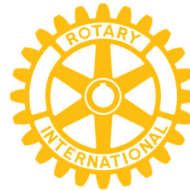


**Rotary**



District 6250

# **District Leadership Plan**

**("DLP")**

**Last revision date: May 1, 2023**

**Effective date: July 1, 2023**

[rotary6250.org](http://rotary6250.org)

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## Article 1 – Introduction, Overview & Helpful Links

As of July 1, 2023, Rotary International District 6250, Inc. (“District”) consists of 56 Rotary clubs serving Southern Wisconsin, Western Wisconsin, and Eastern Minnesota.

The District is a not-for-profit, non-stock corporation formed in the State of Wisconsin with approved Bylaws and Articles of Incorporation. The District’s status as a not-for-profit entity falls within the meaning of Section 501(c)(4) of the Internal Revenue Code.

The corporate Board of Directors, as specified in 10.02 of the corporate bylaws, may formulate district specific policies and procedures, see to their implementation, and shall oversee operations of the District as a whole. The District Board of Directors consists of between 12 and 15 members.

The existence of this Board, as well as other offices and committees, in no way tends to dilute the authority or responsibility of the District Governor, who is the sole administrative officer of Rotary International (“RI”) recognized within the District.

The District Governor is authorized to hire a management firm / manager(s) to assist in the routine duties related to meeting site arrangements, preparation of the District Directory, as well as other projects as needed.

It is important to note that RI requires all districts “to develop and adopt a District Leadership Plan (“DLP”) in conformity ... of the Rotary Code of Policies”. The following links provide direct access to information on the world wide web regarding various Rotary International and District policies as well as other relevant data.

### Helpful Links:

**District 6250 Bylaws & Articles of Incorporation:**

<https://rotary6250.org/page/bylaws-articles>

**Rotary International Code of Policies:**

<https://my.rotary.org/en/document/rotary-code-policies>

**The Rotary Foundation Code of Policies:**

<https://my.rotary.org/en/document/rotary-foundation-code-policies>

**District 6250 Organizational Chart:**

<https://rotary6250.org/DistrictOrganizationChart>

**District 6250 Club Map:**

<https://rotary6250.org/page/district-map>

## Article 2 – District 6250 Leadership Positions and Committees

Detailed descriptions of most District leadership positions and committees can be found in the latest edition of the Rotary International (“RI”) (RI Policy 17.030.2.) and The Rotary Foundation (“TRF”) Code of Policies which are published on-line on a quarterly basis. If not, they can be found in the District 6250 bylaws and/or in Article 3 of this DLP.

When appointing or electing District leadership, it is everyone’s responsibility to make sure we reflect the communities we serve and are inclusive of all cultures, experiences, and identities.

As a global network that strives to build a world where people unite and take action to create lasting change, Rotary values diversity and celebrates the contributions of people of all backgrounds, regardless of their age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation, gender identity and veteran status.

Rotary will cultivate a diverse, equitable, and inclusive culture in which people from underrepresented groups have greater opportunities to participate as members and leaders.

Making diversity, equity, and inclusion a priority is everyone's responsibility — from Rotary members to staff at the Secretariat.

Note: Asterisk (\*) below denotes a single Member of the 12-15 Member District 6250 Board of Directors.

### Officers of the District per District 6250 bylaws:

- District Governor \* .....(RI Policy 19.010.)
- District Governor-Elect \* ..... (RI Policy 19.020.)
- District Governor-Nominee (Art. 3) \* ..... (District Bylaws 4.03)
- District Governor-Nominee-Designate (Art. 3) ..... (District Bylaws 4.04)
- District Vice Governor \* ..... (District Bylaws 4.05)
- District Treasurer (Art. 3) \* ..... (District Bylaws 4.06)
- District Secretary (Art. 3) \* ..... (District Bylaws 4.07)
- Other Officers as the District Governor may appoint.

### Non-officer positions within the District:

- Twelve (12) Assistant Governors.....(RI Policy 17.030.1.)
- Immediate Past District Governor \* ..... (specific to District 6250)
- Assistant Governor Appointed to Board \* ..... (specific to District 6250)
- Youth Service Committee \* ..... (specific to District 6250)
- Youth Protection..... (RI Policy 2.120.)
- Nominating Committee..... (RI Policy 19.030.1.)

- At-large Board Members \*\*\* ..... (up to three appointed by the DGE)

**District committees that shall be appointed:**

- Finance ..... (RI Policy 17.030.2.)
- Membership \* ..... (RI Policy 17.030.2.)
- Public Image \* ..... (RI Policy 17.030.2.)
- Rotary Foundation \* ..... (RI Policy 17.030.2.)
- Training ..... (RI Policy 17.030.2.)
  - PolioPlus ..... (TRF Policy 25.020.1.)
  - Grants ..... (TRF Policy 25.020.2.)
  - Fundraising ..... (TRF Policy 25.020.3.)
    - Annual Fund ..... (specific to District 6250)
    - Permanent Fund ..... (specific to District 6250)
  - Stewardship ..... (TRF Policy 25.020.4.)
  - Rotary Peace Fellows ..... (TRF Policy 25.020.5.)

**District committees that may be appointed:**

- Alumni ..... (RI Policy 17.030.2.)
- Community Service ..... (RI Policy 17.030.2.)
- Convention Promotion ..... (RI Policy 17.030.2.)
- District Conference ..... (RI Policy 17.030.2.)
- Interact ..... (RI Policy 17.030.2.)
- International Service ..... (RI Policy 17.030.2.)
- New Generations Service Exchange ..... (RI Policy 17.030.2.)
- Rotaract ..... (RI Policy 17.030.2.)
- Rotary Friendship Exchange ..... (RI Policy 17.030.2.)
- Rotary Youth Leadership Awards ..... (RI Policy 17.030.2.)
- Youth Exchange ..... (RI Policy 17.030.2.)

**To see a the most current District Organization Chart, visit:**

<https://rotary6250.org/districtorganizationchart>

## Article 2 Section 1 – Assistant Governors

### Groups:

Assistant Governors (AGs) are assigned to groups of clubs around District 6250. Groups are typically 4-6 clubs that are closely located geographically.

There are 12 AG Groups in District 6250.

To see the most current listing of clubs that make up the AG Groups and the AG assigned to them, please visit <https://rotary6250.org/districtorganizationchart>

### Areas:

Areas consist of four related AG Groups. The four Areas of Rotary District 6250 are:

- North
- La Crosse Plus
- Madison Plus
- South

To see the most current makeup of Areas, please visit <https://rotary6250.org/page/district-map>

### Purpose:

The purpose of Areas in District 6250 includes:

- To encourage collaboration amongst clusters of clubs beyond communities and AG Groups (example: localized in-person events that are repeated throughout the district, may ideally be hosted in each Area)
- To capitalize on the cultural understanding within each Area that occurs naturally throughout the District.
- To provide a layer of leadership in District Committees to provide better support and stronger connections. This is seen through Public Image Champions, Membership District Membership Area Coordinators (D-MAC), Foundation Champions, etc.

## Article 2 Section 2 – At-large Directors

Three at-large Directors positions will be chosen by the DGE. Preference will be given for those who are Club Past Presidents representing one small Club (30 or less), one medium Club (31-80), and one large Club 80 or more). At-large directors will be elected



for a one year term, which is renewable up to three years at the option of the District Governor-elect.

## **Duties & Responsibilities**

1. Provide insight and perspective on district initiatives and board discussions
2. Assist Board on district initiatives
3. Before board meetings, coordinate reporting/sharing with DG

## **District 6250 Specific Policies & Procedures**

- N/A

## **Term & Notable Time Commitments**

- Term Length: Appointed annually for a 3 year term by the District Governor Elect
- DTTS
- July, November, February and April - Quarterly District Board Meetings

## Article 3 – Committee & Role Descriptions (undefined by the codes of policies)

The following District Leadership positions do not have job descriptions defined in RI or TRF codes of policies.

- District Treasurer
- District Secretary
- District Governor Nominee (DGN)
- District Governor Nominee Designate (DGND)
- District Governor Nominating Committee
- Assistant Governor Appointed to Board
- Assistant Governor
- District Insurance Representative (DIR)
- District Finance Committee
- Youth Service Committee Chair
- District Membership Committee
- District Membership Committee Chair
- District Membership Area Coordinator (DMAC)
- Diversity Equity & Inclusion Coordinator (DEIC)
- District New Club Champion (DNCC)
- District Public Image (PI) Committee
- District Public Image (PI) Committee Chair
- District Public Image (PI) Champion
- District Public Image (PI) Support
- District Foundation Committee
- District Community Service Committee Chair

**District 6250 Bylaws** - <https://rotary6250.org/page/bylaws-articles>

**Rotary International Code of Policies** - <https://my.rotary.org/en/document/rotary-code-policies>

**The Rotary Foundation Code of Policies** - <https://my.rotary.org/en/document/rotary-foundation-code-policies>

## District Treasurer

### Duties & Responsibilities

Basic Duties of the District Treasurer are as stated in the corporate bylaws. In addition, the District Treasurer shall:

1. Prepare and submit to the Finance Committee monthly financial statements.
2. Prepare annual financial statements for submission to the District Governor.
3. Prepare an annual financial report to be presented at the annual meeting of the Corporation and upon approval submit the same to Rotary International in accordance with Rotary International requirements.
4. Arrange for the preparation of IRS Form 990 of the District.

Some of these duties may be delegated to a management firm / manager(s) if one is engaged by the District. An Assistant Treasurer may be appointed, as specified in the corporate bylaws.

### Key Dates:

- Submission of subsequent year's District Budget to Finance Committee – January
- Submission of annual financial statements to Rotary International - subsequent to annual meeting
- Arrange for preparation of IRS Form 990 - July/August
- Billing of annual dues to clubs – August
- Request budget input from Committee Chairs – December

### District 6250 Specific Policies & Procedures

- RI Code of Policies: 17.030.2. - District Committees/Finance Committee
- The District Treasurer serves as an ex-officio member of the District Finance Committee
- The District Treasurer shall report to the District Governor any club that has not paid their district annual dues levy as of December 31, following the billing of the District dues.

### Term & Notable Time Commitments

- Term: Appointed annually by the District Governor
  - Normal monthly time commitment 1 to 4 hours
  - Annual financial records review 3 to 4 hours
- Board meetings and budget meetings time commitments vary

## District Secretary

### Duties & Responsibilities

Basic duties of the District Secretary are as stated in the corporate bylaws. In addition, the District Secretary shall:

1. Assist in making arrangements for meetings as requested
2. Receive and compiled monthly club attendance information
3. Quorum confirmation and club reach out for Annual Meeting

Some of these duties may be delegated to a professional administrative organization if one is engaged by the District.

### Key Dates:

- Board Meetings
- Annual Meeting Announcement – 60 days prior to meeting
- Annual Meeting (Shared duties with District Administrator)

### District 6250 Specific Policies & Procedures

- NA

### Term & Notable Time Commitments

- Term: Appointed annually by the District Governor

## **District Governor Nominee (DGN)**

### **Duties & Responsibilities**

The DGN, selected by the District Governor Nominating Committee, is to become District Governor Elect in the ensuing Rotary year. The DGN is responsible for the following:

1. Beginning preparation for the role of Governor.
2. Becoming familiar with all aspects of the District Leadership Plan (DLP), District operations, the District Bylaws, Rotary International Policy and Rotary Foundation Policy.
3. Ensuring that the DLP, District bylaws and RI and TRF Policy are up-to-date and in agreement with one another.
4. Attending and participating in District meetings whenever possible
5. Attending the District Team Training Seminar
6. Serving in the DGN roles associated with Western Great Lakes Multi-District Conference (TriCon) and Midwest PETS.
7. Performing such duties as may be recommended by the District Governor or District Governor-Elect
8. Planning and Facilitating the Vibrant Club Workshop (or One Summit) including but not limited to schedule, venue, and speakers/facilitators.
9. Leading the monthly Committee Chair Meetings

### **Key Dates:**

- Board Meetings
- Monthly Committee Chair Meetings
- Monthly Assistant Governor Committee Meetings
- Vibrant Club Workshop
- DTTS
- PETS
- District Conference (TriCon)

### **District 6250 Specific Policies & Procedures**

- District Bylaws 4.0.03

### **Term & Notable Time Commitments**

- Monthly District Governor Team Meetings
- Review and updating of the DLP in odd years (2023, 2025, etc.)

