

Cooper City Optimist Club Policies & Procedures

OPTIMIST CREED

Promise Yourself-

To be so strong that nothing can disturb your peace of mind.

To talk health, happiness and prosperity to every person you meet.

To make all your friends feel that there is something in them.

To look at the sunny side of everything and make your optimism come true.

To think only of the best, to work only for the best and to expect only the best.

To be just as enthusiastic about the success of others as you are about your own.

To forget the mistakes of the past and press on to the greater achievements of the future.

To wear a cheerful countenance at all times and give every living creature you meet a smile.

To give so much time to the improvement of yourself that you have no time to criticize others.

To be too large for worry, too noble for anger, too strong for fear, and too happy to permit the presence of trouble.

Section 1: Definitions

1. Club – The Optimist Club of Cooper City, Inc.
2. Clubhouse – The property located at 10500 Stirling Road Cooper City, FL
3. Board – The Board of Directors of the Club
4. Board Member – See Bylaws for definition.
5. Life Member – As defined by the By-Laws.
6. Officer – An elected or appointed member who holds the office of President, 1st Vice President, 2nd Vice President/Secretary or Treasurer.
7. Participant – An individual who is registered and assigned to a team in one or more of the Club's programs.
8. Website – www.coopercityoptimist.com

Cooper City Optimist Club Policies & Procedures

Section 2: Purpose

The purpose of this document, and contents within, is to set forth the policies, procedures, and expectations that govern all operations of the Club.

Section 3: Membership

1. *Membership Categories*

- A. Member – Any individual 18 years or older may apply to become a member of the Club. All new members must be sponsored by an existing member. Applications are available at the Clubhouse, on our website or through current members. All membership applications must be approved by the Board. Membership is renewable on an annual basis.
- B. Board Member – See By-laws.
- C. Life Member- See By-Laws.

2. *Terms of Membership*

- A. Club membership runs annually from October 1st through September 30th of the following year.
- B. Terms of office for Officers are one year from October 1st through September 30th of the following year.
- C. Terms of: See By-Laws.
- D. Board Designees serve the same term as the President who appointed them and may be replace by a new administration.
- E. Appointed Board Members serve the term of the position they are appointed to.
- F. There are no term limits for Life Members.

3. *Membership Fees*

- A. The membership fee for the first year of membership shall be published by the Secretary annually.
- B. The membership fee for each subsequent year or membership

Cooper City Optimist Club Policies & Procedures

shall be published by the Secretary annually.

- C.** Membership fees are due on or before October 1 for the following year.
- D.** Membership Fees may only be waived or changed by a vote of the Board.
- E.** Fees for Life Members are waived.
- F.** New members approved and paid after July 1 each calendar year shall have their Optimist International (OI) membership effective with the following October 1 OI billing Cycle.

4. *Termination of Membership*

- A.** Any member may have their membership terminated for cause based on a decision by 2/3 vote of the Board. Members recommended for termination have the right to appear before the Board prior to the vote.
- B.** The following shall apply to Board member absences: Two (2) consecutive absences – the president of the club will contact the Board Member; four (4) consecutive absences – the Board Member shall notify the Board in writing of the reason for his/her absence; six (6) consecutive absences – the Board Member shall lose his/her seat on the Board. The president may bring forth “special circumstances” to the Board and request approval for an exemption from this policy.

5. *Members Voting Rights and Responsibilities*

- A.** All members who have been a member of the Club for at least three (3) months may vote in the annual election of Board Members and officers (President, 1st Vice President, 2nd Vice President/Secretary and Treasurer).
- B.** Board members must be present to vote at board meetings.
- C.** Board members must meet the Bylaws attendance policy to retain the right to vote on Board matters.
- D.** All club members are to exemplify the Optimist Creed at all times.

Cooper City Optimist Club Policies & Procedures

- E. Special Circumstances regarding voting rights of Members and Board Members may be brought to the Board by the President

Section 4: Operational Rules

1. Meetings

- A. The Club will hold general meetings on the first Thursday of each month. These meetings shall be open to the community and shall serve the good of the Club and community. Attendance is restricted to those 18 years of age or older.
- B. The Club shall hold Board meetings on the first and third Thursday of each month. The First Board meetings of each month shall be open to Club members only. Only members of the Board or individuals recognized by the president may participate in the discussion of official Club business.
- C. The second meeting of the month is only open to Board members.
- D. The Board, at its discretion, may change the dates of upcoming meetings to serve the interest of the Club.
- E. The President shall publish the agenda to the Board for each Board meeting not less than 48 hours prior to the meeting.
- F. Official Board meetings may only take place when a quorum of voting members is physically present. A quorum is constituted by 50% plus one of voting members.

