, 7/27/2025).

D. Candidate Qualifications Committee: (Five members)

Composed of the Governor-Elect, the two most immediate Past Governors and two members appointed for one year by the Governor. The Governor will appoint the Chair (rev. 08/15/2020, 08/03/2019).

21. PAST GOVERNORS ASSOCIATION - P.G.A.

The Past Governors Association may meet, at minimum, twice a year but may convene when the District Board of Directors convenes. The Past Governor who served prior to the Immediate Past Governor shall serve as Chair and the secretary will be selected by the Past Governors. The Chair shall arrange the time and place for the meetings.

22. CONFLICT OF INTEREST

The following provisions govern conflicts that may arise between the interests of any District officer or members of the executive committee and the Iowa District of Optimist International:

- A conflict of interest with respect to a transaction effected or proposed to be affected by the District exists if a member of the Executive Committee or the Finance Committee is known at the time of the commitment to be in a position to personally benefit financially from the transaction; or
- The transaction is brought before the Executive Committee or the Finance Committee for action, and the officer or member knows, at the time of the commitment that any person has or may have control or unusual influence over a voting member of those committees.

If any conflict arises, the officer or board member must disclose in writing to the finance committee the existence and nature of the conflict thirty days prior to the transaction.

A transaction that is not made in good faith or that is not fair to the District shall be null and void and may not be authorized or approved by any persons.

23. CLUB YOUTH PROTECTION POLICY

Iowa District adheres to the use of Optimist International (rev.8/1/2021) Youth Protection Policy C-12 (adopted 8/3/2019).

24. RELEASE AND WAIVER OF LIABILITY FORMS

Iowa District strongly recommends the use of Optimist International Release and Waiver of Liability Forms (i.e. Adult Volunteer Release and Waiver of Liability Form, Minor Release and Waiver of Liability Form, Participation Release and Waiver of Liability Form (as found on www.optimist.org website) (adopted 8/3/2019).

25. FLAG LOAN PROGRAM (Accounts 199 and 441)

All new Clubs built in the Iowa District shall be offered the opportunity to start their Fund Raising with an Avenue of Flags program with a \$500 loan from the District. Funds will be used to purchase flags, poles, and related materials. The request for the loan must be within the first six months of organization date. The loan will be repaid no later than during year three after Club organization. The loan is interest free and secured by the Flags and materials purchased. These will become the property of the District if the Club disbands and/or is unable to repay the loan. The Club may choose to repay the loan to the District in installments of \$125 or larger amounts. (adopted 7/27/2025)

rev. – revised