## **District Governor Nominee Designate (DGND)**

### **Duties & Responsibilities**

The DGND is to become DGN in the Rotary year following selection by the District Governor Nominating Committee.

Duties of the DGND generally involve becoming knowledgeable and active in all aspects of District operations.

### **Key Dates:**

- Board Meetings
- Monthly Committee Chair Meetings
- Monthly Assistant Governor Committee Meetings
- DTTS
- PETS
- District Conference (TriCon)

### **District 6250 Specific Policies & Procedures**

- District Bylaws 4.0.04

### **Term & Notable Time Commitments**

- Monthly District Governor Team Meetings

## District Governor Nominating Committee

### Duties & Responsibilities

This committee secures nominations, in accordance with RI bylaws, in order to nominate a future District Governor to RI. The chair of this committee is the Past District Governor, two years removed. Members include the immediate Past District Governor, District Governor, District Governor-Elect, and District Governor-Nominee. In addition, the District Governor-Elect shall appoint two at-large members to serve on the committee during his/her term as District Governor.

In the event that the committee chair is unable or unwilling to fulfill the responsibilities of the position, then the immediate Past District Governor shall serve in that capacity.

### Key Dates:

- District Governor Nominee Designate to be selected by the committee on the day of the candidate interviews which should occur no later than November 1.

### District 6250 Specific Policies & Procedures

- RI Code of Policies: Article 12

### Term & Notable Time Commitments

- Term: At-large roles are selected annually by the District Governor Elect
- Nomination/Introductory meeting: August (1-2 hours)
- Confirm Communication of Letter to District of Application opening. Follow up with prospective candidates (nominees or prospects) to create candidate pool, answer questions, and solicit the candidate Rotary resumes: September (4-8 hours)
- Interviews and selection process: October (4-8 hours)

## Assistant Governor Appointed to Board

### Duties & Responsibilities

1. Assist DGE in planning the monthly AG Meeting
2. Assist the DGE in preparing for the AG Bonus meeting. The goals of the Bonus are:
  - greater fellowship,
  - idea exchange,
  - reflection on the leadership tips shared during the regular meeting, and
  - sharing of AG successes and failures.
3. Serve as a peer facilitator in DG calls and meetings - especially the bonus AG call 30 minutes.
4. Before board meetings, coordinate reporting with DGE.
5. At board meetings, update the board regarding AG engagement and leadership and listen during the board meeting for ways to strengthen and support our AGs and their connections with other District leaders. Use that information to plan with DGE.
6. At monthly Committee Chair meetings, update the Chairs on AG meeting and AG news.

### Key Dates:

- 2.5 weeks before monthly AG meeting – Plan with DGE for monthly AG meeting
- 1.5 weeks before monthly AG meeting - DGE sends prep email and reminder to AGs (other District leaders copied)

### District 6250 Specific Policies & Procedures

- N/A

### Term & Notable Time Commitments

- Term Length: Appointed annually by the District Governor
- Monthly - AG meeting
- Monthly - District Committee Chair meeting
- July, November, February and April - Quarterly District Board Meetings



## Assistant Governor

### Duties & Responsibilities

The Assistant Governor serves at the request of the District Governor, representing a group of contiguous clubs (4 to 6 clubs). The Assistant Governor serves as an extension of the District Governor, assisting in helping develop District Goals while serving as the “eyes and ears” for the District Governor Team. Since it is common that the District Governor is only able to visit a club once per year, the Assistant Governor is asked to visit each club once per quarter. Through Club visits and contact with the Club Presidents in their group, they are asked by the District Governor Team to assist in the following areas:

- Meet with Incoming Club Presidents before the beginning of their Rotary year to discuss club goals and help the Incoming Presidents input the goals into Rotary Club Central.
- Advocate for their group’s club projects and grant applications.
- Encourage membership growth within the assigned clubs. This would involve knowing and tracking the key areas of Membership within the assigned clubs, including new member retention & attraction, as well as existing member retention.
- During quarterly visits, meet with Club President, Secretary and Board to review club goals and progress, District and Rotary International Goals, Programs and Initiatives.
  - Report the results of these meetings to the Governor and communicate suggestions to enhance Rotary and address problems within those clubs.
  - Participate in monthly Assistant Governor meetings.
- Promote club attendance at District Assemblies, Conference and other District events.

Each year, the Assistant Governors gather at the District Team Training Seminar (DTTS) to be updated by the Governor and Key District members and to learn how to use and review key tools and reports to help support and strengthen clubs.

### Key Dates:

- DTTS
- PETS
- District Conference
- Quarterly Club Visits
- Regular Group Meetings with Club Presidents

### District 6250 Specific Policies & Procedures

- N/A

### Term & Notable Time Commitments

- Term Length: 3 consecutive 1 year terms
- Monthly - AG meeting

## District Insurance Representative (DIR)

### Duties & Responsibilities

A DIR is a Rotarian with familiarity of and an understanding of liability insurance, coming from the Risk Management field, a property and casualty insurance broker, a commercial lines insurance company underwriter or a claims adjuster. A DIR would:

1. Be familiar with and direct Rotarians to the resources available to clubs and districts under the U.S. Rotary club and district Liability Insurance Program (Insurance website, insurance broker, Rotary's Risk Management Dept. etc.)
2. Send current insurance information to District Administrator for posting to the District 6250 website.
3. Receive and read email communications from [insurance@rotary.org](mailto:insurance@rotary.org) and communicate same to clubs.

**Background:** The DIR is not referenced in RI or TRF policy. In July of 2013, Rotary International Risk Management has asked each District with U.S. Clubs to assign a contact person for messages sent by Rotary International Risk Management about the U.S. Rotary club and district liability insurance program. The purpose was to improve communication to all U.S. Clubs within the District about their insurance. Preferably, this individual would have had insurance experience. Over the last few years, Risk Management has maintained an informal list of District Insurance Representatives (DIRs) and communicated with them via insurance mailings and individual email contact. In March 2017, a Rotary International's committee, Operations Review Committee, requested that governors of districts with U.S. clubs to appoint a district insurance representative to help communicate with clubs about the U.S. Club and District Insurance Program. This position is now listed as District Insurance Representative (only U.S.)

\*District Administrator stores the current login credentials for RI Insurance.

### Key Dates:

- Annual insurance update from Rotary International

### District 6250 Specific Policies & Procedures

- NA

### Term & Notable Time Commitments

- Term: Appointed annually by the District Governor

## District Finance Committee

### Duties & Responsibilities

The following information serves as a supplement to RI Policy regarding the District Finance Committee. This committee reviews and evaluates the District's financial performance relative to the current District budget and prepares the District budget for the upcoming Rotary year. The committee consists of the District Treasurer, District Governor, District Governor-Elect, District Governor-Nominee, the immediate Past District Governor, and one member at-large, who shall serve as chairperson.

All members of the Finance Committee shall understand that they are fiduciaries of funds that belong to the Rotarians of this District and, therefore, shall at all times apply high standards of commitment to their roles, in full compliance with the District's Policy on Conflicts of Interest and Code of Ethics. Although the Treasurer works closely with the District Governor, the Treasurer shall be primarily responsible to the Finance Committee. Duties and responsibilities include:

1. Preparation of budget for submission to the Board of Directors in cooperation with the District Governor to be submitted to clubs at least four weeks prior to the Presidents Elect Training Seminar (PETS) and approved at a meeting of incoming club presidents at said PETS.
2. Review and recommend the amount of per capita dues to be approved as part of the District budget.
3. Assure that proper records of income and expenditures are kept.
4. Appoint the members of the Audit Committee.
5. Arrange for the review of the financial records of the District by the Audit Committee.
6. Assure that all bank accounts are maintained in the name of Rotary International District 6250, Inc.
7. Provide assistance, as necessary, to the District Governor Elect in the presentation of the budget at the annual meeting of the District.

The final decision on accounting matters shall rest with the Finance Committee. The Finance Committee may delegate this authority to the Chair of the Finance Committee.

### Key Dates:

- Prior to November board meeting: Appointment of the Audit Committee (Consider that subsequent to the board meeting, but prior to the actual audit date, an audit committee member may have a conflict and need to be replaced).
- Subsequent to August board meeting, but prior to December 31st.: Arrange for date of financial records review
- Late January: Review proposed budget
- February board meeting: Submit proposed budget to board

## **District 6250 Specific Policies & Procedures**

- RI Code of Policies: 17.030.2 - District Committees/Finance Committee
- RI Bylaws: Section 15.060.4 - Annual Statement and Report of District Finances

## **Term & Notable Time Commitments**

- Term: Chair - 3 years with subsequent 1 year renewal terms (no limit)
- Annual financial review:
  - Recruitment of audit committee members – (may vary, allow 1-2 hours)
  - Participation in Annual review meeting – 3-4 hours
- Budget meetings
  - With Treasurer and Executive Administrator – 2-4 hours
  - Finance Committee – 2-4 hours
  - February board meeting – 2 hours

## Youth Service Committee Chair

### Duties & Responsibilities

This Rotarian is an individual with knowledge of the general Youth programs available through Rotary International. These include Short Term Exchange, Long Term Exchange, RYLA and Interact. They have promoted involvement in Youth activities in their own club and/or have served in a Youth focused role in their club. They effectively communicate and share information with the other district Chairs for the Youth Programs in the district.

- Work with the leaders of the Youth programs within the District to develop specific program committee goals.
- Organize, lead and facilitate regular committee meetings as needed to stay updated on upcoming events and key decisions that impact Youth programs.
- Partner with the different Youth program leaders to review, update and prepare the Youth Budget for approval in April each year.
- Collaborate and exchange ideas with the District Governor Team, key District 6250 Committees - specifically Foundation, Membership, and Public Image to further connect the Youth committee to the larger District initiatives.
- Review the Crisis Management Plan annually for any necessary updates that may need to be made.
- Exhibit effective verbal and written communication skills. Should be able to adapt communication style to suit committee, district leadership and different audiences.

### Key Dates:

- Written report submitted to District 6250 Administrator, 2 weeks in advance of District Board Meetings (4 per year) (July, November, February and April)

### District 6250 Specific Policies & Procedures

- RI Policy 17.030.2. District Committees

### Term & Notable Time Commitments

- Term: 3 consecutive 1 year terms
- Monthly - District Committee Chair meeting
- July, November, February and April - Quarterly District Board Meetings

## **District Membership Committee**

### **Duties & Responsibilities**

The Membership Committee provides district support to its clubs to strengthen club membership.

### **Committee Makeup:**

- Membership Chair
- Membership Area Coordinators (4)
- Diversity Equity and Inclusion Coordinator
- New Club Champion
- At-large Committee Member

### **Key Dates:**

- Board Meetings
- Vibrant Club Workshop
- DTTS
- PETS
- District Conference

### **District 6250 Specific Policies & Procedures**

- RI Policy 17.030.2. District Committees

### **Term & Notable Time Commitments**

- Varies by role (see following role descriptions)

## **District Membership Committee Chair**

### **Duties & Responsibilities**

- Refer to Rotary District 6250 Bylaws and Rotary International Policy listed below.

### **Key Dates:**

- Written report submitted to District 6250 PI Committee Chair, 2 weeks in advance of
- District Board Meetings (4 per year) (July, Nov, Feb, and April)
- Bi-monthly Membership Committee Meetings

### **District 6250 Specific Policies & Procedures**

- RI Code of Policies: 17.030.2. District Committees

### **Term & Notable Time Commitments**

- Term: 3 consecutive 1 year terms
- Bi-monthly Leadership of a Membership Committee Meeting
- Monthly - District Committee Chair meeting
- July, November, February and April - Quarterly District Board Meetings

## District Membership Area Coordinator (DMAC)

### Duties & Responsibilities

The District Membership Area Coordinator is an essential connection between Rotary District 6250 and its clubs. This Rotarian is an individual with management experience and is an expert in relationship building. They are self-motivated and always on the lookout for an opportunity to increase Rotary's membership. They effectively communicate and share results with the District Membership team.