2. Responsibilities of Elected Officers

- A. President – The Club President shall be responsible for overseeing all operations of the club; preparing the agenda for and presiding over official Club meetings; effectively communicating with Board Members and Commissioners regarding club business; representing the Club to the community at large. The president may appoint a Club Member to fill a vacated seat on the Board. The Board must approve the appointment.

Cooper City Optimist Club Policies & Procedures

- B. 1st Vice President – Oversee operation and maintenance of the Clubhouse/shed and related equipment including but not limited to office and janitorial supplies, and furniture; coordinate the annual maintenance of concession stands with the concession stand managers; assume the responsibilities of the president in his/her absence.
 - C. 2nd Vice President/Secretary – Serve as a liaison between the Club, its sports programs and the City of Cooper City coordinating the flow of information between the aforementioned parties and keeping appropriate records.
 - D. Treasurer- The Treasurer shall be the custodian of Club funds and securities, shall oversee the establishment of proper accounting procedures for the handling of the Club's funds, shall be the disbursing officer for the Club and shall report on the financial condition of the Club at all meetings of the Board of Directors and at other times as called upon by the President of the Club. The Treasurer shall ensure that all expenditures are properly documented, and that financial reports are presented at least quarterly, and shall perform all other duties incident to the office of Treasurer.
3. Responsibilities of Appointed Officers: See By-Laws.Club Designees
4. Club Designees
- A. The President, at his/her discretion may appoint a Club Designee to oversee the operation of a particular function of the Club. The appointee shall be approved by the board.
 - B. Club Designees are considered Board members and retain the privilege and responsibilities thereof.
5. ***Elections***
- A. Club elections will take place each May for terms commencing in October.
 - B. The following positions will be elected: See By-Laws.
 - C. Members must meet the criteria in Section 3 to vote.
 - D. Life Members must obtain 50% of the vote to become a Life Members. No more than 2 Life Members per election cycle.

Cooper City Optimist Club Policies & Procedures

Highest 2 vote totals would become Life Members if 3 or more have enough votes.

- E. Board member requirements- must attend at least 75% of all general and board meetings and approved by at least 51% of the voting membership present at the time of the vote.

6. *Process for Amending Policies & Procedures*

- A. To change the language in the Policies & Procedures of the Club the proposed language must pass two identical readings from the Board.
- B. Any Board member may recommend a change of the Club's Policies & Procedures to the Board. At such a time it is the responsibility of the Club President to clarify specifically which Policies & Procedures is proposed to be changed and the specific language of the proposed change. At that time the Board may vote on the first reading of the proposed change.
- C. Upon receiving a first approval the President will automatically add the proposed change to the agenda for the subsequent Board meeting.
- D. If the identical language is approved at the subsequent Board meeting the change is considered official. If the language is modified at the second reading, a third reading will be necessary to approve the amended language.
- E. It will be the responsibility of the Board Secretary to record all Policies & Procedures changes and provide the most updated copy for the Board at each Board meeting.
- F. The Policies & Procedures shall undergo a review by the Club's Policies & Procedures Committee, as needed and such committee is formed by the voting members, with the election of a new President. The committee shall be appointed by the President and approved by the Board within 6 months of taking office. This review shall take place within 90 days of appointment. The President may convene future Policies & Procedures review

Cooper City Optimist Club Policies & Procedures

committees as warranted thereafter.

7. Fundraising

- A. All fundraising activities of the club or any of its member programs or teams shall be approved by the sport commissioner and the board if the fund raiser is not one of the following prepackaged food sales, 50/50 raffles, raffles for goods or services, donation requests in front of retail establishments, sports square fund raisers, games of chance, apparel sales, social media requests, team sponsorships, car washes, coupon books, silent auctions, store/restaurant percentage of sales agreements, or the Board if not a sport specific fundraiser, prior to the commencement of the activity.

8. Prohibited Activities

- A. All fundraising activities that take place at the Cooper City Sports Complexes/Fields may not compete with the concession stands without prior Board approval.
- B. All vendors brought in as part of a fundraising or other activity must be approved by the Sports Commissioner and/or Board and demonstrate proof of insurance and name both the Club and the City of Cooper City as loss payees.
- C. No person or representative of the club shall panhandle in the name of the club or any of its member programs or teams without approved by their respective Sports Commissioner and/or Board.
- D. No member of the Club or Club participant may wear attire identifying themselves as a member of the Club if they are panhandling for another organization.