- Develop and maintain a relationship with 12-18 club membership chairs and 2-4 AGs.
- Give clubs and members tools and training they need to effectively grow their membership.
- Contact membership leads, develop a relationship, and help them find a suitable club.
- Assist clubs and the district with the membership visioning and initiatives.
- Help clubs and the district with membership drives and symposiums.
- Exchange ideas about membership activities.
- Deliver presentations to clubs regarding membership and membership strategies.
- Make a decision on which clubs receive the membership grants and help the clubs in seeing these projects through and reporting results.
- Collaborate with other key District 6250 Committees, specifically Foundation, Public Image, Youth Service and their relevant subcommittees about Membership approaches and opportunities.
- Be responsive to emails and requests by the committee
- Participation in a Committee call monthly
- Actively reach out to club membership chairs and Assistant Governors
- Ability to navigate and update information in Google Drive

### Key Dates:

- Bi-monthly Membership Committee Meetings

### District 6250 Specific Policies & Procedures

- N/A

### Term & Notable Time Commitments

- NA



## **Diversity Equity & Inclusion Coordinator (DEIC)**

### **Duties & Responsibilities**

- To assist clubs with education and action around Diversity, Equity, and Inclusion.
- Be a catalyst for Rotary International's Diversity, Equity, and Inclusion initiatives.
- Share Rotary International's vision for inclusion and provide resources to clubs around Diversity, Equity, and Inclusion.
- Ability to engage clubs and members in DEI conversation and encourage clubs to have a member focus on diversity, equity, and inclusion.
- Provide regular communication with the district membership chair.

### **Key Dates:**

- Bi-monthly Membership Committee Meetings

### **District 6250 Specific Policies & Procedures**

- N/A

### **Term & Notable Time Commitments**

- Term: 3 consecutive 1 year terms
- Attend the Diversity, Equity, and Inclusion Seminars run by the Zone and Rotary International.

## District New Club Champion (DNCC)

(DNCC) are Innovative, energized, and inspired Rotarians identified by their District Governor to actively promote new club models in communities in their district.

### Duties & Responsibilities

- Start New Rotary Clubs
- Start New Rotaract Clubs
- Communicate and coordinate efforts with District Membership Chair
- Collaborate and coordinate activities with their district and regional leadership teams.
- Provide regular communication with the Zones 25B & 29 Phoenix 223 Team regarding new club development initiatives.
- Document stages of progress with the Phoenix 223 Team.
- Coordinate the preparation and submission of charter materials for new Rotary clubs and new Rotaract clubs.
- Provide guidance regarding the documentation of Satellite Club development.
- Publicize success stories.

### Key Dates:

- Bi-monthly Membership Committee Meetings

### District 6250 Specific Policies & Procedures

- N/A

### Term & Notable Time Commitments

- Term: 3 consecutive 1 year terms
- Zone Regional Workshops and Seminars

## District Public Image (PI) Committee

### Duties & Responsibilities

The PI Committee is an essential connection between Rotary District 6250 and its clubs. These Rotarians have marketing, communications and public relations experience and ideally have helped create awareness for their own Rotary Club's activity and/or served in a club PI Chair role. They effectively communicate and share results with the District.

### Committee Makeup:

- PI Chair
- PI Champions (4 – North, South, La Crosse, Madison)
- PI Support – As needed, ideal roles include
  - Marketing Strategy and Research
  - Communications
  - Website (ClubRunner) Support
  - Graphic Designer(s)
  - Photography
  - Video
  - Creative Writing
  - Media Relations

### Key Dates:

- Board Meetings
- Monthly Committee Chair Meetings
- Monthly PI Committee Meetings
- Vibrant Club Workshop
- DTTS
- PETS
- District Conference

### District 6250 Specific Policies & Procedures

- RI Policy 17.030.2. District Committees

### Term & Notable Time Commitments

- Varies by role (see following role descriptions)

## District Public Image (PI) Committee Chair

### Duties & Responsibilities

This Rotarian is an individual with marketing, and public relations experience and has helped create awareness for their own Rotary Club's activity and/or served in a club PI Chair role. They effectively communicate and share results with the PI team. Essential Duties & Responsibilities:

- Work with the PI team and other stakeholders within the District to develop committee goals
- Recruit support roles and PI Champions to develop and maintain a productive and highly functioning committee
- Organize, lead and facilitate regular committee meetings as needed to accomplish the team's regular operations and goals.
- Collaborate and exchange ideas with the District Governor Team, key District 6250 Committees - specifically Foundation, Membership, Youth Service and their relevant subcommittees about Public Image approaches and opportunities.
- Develop and execute a District PI plan in cooperation with other committees and clubs
- Exhibit effective verbal and written communication skills. Should be able to adapt communication style to suit committee, district leadership and different audiences.
- Own and develop the District Brand in accordance with the Rotary Master Brand
- Promote Rotary and District 6250 to external audiences. This will include contacting the media with newsworthy stories of district projects and events.

### Key Dates:

- Written report submitted to District 6250 PI Committee Chair, 2 weeks in advance of District Board Meetings (4 per year) (July, Nov, Feb, and April)

### District 6250 Specific Policies & Procedures

- RI Code of Policies: 17.030.2. District Committees

### Term & Notable Time Commitments

- Term: 3 consecutive 1 year terms
- Monthly - Leadership of a 30-minute PI Committee meeting
- Monthly - District Committee Chair meeting
- July, November, February and April - Quarterly District Board Meetings

## District Public Image (PI) Champion

### Duties & Responsibilities

This Rotarian is an individual with marketing, and public relations experience and has helped create awareness for their own Rotary Club's activity and/or served in a club PI Chair role. They effectively communicate and share results with the PI team. Essential Duties & Responsibilities:

- Give clubs and members the tools and training they need to effectively promote Rotary and their club to enhance Rotary's public image in their community, news media, etc.
- Consistently update Committee project management resources
- Assist clubs and the district to create a public image plan
- Help clubs and the district plan public image outreach and campaigns
- Encourage clubs to designate professionals to run their websites and social media sites and manage other communications
- Exchange ideas about public image activities
- Promote Rotary and District 6250 to external audiences. This will include contacting the media with newsworthy stories of district projects and events.
- Work with clubs to maintain list of local media outlets
- Share Rotary International public image materials with clubs as appropriate
- Collaborate with other key District 6250 Committees, specifically Foundation, Membership, Youth Service and their relevant subcommittees about Public Image approaches and opportunities.

### Key Dates:

- Written report submitted to District 6250 PI Committee Chair, 2 weeks in advance of District Board Meetings (4 per year – July, November, February and April))
- Participation in a 30 minute Committee call the 3rd Friday of each month at 7:30am
- Attendance at the annual district conference is highly encouraged

### District 6250 Specific Policies & Procedures

- RI Policy 17.030.2. District Committees

### Term & Notable Time Commitments

- Term: 3 consecutive 1 year terms
- Monthly - 30-minute PI Committee meeting

## District Public Image (PI) Support

### Duties & Responsibilities

The PI Support role is a member of a team of Rotarians with one or more skills in the areas of marketing (strategy, research, etc.), graphic design, photography, video, writing, communications or public relations. This person has helped create awareness for their own Rotary Club's activity. They are self-motivated and always on the lookout for an opportunity to tell the Rotary story. They effectively communicate and share results with the PI team. Essential Duties & Responsibilities:

- Support district initiatives, committees and clubs by providing creative services and most importantly, the training they need to effectively promote Rotary and their club to enhance Rotary's public image in their community, news media, etc.
- Consistently update Committee project management resources
- Assist clubs and the district to create a public image plan
- Help clubs and the district plan public image outreach and campaigns
- Exchange ideas about public image activities
- Collaborate with other key District 6250 Committees, specifically Foundation, Membership, Youth Service and their relevant subcommittees about Public Image approaches and opportunities.

### Key Dates:

- Participation in a 30 minute Committee call the 3rd Friday of each month at 7:30am
- Attendance at the annual district conference is highly encouraged

### District 6250 Specific Policies & Procedures

- RI Policy 17.030.2. District Committees

### Term & Notable Time Commitments

- Term: 3 consecutive 1 year terms
- Monthly - 30-minute PI Committee meeting

## District Foundation Committee

### Duties & Responsibilities

1. The Rotary Foundation (TRF) Policy (Art. 25) requires that the District Foundation Committee consist of:
  - Foundation Chair (one of two authorizing signatures for the use of DDF)
  - Current District Governor (one of two authorizing signatures for the use of DDF)
  - Grants Subcommittee Chairs (presumably to provide input on and, perhaps, advocate for DDF distribution on Global and District grants)
  - PolioPlus Subcommittee Chair (presumably to provide input on and, perhaps, advocate for DDF distribution on PolioPlus)
  - Peace Fellows Subcommittee Chair (presumably to provide input on and, perhaps, advocate for DDF distribution on Peace Fellow)
  - Fundraising Subcommittee Chair (presumably to provide input on and, perhaps, advocate for District Rotarians who have donated to the Foundation)
  - Stewardship Subcommittee Chair (presumably to advocate for careful stewardship of DDF also before DDF leaves the District)
  - Additional Subcommittees determined by the District if responsibilities are reallocated from the existing Subcommittees.
2. Per TRF Policy (Art. 25.010.1) The District Foundation Committee Chair shall, together with the current District Governor, provide one of the two authorizing signatures for the use of the District Designated Funds to reflect the decision of the District Rotary Foundation Committee.

The District 6250 Foundation Committee will meet at least one time each year for the purpose of deciding how District DDF will be allocated for the upcoming Rotary year. The Foundation Committee will consider all possible Rotary programs to which DDF can be allocated.

District 6250 defines this allocation of DDF as the decision of the District Rotary Foundation Committee referred to in TRF policy. This decision may include items such as preferred size of District Grants, Global Grants, etc. in order to give direction to the District 6250 Foundation Subcommittees. The District Foundation Committee does not need to meet again to authorize individual DDF disbursements that fall within the allocation and parameters that it has set.

District 6250 establishes that, under TRF policy, setting DDF parameters and allocations prior to the start of a Rotary year is the primary role the District 6250 Foundation Committee has. All other District Foundation activities should, wherever possible, fall to one or more of the Foundation Subcommittees or to the District Foundation Chair.

3. The Grants Subcommittees will work within the yearly parameters and allocation determined by the Foundation Committee and will keep both the District Foundation Chair and the current District Governor informed and involved throughout the grant approval process as they are both required, by TRF policy, to provide the authorizing signatures for any DDF disbursement.

Per TRF Policy (Art 25.020.2) the District Grants Subcommittee shall create and will enforce a District policy that outlines the distribution of grant funds for clubs and the District. This policy is defined in the District Grant application which follows.

### **Key Dates:**

- --

### **District 6250 Specific Policies & Procedures**

- TRF Policy 25
- TRF Policy 25.010
- TRF Policy 25.020.2

### **Term & Notable Time Commitments**

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## **District Community Service Committee Chair**

### **Duties & Responsibilities**

This Rotarian serves as the District liaison assisting Rotary Club members upon request, in the identification, prioritization, planning, implementation and evaluation of Community Service Projects. While there are no specific prerequisites to hold this role, having served as a Community Service Chair of your Club is preferred. Having knowledge of community service projects originating from other clubs is also a plus.

- To develop, implement and evaluate the District Community Service goals and objectives for the years of your tenure
- To develop, recruit speakers and facilitate the Community Service training component at the District Training(s) and District Assembly
- To become familiar with model community service projects being conducted in the clubs in our District and identify Rotarians who could serve as mentors for other clubs interested in similar projects.
- To assist Club Community Service Chairs as requested, in their training, program logistics and problem solving efforts as needed.
- To meet with the District Programs Team by conference call (quarterly) and in-person (as needed).
- To assist at other District activities as needed.

### **Key Dates:**

- Written report submitted to District 6250 Administrator, 2 weeks in advance of District Board Meetings (4 per year) (July, November, February and April)

### **District 6250 Specific Policies & Procedures**

- RI Policy 17.030.2. District Committees

### **Term & Notable Time Commitments**

- Term: 3 consecutive 1 year terms
- Monthly - District Committee Chair meeting
- July, November, February and April - Quarterly District Board Meetings

## Article 4 – District Specific Finance Policies

This article deals with matters not specifically addressed in RI/TRF Policy or in the District bylaws.

### Expense Reimbursements

It is the policy of District 6250 to provide funding for Rotary expenses in line with Rotary International policies and the District budget, which is approved annually by the assembled delegates at the District Annual Meeting. Expenses will be budgeted to allow for reasonable operations of District activities. Generally, the District will provide expense reimbursement to Rotary volunteers so that the financial burden of District service will not preclude the participation of any Rotarian in good standing.

The District is grateful to the many Rotarians who continue to volunteer their time and expenses to the service of Rotary at the District level. Should issues arise concerning expenditures, including expenses exceeding budgeted levels, they will be resolved by the District Governor with advice from the District Treasurer or District Finance Committee.

Non-budgeted expenditures shall be made only upon approval of the District Treasurer or the District Governor. If an expenditure is necessary in the absence of the Treasurer or District Governor, the Chair of the Finance Committee is authorized to make the approval.

Requests for expenditures shall be evidenced by the original underlying invoices where practicable and by a voucher request for payment signed by the person requesting the payment and, if applicable, the appropriate committee chairperson.

All electronic or 3<sup>rd</sup> party billing or bill.com disbursements must be approved by the Treasurer and management firm / manager(s) hired to perform the accounting functions. For manual checks, two signatures shall be required. These may be any two of the District Treasurer, District Governor, Assistant Treasurer, and the management firm / manager(s) hired to perform the accounting functions.

The District Treasurer shall pay disbursements requests only if they contain proper documentation. Proper documentation means the original invoice or a clear copy from a vendor. If such invoice does not clearly explain the charge, the requestor shall write an explanation on the invoice. A credit card statement without the original invoice is not acceptable as proper documentation. The requestor shall complete an expense reimbursement form as provided by the Treasurer. The Treasurer may also require proof of payment of the invoice, by such means as a canceled check or a credit card statement.

For mileage reimbursement, the requestor shall submit a reimbursement request showing the date, destination, purpose of the trip, and miles driven.

The purpose of this policy is to (a) establish proper business standards that will comply with Internal Revenue Service rules; (b) ensure that a later reviewer can easily understand the nature of the expenditure to determine its propriety; and (c) safeguard the District's funds. If for any reason the original invoices or copies thereof are unavailable, such expense request may be paid if both the District Treasurer and District Governor (or the

Chair of the Finance Committee in the absence of the Treasurer or Governor) agree by their written authorization, but only on an exceptional basis.

Eligible expenses are those incurred in the official capacity of Rotary District 6250 and within the approved budget. They include:

- a. Travel expenses to District seminars, Foundation meetings, Central States Youth Exchange meetings, committee meetings, and zone meetings. When possible, District leaders are expected to use virtual communications to alleviate mileage expenses associated with in person meetings. Mileage is reimbursed at the prevailing rate established by the Federal government for business travel. The District Expense Reimbursement form is updated periodically to reflect changes in the rate.
- b. Hotel and meal expenses
- c. Printing and photocopying of materials
- d. Postage
- e. Office supplies
- f. Telephone expenses
- g. The reimbursement policy for the District Governor (DG), District Governor-Elect (DGE), and District Governor-Nominee (DGN) for attendance at Zone meetings and the DGE's International Convention is as follows:
  - a. The DG, DGE, and DGN are to be in attendance and participate at Zone meetings. Expenses incurred by the aforementioned positions shall be reimbursed with full participation in Zone events. It is encouraged that spouses/partners of the DG and DGE attend. Based on changing trends with spouses/partners at Zone meetings, the budgeting for spouses/partners is a year to year decision.
  - b. The DGE shall be reimbursed for the cost of attendance at the Rotary International Convention that is held in the Rotary year before the DGE becomes the DG. Full reimbursement is for travel, lodging, meals and meeting registration and is based on the best air fare and direct mileage. It is encouraged that spouses/partners will attend all required and customary meetings. Based on changing trends with spouses/partners at the Rotary International Convention, the budgeting for the spouse/partner is a year to year decision.
- h. Attendance at the Zone Institute and training sessions is also recommended for the District Trainer and District Foundation Chair if training is provided for these positions. The travel, lodging, meals, and meeting registration will be reimbursed, **excluding** spouses/partners, with full participation in the training events and Zone Institute.

Ineligible expenses include the following:

- a. Those expenses that are reimbursed directly by RI
- b. Expenses of a spouse/partner when attendance is not expected or when not participating in all Rotary events
- c. Registration fees for district seminars, assemblies, or conference

- d. Purchases of office equipment, telephones, computers or the repair of such items
- e. Digital cameras, scanners, etc., or the repair of such items
- f. Software or help desk support costs of such items
- g. high speed internet lines/cable, additional phone lines or repair of such items
- h. Travel expenses outside the District and related hotel and meal costs, except those recognize by RI or approved by the District Governor
- i. Travel expenses to the RI Convention and related costs (except for DGE)
- j. Automobile repair costs
- k. Dry cleaning costs
- l. Personal grooming or medical expenses
- m. Rental of office space or equipment
- n. Bar bills or entertainment expenses
- o. Expenses of non-Rotarian volunteers unless approved in advance by the District Governor
- p. Any other item not included in the District budget

### **District 6250 Refund Policy:**

Refunds of registration and meal costs will be made up to five days before the start of the event. No refunds will occur if requested after five days before an event.

### **Insufficient Funds Checks:**

In the event that a check is returned by the District bank because of insufficient funds, the party issuing the check must provide payment via cashier's check or money order to cover not only the original check amount, but the bank charge involved as well. A second personal or business check to replace the original will not be acceptable.

### **Depreciable Assets**

In general, the District funds shall not be used to purchase any equipment or other tangible property that is expensive or has a useful life of two or more years. However, the Finance Committee or Board of Directors may make an exception if, in its opinion, there is good and sufficient reason. In such cases, the equipment or property purchased shall be owned by the District. The current District Governor's budget shall be charged for any such purchases.

### **Budget**

Relevant aspects of the budget shall be prepared and presented to the incoming club presidents in accordance with the Rotary International Code of Policies. The District Governor Elect shall inform the presidents elect of any expected dues changes at the annual PETS meeting to allow the clubs time to adjust their club budgets accordingly.

### **Allocation of Funds from Rotary International**

Administered by the district in accordance with Rotary rules and guidelines.

The expense allocation provided by Rotary International to the District Governor is deposited into the District bank account directly by Rotary International. The District Governor shall take all necessary steps to comply with Rotary International requirements to cause such funds to be deposited in the District bank account.

## Article 5 – District Specific Friendship Exchange Guidelines

It is the policy of Rotary District 6250 to promote and encourage Rotary Friendship Exchanges and to achieve broad participation among District members and clubs. The District Friendship Exchange Committee shall promote and facilitate reciprocal inbound and outbound Rotary Friendship Exchanges (RFEs) with other Districts of Rotary International in accordance with Rotary International Policy and the general guidance provided in the Rotary Friendship Exchange Handbook published by Rotary International.

- a. The District Governor shall appoint the Committee Chair. Chairs are encouraged to serve three years to achieve program continuity.
- b. The Committee shall be composed of 3-5 members appointed by the District Governor. The Committee may recruit additional members if, in the judgment of the chair, this will serve to promote greater participation in RFEs. Committee members are encouraged to participate for three year or more years.

### Duties and Responsibilities:

- a. The Committee Chair shall be the primary contact for other RI Districts seeking to organize an RFE with our District.
- b. The Committee shall be responsible for publicizing and promoting exchanges in a manner that reaches as many district members as possible and which encourages broad participation.
- c. The Committee shall develop and maintain a District RFE handbook with procedures, guidelines and resource information to facilitate effective exchanges.
- d. In the event that more Rotarians wish to participate in an outbound exchange than can be accommodated, the District Committee will review the applications and select the participants. It is the policy of the District that the selection process give priority to first time exchange participants while ensuring capable leadership and encouraging balanced participation among clubs in the district.
- e. The Committee Chair shall designate individuals to lead each outbound exchange and coordinate the reciprocal inbound exchange.
- f. The Committee shall submit an annual report to the District Board summarizing the exchange activities of the preceding Rotary year. This report shall include the countries and Rotary districts involved, the names and clubs of Rotarians participating in outbound exchanges, the selection procedures used. Its efforts to publicize and promote RFEs, and any recommendations pertinent to District policy.
- g. The District Board shall maintain sole discretion and authority of expenditure of District Funds for any RFE related purpose. Any such expenditure shall be strictly in accord with District policy and procedures and any additional guidelines.
- h. District 6250 Rotary Friendship Exchanges shall be funded entirely by the program participants and are to be carried out at no expense to Rotary International or

District 6250. No District funds shall be used to underwrite inbound or outbound exchanges.

- Outbound participants shall be personally responsible for all travel and personal spending expenses.
  - District 6250 Rotarians acting as inbound exchange hosts are expected to provide housing, some meals, local transportation and sightseeing opportunities at their own expense: the same types of courtesies that would be extended to visiting friends.
  - Local clubs may elect to provide limited funding or host expense reimbursement at their own discretion and in accordance with their budget and administrative procedures.
- i. RFEs can be arranged by any of the following:
- District-wide by the RFE Committee,
  - By Rotaract or Interact Chapters,
  - By individual clubs or subsets of clubs within the District,
  - By individuals with specific interest or contacts in other RI Districts.
- j. Any RFEs not organized by the district RFE Committee shall inform the RFE Committee Chair of their plans and are encouraged to seek advice from the Committee.
- k. Following each RFE, each RFE leader/coordinator shall prepare and submit a report on the exchange to the District RFE Committee and is encouraged to submit an article for publication through District channels.
- l. The District will not collect and/or disperse funds for RFEs related to individual participants.
- m. If fund collection by participants is a part of the RFE, the collection and disbursement process will be handled directly by the RFE group. The process will work as follows:
- The amount collected from each participant will be set between \$100 to \$500.
  - The money will be given to the team leader, who will track and identify the money by participant and secure the money for future use or refund. The money will be refunded if:
    - The participant dies or becomes so sick they cannot travel. If sick, a doctor's note may be required.
    - A replacement participant is found far enough in advance that they can take their place.
    - Any other reason, if the RFE committee deems the excuse as reasonable.
  - All contact information will be kept by the team leader, such as name, address, phone number and email address.
  - The money deposited can then be used as agreed upon by the team that is traveling. Possible uses include a refund, use towards group travel costs, inbound reciprocal exchange costs or a charitable purpose agreed upon by the exchange members.
  - The money will used or returned no later than one (1) month after the official RFE trip is completed.

## Article 6 – District Specific Youth Protection Policy

This article deals with Youth Protection Policies not specifically addressed in RI/TRF Policy or in the District bylaws.

### 1. Statement of Conduct for Working with Youth

District 6250 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians; spouses or partners of Rotarians; and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and youth with whom they come into contact.

### 2. Definitions

**Volunteer:** Any adult involved with any Rotary sponsored youth activity that has direct interaction with youth, either supervised or unsupervised. This includes, but is not limited to:

- Club and District Youth Protection Officers, (CYPO) and (DYPO), respectively.
- Youth Exchange Officers (YEO), Youth Exchange Counselors (YEC), and Youth Exchange Committee members.
- RYLA, Interact, Rotaract and Speech Contest volunteers.
- Rotarians and non-Rotarians, their spouses and partners, who host youth for activities and outings or who might drive youth to Rotary events or functions.
- Host Parents and other adult members of the host family, including siblings who are home from college, who host youth for a period shorter than 14 days (Short Term Host Parents).
- Host Parents and other adult members of the host family, including siblings who are home from college, who host youth for a period of 14 days or longer (Long Term Host Parents).

**Youth:** Children and adolescents who are involved with any Rotary sponsored program.

**Sexual Abuse:** Sexual abuse refers to engaging in implicit or explicit sexual acts with a student/youth, or forcing or encouraging a student/youth to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or the opposite sex. Additional examples of sexual abuse could include, but are not limited to:

- Non-touching offenses.
- Indecent exposure.
- Exposing a student to sexual or pornographic material.

**Sexual Harrassment:** Sexual harassment refers to sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment

precedes sexual abuse and is a technique used by sexual predators to desensitize or “groom” their victims. Examples of sexual harassment could include, but are not limited to:

- Sexual advances or language, explicit or implicit.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, and comments about an individual’s sexual activity, deficiencies, or prowess.
- Verbal abuse of a sexual nature.
- Displaying sexually suggestive objects, pictures, or drawings.
- Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments.
- Unwanted sexual overtones.