Section 5: Sport Operations

1. Sports Sponsored

- A. The Club operates the following sports for youth participation: Baseball, Basketball, Cheerleading, Flag Football, Soccer,

Cooper City Optimist Club Policies & Procedures

Softball, Tackle Football, and Volleyball. The Board may vote, from time to time, to add or remove sports.

2. Seasons

- A. Each recreational sport shall have one (1) primary season. Commissioners may request a second season and must be approved by the board.
- B. Seasons will begin and end in accordance with the Club's master schedule to be maintained by the 2nd Vice President/Secretary and Sports Commissioners.
- C. There shall be no overlap of scheduled games within primary seasons. the 2nd Vice President/Secretary and Sports Commissioners shall meet at least bi-annually.
- D. Players are not permitted to participate in more than one primary recreational program at the same time.

3. Sport Governance

- A. Each sport shall be run by a commissioner. The commissioner shall be elected by a majority vote of the general membership .
- B. The responsibilities of the sports commissioner shall include but not be limited to:
 - Overseeing all aspects of the sport's operation including setting registration fees.
 - Preparing a budget and submitting it to the board for approval within 30 days following the last scheduled sign-up date.
 - Reporting to the Board, the status of the sport at each meeting.
 - Provide the 2nd Vice President/Secretary and/or Treasurer with rosters including resident and non-resident participants and a game schedule within 30 days following the last scheduled sign update.

Cooper City Optimist Club Policies & Procedures

4. Sport Participation

- A. Sports programs shall not discriminate.
- B. When there are more registered children than can be accommodated, preference will be given to Cooper City residents. Non-Cooper City residents' fees shall be set by the City of Cooper City, collected by the Club, and remitted to the City, subject to the current Field Use Agreement. Amounts are established by the City of Cooper City Commission and/or City Manager.
- C. Each commissioner shall determine and publish the participation ages or age groups for their respective sport.
- D. To be eligible to participate in a sports program each youth shall furnish the Club with a Birth Certificate, unless one is already on file, residents must provide proof of residency and a proof of medical insurance (required for each sport).
- E. Teams will be formed under the direction of the commissioner.
- F. The commissioner has the final say in questions of participation.

5. Coaches

- A. All coaches within any sport in the program are considered volunteers and, as such, are prohibited from receiving direct compensation for their coaching duties.
- B. All coaches, in any sport, are required to pass a current background check prior to commencing any coaching duties per Statue 943-0438 as may be amended from time to time.
- C. The commissioner has the final say in determining coaches. A commissioner may remove a coach at any time without cause.

Section 6: Property and Facilities

1. Club Property

- A. All equipment, materials and supplies purchased or used in the operation of all Club sports programs, or the operation of the Club is considered Club property.

Cooper City Optimist Club Policies & Procedures

- B. Sports Commissioners are responsible for maintaining the inventory of equipment specific to their sport.
- C. No member may remove or borrow Club property without the consent of the Board or sports commissioner.
- D. The President and/or sports commissioners shall designate an individual to check and verify the fixed assets of the club on an annual basis.
- E. Any purchase of equipment that exceeds \$500 (single item) shall be added to the club's list of fixed assets. It is the responsibility of the purchaser to inform the designee of need to add an item to the inventory list.
- F. Board designee, appointed and approved by a majority of the board members shall be allowed full access to the clubhouse.

2. Club Vehicles

- A. Any motorized vehicle owned by the Club may only be operated by a member of the Club who is over the age of 18.

3. Facilities

- A. The clubhouse building at Suellen Fardelman sports complex, which shall be subject to a land lease with the City of Cooper City.

4. Lightning Policy

- A. The Cooper City Sports Complex, Bill Lips Park, and Flamingo West are equipped with lightning detection devices. All Club members and coaches must act in accordance with City policy.

Section 7: Financial Rules

1. General Finance Rules

- A. All monies taken in the name of the club must be processed through the club treasurer.
- B. All monies distributed by the club must be processed through the club treasurer.

Cooper City Optimist Club Policies & Procedures

- C. The Club's financial records will be completely reviewed once a year by the Optimist board.
- D. Club financial records are reviewed by a third party on a monthly basis.

2. Treasurer Responsibilities

- A. Provide reports including account balances and reconciled bank statements at the second meeting of the month.
- B. Provide each sport commissioner with a monthly ledger showing credits and debits for their account.
- C. Take in and process all monies collected.
- D. Disburse monies as requested by Club and/or sports commissioners.
- E. Notify Club of any suspicious financial activity.

3. Record Retention: See By-Laws