**Emotional or Verbal Abuse:** The use of fear, humiliation, or verbal assaults to control the behavior of another. Examples include rejection of the person, preventing him or her from developing normal social relationships, and making derogatory statements about his or her race, religion, ability, intellect, tastes, or personal appearance.

**Physical Abuse:** Physical contact intended to cause pain, injury, or other physical suffering or harm.

**Neglect:** Failure to provide the food, shelter, or medical care that is necessary to well-being.

**District Youth Protection Officer (DYPO):** Oversees the enforcement of the Youth Protection Policy for the District. See Appendix C for complete job description.

**Club Youth Protection Officer (CYPO):** Oversees the enforcement of the Youth Protection Policy at the Club level. See Appendix D for complete job description.

**Youth Exchange Officer (YEO):** Accomplishes the detailed duties and responsibilities related specifically to the Youth Exchange Program.

**Youth Exchange Counselor (YEC):** Acts as an intermediary for the exchange student and host family and is the student’s advocate and confidante. Provides assistance to the YEO.

### 3. Volunteer Selection and Screening

ALL VOLUNTEERS interested in participating in Rotary Youth activities that involve one-on-one (unsupervised) contact with Rotary Youth must:

- Complete a Youth Volunteer Application on-line at [Rotary6250.org](http://Rotary6250.org), Youth Programs, every four years:
  - Authorizing the District to conduct background checks at least annually (subject to jurisdictional law, ordinance, and/or policy.)
  - Provide references to be checked by the Club/ District Youth Protection Officer or District 6250 Youth Exchange Assistant Chair.



- Meet RI and district eligibility requirements for working with students. RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment, and the investigation into the claim is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future conduct. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
- Undergo personal interviews by the Club Youth Protection Officer or Youth Exchange Officer.
- Participate in District and/or Club Youth Protection training.
- Understand and comply with the District Youth Protection Policy.
- **Long Term Host Families** see Section 11 for details regarding Youth Exchange.
- **Short Term Host Families** must meet the following selection and screening requirements.
  - Complete a Short-Term Exchange Application Form – with Host Family Form at [Rotary6250.org](http://Rotary6250.org) Short-Term Youth Exchange, authorizing the District to conduct background checks (subject to local laws and practice).
  - Provide references to be checked by the Short-Term Exchange Coordinator or District Youth Protection Officer.
- Undergo a comprehensive interview conducted by the YEO and/or the CYPO that determines the family’s suitability for hosting students/youth. All host family members need to be part of the screening interview. The interview should determine:
  - Demonstrated commitment to the safety and security of students/youth.
  - Motivation for hosting a student/youth is consistent with Rotary ideals.
  - Financial ability to provide adequate accommodation (room and board) for the student/youth.
  - Aptitude for providing appropriate supervision and parental responsibility that ensures the student/youth’s well-being.
- In-Home screening visit must be conducted for each host family prior to approving the family for hosting.
  - In-Home screeners will provide the host family a copy of the District Youth Protection Policy.
  - In-Home screeners will provide the host family ideas and best practices for creating a positive experience for the student/youth, club and community.

#### 4. Allegation Reporting Guidelines

All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the Youth Protection - Abuse and Harassment Allegation Reporting Guidelines in Appendix B.

## **5. Investigation Guidelines**

The Club and District will cooperate with all law enforcement, child protective services, and legal investigations, and will only conduct its own independent investigations such that it does not interfere with other investigations.

Rotary Club members and District 6250 officers will cooperate with all law enforcement, child protective services, and legal jurisdictional investigations. Rotary will conduct its own independent investigations per Rotary International, District, and Club policy to such extent that it does not interfere with the above investigations.

## **6. Training in Youth Protection**

All volunteers with Rotary Youth activities will receive Youth Protection Training at a frequency determined by the District Youth Protection Officer.

## **7. District 6250 Responsibilities**

District 6250 has the following responsibilities related to carrying out the Youth Protection Policy.

1. Establish a standing District 6250 Youth Protection Committee.

Members will include:

- i. Representatives of all District Youth programs.
- ii. Representatives of relevant professions such as school personnel, social work, law enforcement, medical, and legal.
- iii. Former District Governor(s).

Responsibilities will include:

- i. Meet at least twice a year and more often as needed.
  - ii. Regularly review District Youth Protection Policy.
  - iii. Help select District Youth Protection Officer.
  - iv. Work closely with District Youth Protection Officer to enforce this policy.
  - v. Provide assistance in answering District hotline for youth protection.
  - vi. Address any concerns or allegations of abuse in District Rotary Youth programs.
  - vii. As necessary, take appropriate action to protect youth in District Rotary Youth programs.
2. Appoint a District Youth Protection Officer who will be a member of the Youth Protection Committee.
  3. Maintain records of background checks, Youth Volunteer Applications and any screening documentation for all volunteers working with youth in Rotary activities in perpetuity.
  4. Maintain a toll-free District Hotline for youth to use when there are concerns or emergencies related to Youth Protection.
  5. Have a procedure for reporting, investigating, and proper handling of non- criminal

- offenses or historic cases that law enforcement will not investigate.
6. Assist in locating an independent lawyer, therapist or counselor to represent any alleged victim in cases of sexual abuse and harassment.
  7. Report all criminal allegations involving any Rotary youth activity to RI within 72 hours.
  8. Evaluate and review this policy and accompanying procedures on a regular basis.

### **8. District Youth Protection Officer (DYPO)**

The complete DYPO job description appears in Appendix C. The District Governor will appoint the DYPO whose main duties and responsibilities are to:

- Host workshops / roundtables throughout the district delivering training on Youth Protection.
- Assist Clubs in the recruitment and selection of Club Youth Protection Officers.
- Interview, check references and train Club Youth Protection Officers. If not providing the direct training, arrange for an appropriate trainer.
- Assist in recruiting, selecting, and training of an Assistant District Youth Protection Officer who will function as a back-up and to ensure succession planning.
- Maintain familiarity with current state, federal and Rotary youth protection policies, laws, practices and ethics.
- Stay in contact with the Club Youth Protection Officers to assure they are carrying out their responsibilities according to the Youth Protection Policy. Maintain complaint procedures.
- Monitor youth protection procedures, rules and regulations.
- Maintain complaint procedures.
- Handle, with the involvement of the Youth Protection Committee, concerns and allegations of abuse.
- Maintain data base of Certified Clubs within the District.
- Develop and distribute training material.
- Compose articles on youth protection for the District Newsletter.
- Participate as a member of the District Youth Protection Committee.
- Adapt the Rotary Youth Protection Guide to include relevant information on specific district guidelines, local customs, cultural issues, and legal requirements.
- Develop a calendar for training and define the frequency of training required for each volunteer position, including descriptions of who is to participate, when training should occur, and how training will be conducted.
- Establish guidelines to ensure that all those required to be trained have participated.
- Maintain records of participation to ensure compliance.
- Interview Club Youth Protection Officers and review completed background checks.
- Develop a uniform plan to assist clubs in complying with this policy.
- Fulfill the current Job Description as established by the District.

## 9. Club Responsibilities

Clubs participating in Rotary Youth activities and especially with Rotary Youth Exchange are encouraged to be Certified by the District by demonstrating the following:

- Compliance with District Youth Protection Policy.
- Assure that the Club Youth Protection Officer (CYPO) is carrying out their duties as defined in the District Job Description for this position.
- Amend their club bylaws to include the CYPO as an official and standing officer of the club. The Club will cooperate with all law enforcement, child protective services, and legal jurisdictional investigations. Rotary will conduct its own independent investigations per Rotary International, District, and Club policy to such extent that it does not interfere with the above investigations.
- Complete and return a signed resolution that the club is operating their program in accordance with District 6250 and RI policy. See Appendix E for Sample Resolution.

## 10. Club Youth Protection Officer (CYPO)

Clubs will appoint a Club Youth Protection Officer whose responsibilities will include the following:

- Assure that volunteers, including the YEO, YEC, and host families are trained in Youth Protection and how to respond to an abuse or harassment allegation as required by this policy. Such training will take place at least annually and include:
  - District and RI expectations for all volunteers involved with youth activities.
  - Definitions of what constitute abuse and harassment. What type of situation might constitute an incident.
  - Reporting guidelines.
- Work with District Youth Exchange Chair and Committee to provide information to exchange students about local and District services including: District hotline for Youth Protection; suicide crisis hotlines; alcohol and drug awareness programs for youth; proper law enforcement agencies, community services, private services, YEO and YEC information, and both female and male support persons separate from YEO, YEC, and host families.
- Provide copies of all materials produced in the club to promote and support the Youth Exchange program, including, but not limited to, promotional materials and brochures, applications, policies, Web site links, etc.
- Arrange to have all volunteers involved with youth programs complete an on-line Youth Volunteer Application and consequent background check.
- Verify completion of background check of all volunteers through contact with District 6250 Assistant Youth Exchange Chair or District Youth Protection Officer.
- Follow the District 6250 Abuse and Harassment Reporting Guidelines found in Appendix B. Report all cases of alleged sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and district Youth Protection Officer for investigation. If a Youth Exchange student is involved the Youth Exchange Chair will be notified.

- Report all serious incidents (accidents, crimes, early returns of exchange students, death) involving any student to the District immediately.
- Cooperate with club leadership to establish club policy that instructs volunteers that, prior to any activity where they expect to have one-on-one (unsupervised) contact with Rotary Youth, they notify the CYPO, YEO, YEC, or other club member of the activity and its expected duration. Both the initiator of the activity and the person notified will assess the activity to determine if it is appropriate under the circumstances for the club and the Rotary Youth. In making the assessment the volunteer will use a basic test of whether they would allow their own child to participate in the activity as planned. If there are any questions about whether the activity and the contact are appropriate, both the initiator and the person notified will make reasonable attempts to contact the CYPO, YEO, YEC, or other club officer to discuss the situation.

### 11. Rotary Youth Exchange Program Requirements

Any adult volunteer having one-on-one (unsupervised) contact with a Rotary Youth Exchange. Students must have completed a background and reference check **before** having such contact. Rotary District 6250 Youth Exchange Program is part of Central States Rotary Youth Exchange which is an incorporated entity and maintains liability insurance sufficient to cover the claims reasonably considered possible.

- Travel/Medical Insurance: All inbound and outbound exchange students through Central States Rotary Youth Exchange have travel/medical insurance during the exchange year. The policy is ACE-USA POLICY GLMNO0060501. The outline of the benefits is attached to this policy as Appendix F.
- The Rotary Youth Exchange Program is coordinated by the District Rotary Youth Exchange Committee. It is made up of positions that are required to carry out an effective Rotary Youth Exchange program. The Committee includes, but not limited to: Chairperson, Assistant Chairperson, Inbound Coordinator, Outbound Coordinator, Conference Coordinator, Information Coordinator, and Rebound Coordinator.
- The Chairperson of the District Rotary Youth Exchange Committee will be responsible to see that RI receives a copy of all Guarantee Forms of current inbound students.
- The Rotary Youth Exchange Committee has the following responsibilities:
  - Trains volunteers, inbound and outbound exchange students, and outbound parents on Youth Protection.
  - Addresses concerns about youth protection in cooperation with the District Youth Protection Committee.
  - Work with the District Youth Protection Officer to develop uniformity amongst clubs in carrying out this policy wherever possible.
- All students interested in participating in the District 6250 Youth Exchange Program must:
  - Complete a written application and be interviewed for their suitability for

- participation in the Youth Exchange program.
  - Attend and participate in all District orientation sessions.
- Long Term Host Families must meet the following selection and screening requirements:
  - Undergo a comprehensive interview conducted by the YEO and/or the CYPO that determines the family's suitability for hosting exchange students. All host family members need to be part of the screening interview. The interview should determine:
    - Demonstrated commitment to the safety and security of students
    - Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange.
    - Financial ability to provide adequate accommodations (room and board) for the student.
    - Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well-being.
  - Complete a written Host Home Application. A copy of the Host Home Application is available on-line. See Appendix G.
  - An in-home screening visit must be conducted for each host family prior to approving the family for hosting.
  - Monthly in-home visits with the host family, both announced and unannounced visits, need to take place during the placement. These visits may be made by any Rotarian and must be documented.
  - Participate in a Host Family Orientation facilitated by the YEO prior to the placement of the student. Content of the Host Family Orientation will include, but not be limited to:
    - RYE program objectives.
    - Rules and Regulations of RYE.
    - Department of State J-Visa Regulations
    - Role of CSIET (Council on Standards for International Educational Travel).
    - District Youth Protection Policy.
    - Role of District RYE staff, host clubs, YEO's, and YEC's.
    - Best practices for creating a positive exchange for the student, club, and community.
    - District RYE policies including travel limitations for the student.
    - District RYE calendar of events including mandatory events for students.
  - All adult residents of host families must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family that reside in the home either on a full- or part-time basis.
- Training designed specifically for those involved with Youth Exchange will include the following participants:
  - District Rotary Youth Exchange Committee members.
  - Club Youth Exchange Officers, Youth Exchange Counselors, and Youth Exchange Committee members.

- Host families.
- Exchange students – both Outbound and Inbound.
- Parents and legal guardians of Outbound students.
- Other Rotarians and non-Rotarians who participate in Youth Exchange activities.
- Rotary Youth Exchange Students arriving in District 6250 will be provided with:
  - An ID card containing the Rotarian Counselor, host family contact information, YEO contact information, and District Chair name and phone number, and emergency hotline phone number.
  - Before arriving, information listing name and contact information for the student's Rotarian counselor, host club president, host district chair, host governor, sending district chair, sending governor, sending club president, and two non-Rotarian resource persons (one male and one female). This list must also include local resources for medical, dental, and mental health care and law enforcement professionals

## 12. Club Youth Exchange Responsibilities

A Youth Exchange Officer (YEO) and Youth Exchange Counselor (YEC) will be appointed. The YEO and the YEC must meet the criteria for All Volunteers, as well as the following:

- Not a member of the exchange student's host family at any time during the student's exchange year.
- Be trained in responding to any problems or concerns which may arise during the exchange, which may include instances of physical, sexual, or emotional abuse or harassment.

Club Youth Exchange Officer (YEO) responsibilities include:

- Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately for investigation and then to the Club and District Youth Protection Officer.
- Assure monitoring of an exchange student's placement including: monthly in-home visits by a Rotarian, documentation of visitation with student and host parents, and a Host Family Orientation prior to student's placement.
- Conduct follow-up evaluations of both exchange students and host families.
- Assure the Youth Exchange Committee has set procedures for the process of removing a student from the host family if it becomes necessary along with contingency plans for hosting that include pre-screened and available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Ensure that long-term exchange students have multiple host families.
- Ensure that the Youth Exchange Officer and Youth Exchange Counselor for each student is not a member of the student's host family.

- Prohibit direct placement of students outside of the District 6250 Youth Exchange program structure (e.g. “backdoor exchanges”).
- Follow RI guidelines for Youth Exchange Web sites and usage of the Rotary Marks.
- Conduct interviews of all Outbound exchange student applicants and applicants’ parents or legal guardians.

Club Youth Exchange Counselor (YEC) responsibilities include:

- Works in conjunction with the Club Youth Exchange Officer and provides an additional resource for the youth exchange student and host family to rely upon for support.

### **13. Additional Reporting Guidelines**

Serious incidents involving Rotary Youth such as hospitalization, serious injury, or death must be reported to District 6250 and RI within 72 hours. Such incidents must be reported to the U.S. State Department using their required form.



## Article 7 – Guidelines for Respectful Behaviors

### **Diversity:**

Rotary welcomes people of all backgrounds, cultures, experiences, and identities.

### **Equity:**

Rotary strives for the fair treatment, opportunity, and advancement of all Rotary participants.

### **Inclusion:**

Rotary is working to create experiences where all people feel welcomed, respected, and valued.

### **Non-discrimination:**

Because Rotary values diversity, equity, and inclusion, in all our actions, we do not discriminate based on race, gender, religion, color, creed, disability, sexual orientation, national origin, ancestry, age, or other basis prohibited by law.

A priority for Rotary is to grow and diversify our membership to reflect the communities we serve. We strive to be an organization that is open, inclusive, fair to all, builds goodwill, and benefits our communities.

### **Race and Ethnicity:**

Rotary has no tolerance for racism. Promoting respect, celebrating diversity, demanding ethical leadership, and working tirelessly to advance peace are central tenets of our work. We know that we have more work to do to create more just, open, and welcoming communities. We also know there are no easy fixes and that challenging conversations and work lie ahead of us. Rotary's strength has long been our ability and commitment to bringing people together. We will tap into that strength now as we stand with those who are working for peace and justice. We will do our part to listen, learn, and take action to ensure that we continue to contribute to making positive change.

Rotary Clubs in District 6250 should welcome and recruit people of all races and ethnicities and create a club environment that is welcoming and comfortable for members of all races and ethnicities.

## **Religion in Programs and Activities:**

Rotary Club leaders should be sensitive to whether a program, celebration of a religious holiday, and/or other activity is disrespectful of or excludes club members who do not share that religion. This guideline is not recommending that Rotary clubs abandon all references to, acknowledgements of, or scheduling related to religion, for that would deny the fact that often religion plays a highly significant role in lives of Rotarians. Over time, however, to draw from, refer to, or provide programs or activities that are exclusively related to a single religion runs counter to our respect principles.

A Rotary invocation, for example, can be multiple things: a prayer, a spiritually uplifting poem, appropriate quotation, or personal thought with deep meaning that quietly brings club members together in mind and heart for the purpose of common service. Invocations might relate to the topic of the day, should avoid denominational references, and respect the diversity of those present.

## **Gender and Sexual Orientation:**

Rotarians, by words and action treat all with dignity, equality, and respect regardless of gender or sexual orientation. We use inclusive words like “Rotarians” when addressing an audience or group of mixed genders. We also choose words that do not belittle or neglect any person based on gender or sexual orientation.

## **Disabilities:**

Rotary Club leaders should take steps to ensure that meeting locations and other accommodations are accessible to Rotarians and others with disabilities.

## **Age:**

Rotary recognizes that Rotarians and others participate in activities based on their interests and abilities. Therefore, Rotary roles and activities should be open to all and we should avoid making assumptions or relying on stereotypes based on age.

## **Politics:**

Rotary clubs are encouraged to help members learn about political issues through balanced programs. Rotary clubs should refrain from issuing a partisan political statement. Partisan political promotion by an individual club member, to the club as a whole, is out of place. Using a “captured (club) audience” to promote generally one’s partisan political viewpoint is not acceptable conduct, for Rotarians hold a wide variety of political perspectives.

## **Common Courtesy:**

Although the above guidelines for respectful behavior relate to some of the historically difficult issues, we recognize that respectfully behavior in Rotary is revealed in-- and enlarged by--quite ordinary acts of courtesy, one person towards another or the club as a whole to its own members, guests, and Rotarian visitors.

## **Resolution of Concerns:**

Rotary clubs should have formal or informal procedures to address concerns relative to respectful behavior including issues related to diversity, equity, inclusion, and non-discrimination.

## **Article 8 – District Communication Plan**

### **Successful Communication Means:**

- We have the right information at the right time.
- We send and receive communication with respect and understanding
- We enjoy Rotary fellowship in our communications.

### **Emails:**

- A great subject heading is valuable. When possible, try this approach "General: Specific" (for example "Group 5 Meeting: Tuesday's agenda, or "Pints for Polio: Web page design")
- If you change the subject, change the subject line.
- Pause before replying. Ask yourself; Do you need to reply? Do you need to reply to all? Can your response wait to be shared during an upcoming meeting?

### **Virtual Meetings:**

- Relax - Arrive early and prepared.
- Lead and follow. If you're the leader, let people know how to get your attention. Demonstrate when needed. If you're a participant, follow the leader's guidelines for participation.
- Mute yourself.

### **Invitations:**

- Invite people using a method(s) that make sense to guests. Use calendar invites almost always but do what's necessary as the host to get people to your meeting or event.
- Respond to invitations. It's the right thing to do.
- Be honest and transparent. An honest response is the best response.

### **Recurring Opportunities:**

- Instead of email, calls and/or texts, does it make more sense to discuss your topic in a regularly scheduled meeting?
- Trust district leaders to work with you and dedicate necessary time.

## **Article 9 – District Club Runner Access**

The District Administrator, the District Governor and the future DG line (e.g. DGE, DGN and DGND) will be granted “Administrator Access” to Club Runner. Club runner access for Past District Governor’s will be removed. Knowing that access rights to Club Runner are varied and that certain leadership positions within the District will require access to perform their job functions, these “right to access” decisions will be made by the District Governor (in consultation with her/his future DG line and the club administrator).

## **Appendix A - District 6250 Youth Programs Youth Volunteer Application**

Do not use for host families.

A current Volunteer Application form is available at:

- <https://rotary6250.org/page/youth-protection>
- Click “Youth Volunteer Application”

## Appendix B - Youth Programs Abuse and Harassment Allegations Reporting Guidelines

### Is it Abuse or is it Harassment?

Whether the alleged conduct amounts to sexual abuse or sexual harassment is not to be determined by the adult to whom allegations are reported. After ensuring the safety of the student, all allegations should be immediately reported to appropriate law enforcement authorities.

### Allegation Reporting Guidelines

For use by all adults to whom a student reports an incident of abuse or harassment

- Any adult to whom a student reports an incident of sexual abuse or harassment is responsible for following these Allegation Reporting Guidelines.

#### 1. Report from Student

- Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.
- Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.
- Get the facts, but don't interrogate. Ask the student questions that establish what was done and who did it. Reassure the student that s/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the student's story to the proper authorities.
- Be non-judgmental and reassure the student. Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the student. Assure the student that the situation was not their fault and that they were brave and mature to come to you.
- Record. Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words, and record only what has been told to you.

#### 2. Protect the Student

- Ensure the safety and well-being of the student. Remove the student from the situation immediately and all contact with the alleged abuser or harasser. Give reassurance that this is for the student's own safety and is not a punishment.

#### 3. Report to appropriate Law Enforcement Authorities

- Immediately report all cases of abuse or harassment to the appropriate law enforcement authorities first and then to the club and district leadership for investigation. In District 6250, the appropriate law enforcement office is the local police or county sheriff. In most situations the first Rotary contact is the Club Youth

Protection Officer who has responsibility for seeking the advice of and interacting with appropriate agencies. If the allegation involves the conduct of the Rotarian YEO or YEC, the District Youth Exchange Chair should be contacted.

- All allegations must be reported to RI within 72 hours; the person responsible for doing so is the Chair of District 6250 RYE. District 6250 will cooperate with police and legal investigations.

#### **4. Report to Youth Protection Officers and Youth Protection Committee**

- Report allegations to the Club Youth Protection Officer who will then report to the District Youth Protection Officer and, if the allegation involves a youth exchange student, to the District RYE Chairperson.
- The District 6250 Youth Protection Committee will conduct an independent and thorough investigation into any claims of abuse or harassment. Any adult against whom an allegation of abuse or harassment is made will be removed from all contact with youth until the matter is resolved.
- Confirm that the student has been removed from the situation immediately and all contact with the alleged abuser or harasser.
- Contact the appropriate law enforcement agency immediately (if not already done). If law enforcement agencies will not investigate, the District 6250 Youth Protection Committee should coordinate an independent investigation into the allegations
  - Ensure the student receives immediate support services.
  - Offer the student an independent, non-Rotarian counselor to represent the interests of the student. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with Rotary or the Rotary Youth Exchange program.
  - Contact the student's parents or legal guardian. If away from home, provide the student with the option of either staying in country or returning home.
  - Remove alleged abuser or harasser from all contact with the specific student and other youth while investigations are conducted.
  - Cooperate with the police or legal investigation.
  - The Club's Youth Protection Officer should inform the District Youth Protection Officer, District Youth Exchange Chair and District Governor of the allegation. The District Youth Protection Officer, District Governor or the District Youth Exchange Chair must inform Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, the outcome of all investigations, and resulting actions.

#### **5. Avoid Gossip and Blame**

- Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation.
- District 6250 maintains the privacy (as distinct from confidentiality) of any accused person by enforcing the following procedures:
- The allegations will be shared by Rotarians only with the local police or sheriff's

office, RI, the District RYE Chair, Assistant RYE Chair, Inbound or Outbound Coordinator, the District 6250 Youth Protection Committee and the District Governor.

- Do not challenge the alleged offender.
- The adult to whom the student reports must not contact the alleged offender.
- In situations where an allegation of abuse is expressed, initial interrogation/interviews must be conducted by law enforcement authorities. All Rotarians, volunteers, and other individuals involved with the case should understand they may be called upon by authorities to answer relevant questions. They should cooperate fully if requested to provide information. District 6250 Youth Exchange Chair and Youth Protection Officer will consult with the law enforcement agency when their investigation is complete.
- In situations where law enforcement will not investigate, the district Youth Exchange Chair, Youth Protection Officer, and district governor are responsible for investigating. They will be in contact with the alleged offender after the Rotary youth has been moved to a safe environment.

## **6. Additional Guidelines**

- There will need to be a cohesive and managed team approach to supporting the student after an allegation report. The student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or club. After a report of harassment or abuse, students may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting Rotary club depending on the circumstances. In some cases, a student may wish to remain in country, but change to a different host club.
- It may be difficult for club members and host families to understand how the student is feeling, but it would be helpful for the student to know that the club remains a support for them. Club members and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However, they need to do whatever is necessary to reassure the student of their support at all times.
- When addressing an allegation of abuse or harassment, the most important concern is the safety of the students. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during the investigations. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.
- Always remember that District 6250 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians; spouses or partners of Rotarians; and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and youth with whom they come into contact.



## Appendix C – Role Description: District Youth Protection Officer (DYPO)

**Responsible To:** District Governor

**Main Purpose of Role:** To ensure that all Rotary Clubs are in compliance with youth protection policies of District 6250 and that children who participate are protected from abuse. To recommend to district leadership updates and changes in the youth protection policies and procedure as needed.

### Skills Required:

- Approachable with friendly manner
- Good listener
- Well organized
- Motivated
- Familiar with state, federal, and Rotary International youth protection policies and practices.
- Proficient with Hotline procedures and checklists.
- Prepared to pass on concerns to professional agencies when necessary.

### Main Duties and Responsibilities:

1. Host workshops / roundtables throughout the district delivering training on state, federal and Rotary International youth protection policies, procedures, and practices for Club Youth Protection Officers (CYPO).
2. Recruit, interview, select, orient, train, retain and recognize CYPO's.
3. Recruit, interview, select, orient, train, retain and recognize an Assistant DYPO to function as a back-up and to ensure succession planning.
4. Maintain familiarity with current state, federal and Rotary youth protection practices and legislation.
5. Monitor the activities, duties, and responsibilities of the CYPO.
6. Monitor youth protection procedures, rules and regulations.
7. Ensure that the complaint procedures are met and see the procedures through to the final decision in the event of a complaint being made.
8. Maintain complaint procedures.
9. Maintain data base of certified Club Youth Protection Officers and certified clubs within the District.
10. Train Club Youth Protection Officers.
11. Develop and distribute training material.

## Appendix D – Role Description: Club Youth Protection Officer (CYPO)

**Responsible To:** Club President + District Youth Protection Officer

**Main Purpose of Role:** To ensure the CYPO's Rotary Club is in compliance with all youth protection policies of District 6250 and that children who participate are protected from abuse.

### Skills Required:

- Approachable with friendly manner
- Good listener
- Well organized
- Motivated
- Trained by DYPO or other responsible youth protection Rotarian familiar with District 6250 youth protection policies and practices.
- Proficient with Hotline procedures and checklists.
- Prepared to pass on concerns to professional agencies when necessary.

### Main Duties and Responsibilities:

1. Attend workshops / district roundtables to receive training on District Youth Protection policies, procedures, and practices.
2. Maintain knowledge of current state, federal and Rotary youth protection guidelines and legislation.
3. Understand youth protection procedures, rules and regulations.
4. Ensure that the complaint procedures are met and see the procedures through to the final decision in the event of a complaint being made.
5. Maintain complaint procedures.
6. Present existing and new youth protection information to the club once a year.
7. Compose articles for the Club newsletters.
8. Identify Rotarians who will likely be in the presence of youth that would require a background check. Help facilitate the background check process for club Rotarians.
9. Ensure that all volunteers that will have one-on-one contact with Rotary Youth have completed the on-line Volunteer Application. Verify background check completion with District 6250 Assistant Youth Exchange Chair or District 6250 Youth Protection Officer.

## Appendix E - Resolution Adopting and Approving Youth Protection Policy

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROTARY CLUB OF

(Name of Club)

### APPROVING AND ADOPTING THE DISTRICT 6250 POLICY REGARDING YOUTH PROTECTION

“Protecting You, Rotary and the Youth We Cherish”

WHEREAS Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities and it is the duty of all Rotarians, Rotarian’s spouses, partners and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children or young people with whom they come in contact and District 6250 is committed to the same and

WHEREAS the Board of Directors, Rotary International adopted the above Statements of Conduct for Working with Youth in November 2002 and

WHEREAS the Club must ensure that all officers, staff and volunteers are carefully selected, trained and accept responsibility to help prevent the abuse of children and respond swiftly and appropriately to all suspicions or allegations of harassment and/or abuse, and by providing a safe atmosphere so youth and adults feel comfortable expressing any concerns about abuse / harassment and

### NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF

(Name of Club)

#### THAT:

1. The Board hereby approves and adopts the Youth Protection Policy, Exhibit A attached, and authorizes and directs the President to appoint a Club Youth Protection Officer with the associated Job Description, Exhibit B attached, to implement the Policy in the Club.
2. This Resolution shall be effective immediately upon its adoption.

APPROVED AND ADOPTED BY:

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Board of Directors

\_\_\_\_\_  
Date

Please note that this policy is subject to change. Please contact District Youth Protection Officer to receive the most current copy. Adopted by District 6250 on

\_\_\_\_\_  
20\_\_\_\_

## Appendix F – CSRYE, Inc. Outline of Insurance Coverages

### **CENTRAL STATES ROTARY YOUTH EXCHANGE PROGRAM, INC.**

SERVING 17 DISTRICTS IN ILLINOIS, INDIANA, MICHIGAN. WISCONSIN AND ONTARIO. CANADA (5580, 6220, 6250, 6270, 6290, 6310, 6330, 6400, 6420, 6440, 6450, 6460, 6490, 6510, 6540 6560, 6580)

### **OUTLINE OF INSURANCE COVERAGES UNDER ACE-USA POLICY**

GLMN00060501

Accidental Death & Dismemberment ..... \$20,000

#### **Accident & Sickness Benefits:**

##### **Major Medical:**

There is a \$100 per year deductible, then the plan will pay 80% of the usual and customary covered expenses up to the policy maximum of \$500,000. There is a special limitation for Chiropractic care.

##### **Accident Benefit:**

For accidental injuries there is a \$25 deductible per accident, then the plan pays the next \$5,000 of the usual and customary charges in full. Any expense in excess would then fall under the major medical benefit.

#### **The maximum out of pocket expense due to deductibles and coinsurance is \$2,500.**

Repatriation Expense-Accident & Sickness .....\$50,000 Maximum\*  
Emergency Medical Evacuation .....\$250,000 Maximum\*  
Emergency Reunion Benefit.....\$12,500 Maximum\*

\*Excess expenses for these are not eligible under the major medical

Not considered as Medial Expenses are: Normal Health Exams; Sports Physicals; Eyeglasses; Alcoholism; Drug Abuse; Injuries arising out of any employment; Pre-existing conditions; Suicide or Attempted Suicide; elective or non-medical expenses. Exclusions: please refer to the policy certificate.

There is a coordination of benefits provision, and this policy is excess to any other insurance plan.

**As of 01/01/07** for students arriving/leaving on or after January 1, 2007

Personal Liability ..... \$100,000 per claim  
Aggregate per insured ..... \$200,000

This plan covers all students in the Central States Rotary Program, anywhere in the world and is in effect from the time the student leaves home, until the student returns home or 1 year whichever shall first occur. This is a brief outline, and in no way alters or amends the insurance policy. A certificate of insurance is available at [www.csrye.org](http://www.csrye.org). Be sure to review it. Any questions on this please contact Robert Hosch email: [rhosch@wi.rr.com](mailto:rhosch@wi.rr.com).

## **Appendix G – District 6250 Member of Central States Rotary Youth Exchange Program, Inc.**

### **HOST HOME APPLICATION**

The current version of the Host Home Application can be found on the Central States Rotary Youth Exchange website: <https://www.csrye.org/host-families>

## Addendum H - Rotary District 6250 Youth Protection Policy

Wisconsin statutes related to sexual abuse and harassment and legal requirements of volunteers participating in youth programs including statutes that address reporting allegations of abuse and/or harassment. Chapter 948 of Wisconsin Statutes is titled “Crimes Against Children.” It defines the law of Wisconsin related to sexual abuse and harassment of children (persons under age 18). Sections of this statute that address abuse and harassment as defined by RI and District 6250 policy are:

- 948.01 Definitions
- 948.02 Sexual assault of a child.
- 948.03 Physical abuse of a child.
- 948.05 Sexual exploitation of a child.
- 948.055 Causing a child to view or listen to sexual activity.
- 948.07 Child enticement.
- 948.09 Sexual intercourse with a child age 16 or older.
- 948.095 Sexual assault of a child by a school staff person or a person who works or volunteers with children.
- 948.11 Exposing a child to harmful material or harmful description or narrations.
- 948.13 Child sex offender working with children.

Each of these sections defines penalties for violation of the section.

Chapter 48 – Children’s Code of Wisconsin Statutes addresses reporting requirements for persons having knowledge of abuse. Specifically, sections of this statute that address reporting guidelines as defined in RI and District 6250 policy are:

- 48.981 (2) persons required to report. Specifically 48.981 (2) 3 (c).
- 48.981 (3) Reports; Investigation. This section defines who the report is provided to.
- 48.981 (6) Penalty. Defines penalty for failure to report.

Visit: <http://legis.wisconsin.gov/rsb/stats.html> for statute detail

## Appendix I – Youth Exchange Crisis Management Plan

The current version of the Crisis Management Plan can be found on the Rotary District 6250 website: <https://rotary6250.org/page/youth-protection>

## Appendix J - Record Retention Policy

In accordance with best practices, the District has adopted the following “Records Retention Policy.” Each District Governor is responsible to ensure adherence to these guidelines.

Description of record(s)	Manner of record keeping	Disposition
<b>I. Corporate/ organizational records:</b>		
Incorporation documents including articles of incorporation, bylaws, and related documents	Store in electronic format if available. Treasurer and District Governor to maintain a copy.	<b><u>Permanent</u></b>
Tax-exemption documents including application for tax exemption (IRS Form 1023), IRS determination letter, and any related documents	Store at District designated location, if available.	<b><u>Permanent.</u></b> Federal law requires copies of these documents to be held at organization’s headquarters office. These records must be made available for public inspection upon request.
Meeting/board documents including agendas, minutes and related documents	Compile & file records on yearly basis; Store in electronic format.	<b><u>Permanent.</u></b> Care should be taken to include only necessary information in these documents.
<b>II. Financial records:</b>		
Year-end Treasurer’s financial report/statement	Store in electronic format.	<b><u>Permanent</u></b>
Treasurer’s reports, periodic	Include in Board Minutes as permanent record.	<b><u>Permanent</u></b>
Bank statements, canceled checks, check registers, investment statements, and related documents	Compile & file records on a yearly basis. Stored checks in electronic format. Store Bank Statements in electronic format.	<b><u>Seven Years.</u></b> Store w/financial records. Destroy after seven years.
Annual information returns (IRS Forms 990)	Federal law requires that the three most recent years returns be kept in the organization’s headquarters office and be made available for public inspection upon request.	<b><u>Seven Years.</u></b> Store w/financial records. Destroy after seven years.

<b>III. Scholarship records</b>		
Scholarship applications	Compile & file records on yearly basis	<b>Three Years.</b> Store with scholarship records.
Scholarship recipient information, including names, addresses and school attending	Compile & file applications on yearly basis. Add names to list of past recipients. List should include names, addresses, school attending when scholarship received, and year in which scholarship received.	<b>Permanent.</b> List of past recipients should be kept in corporate record book. Additional recipient information including complete applications should be filed in a permanent scholarship information file.
Selection committee records, including selection criteria used and other documentation regarding the selection process	Compile & file records on yearly basis.	<b>Three Years.</b> Store with scholarship records. Destroy after three years
<b>IV. Contracts</b>		
Insurance Records	File records on a yearly basis. Treasurer to maintain backup copies.	<b>Three Years.</b> Destroy after three years
Invoices to members/customers	File records on a yearly basis.	<b>Three Years.</b> Destroy after three years
Contracts –Vendor – Hotel - AMC	Store the contracts provided to us in electronic format. Paper copies can be maintained at District designated location, if available.	<b>Seven Years.</b> Store w/financial records. Destroy after seven years.
<b>V. Governance</b>		
Training Manuals	This data is electronically stored.	<b>Permanent</b>
Policy and Procedures Manual	This data is electronically stored.	<b>Permanent</b>
General correspondence, routine correspondence with clients, members and vendors	This data is electronically stored.	<b>Two Years.</b>



<b>VI. Youth Exchange Records</b>		
Youth Exchange Applications	Compile & file records on yearly basis	<b>Three Years.</b> Store with youth exchange records. Destroy after three years.
Youth Exchange information, including names and addresses	Store this data in an electronic format. Maintain paper copy at District designated location, if available.	<b>Permanent.</b> List of past recipients should be kept in corporate record book. Additional recipient information including complete applications should be filed in a permanent scholarship information file.
Other Youth Exchange paperwork	Adhere to CSRYE and YEAH (inbound, outbound and short-term exchange students) document storage guidelines.	Adhere to CSRYE and YEAH guidelines. Remove and destroy per applicable guidelines.

## Appendix K – District Financial Reserves Guidelines

In order for District 6250 to maintain a sufficient cash balance throughout each fiscal year the District intends to maintain an Unrestricted Fund Balance of not less than 45%, and not more than 55% of budgeted annual general operating expenses for the succeeding year. (General operating expenses, by definition, will exclude all youth programs that are intended to be self-sustaining.) The Unrestricted Fund Balance of the District is defined as the Unrestricted Net Assets of the District as of the end of the immediate past fiscal year, plus (or minus) the Budgeted Net Income (or Loss) of the current fiscal year, and the subsequent fiscal year upon approval of the budget by the Board of Directors. If the Board of Directors determines that the Unrestricted Net Assets exceeds the established guidelines, the excess, or any portion thereof, may be used for any purpose beneficial to all clubs in the District. Examples of how the reserve might be spent include:

- Membership development and retention programs,
- District and club public image projects,
- District special projects,
- A contribution to the Annual Fund/District Designated Fund,
- A contribution to Rotary International’s Polio Plus initiative,
- A refund to Clubs,
- Or any combination thereof.

If the Board determines that the Unrestricted Net Assets will be less than 45% of budgeted annual general operating expense at the end of the succeeding year, the Board may:

- Re-evaluate the expenses of the most current budget,
- Submit a proposal at the next annual meeting of the District to increase the per member dues,
- Or any combination thereof.

### Administering these guidelines:

#### Investment Goals

1. To inspire plans for growth, development, and positive change in District 6250
2. To reduce risks of implementing new plans by providing seed funding
3. To exercise good stewardship
4. To improve budgeting and spending transparency and confidence

### Administrative Priorities (not mandates):

#### First, we’ll consider:

- District Special Project determined by DG Team

#### Next, we’ll welcome proposals addressing:

- Club Membership Development Program

- Club Membership Retention Program
- District Membership Development Program
- District Membership Retention Program
- District Public Image Program
- Club Public Image Program

**If there are still funds available, we may:**

- Make a contribution to DDF funds for District Grant funding

**If the money is not spent on District Grants, we may:**

- Refund to clubs (based on the number of members as of June 30)

**Timeline:**

Month		Activity
DGE Prep	August	Available Unrestricted Net Assets to be invested determined at board meeting
	September	DGE plans investment and, if funds remain, sends RFPs
	October	
	November	Proposals due - if none, DGE gets last look
	December	Proposals reviewed and investments announced - District Grant Funds \$ announced
	January	Draft budget includes investments. Final draft budget recommended to Board late-January
	February	Board votes on final budget
	March	District budget introduced to Presidents at PETS
	April-May	
	June	District grants made. District fund first out, preserving DDF
<b>New Rotary Year</b>		
DG Oversees	July	(DGE facilitates his/her prep as per the DGE Prep above)
	August	DG Report to Board
	Sep.-Oct.	
	November	DG Report to Board
	Dec-Jan	
	February	DG Report to Board
	March	
	April	DG Report to Board
	May-June	
<b>Next New Rotary Year</b>		
PD	August	PDG Report to Board – Project Wrap

## Appendix L – Conflict of Interest Policy & Whistleblower Policy

### Conflict of Interest Policy

The purpose of this Board conflict of interest policy is to protect Rotary District 6250, Inc. when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of the District or might result in a possible excess benefit transaction.

For purposes of this policy, the term "interest" shall include personal interest, interest as director, officer, member, stockholder, shareholder, partner, manager, trustee or beneficiary of any concern, or having an immediate family member who holds such an interest in any concern. The term "concern" shall mean any corporation, association, trust, partnership, limited liability entity, firm, person or other entity other than the District.

No director or officer of the District shall be disqualified from holding any office in the District by reason of any interest in any concern. A director or officer of the District shall not be disqualified from dealing, either as vendor, purchaser or otherwise, or contracting or entering into any other transaction with the District, or with any entity of which the District is an affiliate. No transaction of the District shall be voidable by reason of the fact that any director or officer of the District has an interest in the concern with which such transaction is entered into, provided:

1. The interest of such officer or director is fully disclosed to the board of directors.
2. Such transaction is duly approved by the board of directors not so interested or connected as being in the best interests of the District.
3. Payments to the interested officer or director are reasonable and do not exceed fair market value.
4. No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such transaction may be authorized.

The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

### Whistleblower Policy

Rotary District 6250, Inc. (the District) requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the District, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable directors, officers, employees, volunteers and others to raise serious concerns internally so that the District can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of, or suspected violations of law or regulations that govern the District's operations.

### **No Retaliation**

It is contrary to the values of the District for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the District.

### **Reporting Procedure**

Individuals are encouraged to report complaints or concerns about suspected ethical and legal violations in writing to the District Governor (or another board member), who has the responsibility to investigate all reported complaints.

The District Governor is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The District Governor will advise the Board of Directors of all complaints and their resolution.

The District Governor shall also immediately notify the Finance Committee of any concerns or complaint regarding District accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense and may result in discipline, up to and including dismissal from the volunteer position, or termination of employment.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The District Governor will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

## Appendix M – Photo & Video Consent Form/Release

I authorize and grant to Rotary District 6250 (and its assigns, licensees, or successors) the right to record, publish and/or use information about me, my name, reproductions of my image, and my voice for advocacy, educational, marketing, publicity, or other purposes through any media.

I acknowledge that video, photographs and other recordings taken of me become the sole and exclusive property of Rotary District 6250 and I release Rotary District 6250 from any claim or liability that may result from a use consistent with my consent and this release. I acknowledge that Rotary District 6250 is not obligated to use any of the rights granted in this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

### For minor child (under age 18) or ward:

\_\_\_\_\_  
Please print name of Minor or Ward

I am the parent or guardian of the minor or ward named above. I have the legal right to consent to and do consent to the terms and conditions of this Consent Form/Release.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Street Address City/State/ZIP

## Appendix N – District Policy and Procedure on Preventing and Addressing Harassment

### Statement of Policy

Rotary District 6250 is committed to building and maintaining a respectful environment that is free from any kind of harassment, which includes unwelcome verbal, visual, written or physical contact, advances, or comments that harass, disrupt, or interfere with another's participation in any Rotary activities by creating an intimidating or hostile environment. We are **always** responsible for harassment-free Rotary meetings, trips, activities, and social events.

We **might** have a responsibility to address harassment outside of Rotary settings. Use good judgment. Before becoming involved, consider the best role for Rotary in the situation, resources required, and if Rotary sanctions are appropriate to the situation.

Illegal acts must always, regardless of setting, be reported to law enforcement without delay.

***For situations involving minors, please refer to Youth Protection resources on the district website and in the District Leadership Plan.***

### II. Members must follow the Rotarian Code of Conduct

As a Rotarian, you are expected to:

1. Act with integrity and high ethical standards in your personal and professional life
2. Deal fairly with others and treat them and their occupations with respect
3. Use your professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in your community and around the world
4. Avoid behavior that reflects adversely on Rotary or other Rotarians
5. Help maintain a harassment-free environment in Rotary meetings, events, and activities, report any suspected harassment, and help ensure non-retaliation to those individuals who report harassment

### III. Scope

Anyone, including members, volunteers, vendors, and guests who attend or participate in Rotary meetings, trips, activities or social events is subject to this Policy and Procedure. **Everyone** must help maintain conditions that promote safety, courtesy, dignity, and respect for all.

Harassment is defined as any unwelcome verbal, visual, written or physical contact, which creates an unwelcoming, intimidating, or hostile environment. The seriousness of the harassment grows with repetition.

Any form of harassment, derogatory comments or jokes, or the distribution or display of written or graphic materials, whether based on one's race, color, age, religion, sex, national origin, sexual orientation, gender identity or expression, disability, or physical appearance is prohibited. Any allegations of criminal behavior must be referred to local law enforcement. See section XII for definitions.

Examples of harassment may include, but are not limited to:

- Unwelcome flirtations, touching, advances, jokes or propositions
- Demands for sexual favors
- Verbal abuse, comments, jokes that belittle a person or people
- Written or graphic materials that belittle a person or people
- Degrading words to describe an individual or people
- Suggestive or insulting sounds or gestures
- Sexual propositions or continual requests or invitations
- Unsolicited comments about a person's personal life and choices

District 6250 recommends clubs form Harassment Prevention Committees (HPC) to address these kinds of allegations. The District will work with clubs to communicate this policy to clubs, members, and other participants. Criminal activity shall be reported to local law enforcement immediately.

#### **IV. Responsibilities**

***A member's responsibility:*** Creating a harassment-free environment is **everyone's** responsibility. If you see something that appears to be harassment, let the person know that those actions are not in line with Rotary's policies. Talk about your concerns with club or District leaders. Silently witnessing an incident without taking action suggests that the behavior is condoned and that the witness does not have responsibility. If you have reported harassment to your club leaders and feel that the club board or HPC has not addressed it adequately, report the behavior to your District Governor or the District HPC. If you have reported harassment to your District Governor, Past District Governor, or the committee and feel that they have not addressed it adequately, report the behavior to Rotary International.

***A Club's responsibility:*** An allegation of harassment witnessed or experienced in a Rotary setting must be reviewed by the club board or the HPC appointed for this purpose. The board or the HPC must respond within a reasonable time, typically one month. When resources are limited or when club leaders cannot act impartially clubs should reach out to the District HPC for support.



*District 6250's responsibility:* An allegation of harassment in a Rotary district setting that involves members from multiple Rotary clubs will be reviewed by the District HPC. The District HPC must respond within a reasonable time, but no longer than two months. If any district leaders are the subject of the complaint, they should not participate in the discussion

*In District 6250, the District HPC charged to review and make inquiry of such complaints of harassment will consist of the District Governor, District Governor Elect, District Trainer, District Membership Chair, and an at-large Expert appointed by the District Governor.* Forming the HPC before allegations arise supports a healthy process and outcome. Clubs are encouraged to form HPCs and to seek the following skills and experiences in committee members:

- Experience dealing with allegations in their professions, such as police officers, social workers, lawyers, human resources professionals or mental health counselors
- Dedication to maintaining and promoting a harassment-free environment
- Commitment to providing an objective review

## **V. Report the allegation to the appropriate person or committee**

Any Rotarian who believes that the words or actions of another member or visitor constitutes harassment or a violation of the Code of Conduct, no matter how severe or pervasive, should report the situation as soon as possible. The essential details of the incident should be submitted in writing or via email by the complainant with either actual or electronic signature. If the action happens in a club setting, the complaint should be directed to the club president or HPC. If the action happens in a district setting complaint should be directed to the District Governor or HPC. If any Rotarian is contacted by a fellow Rotarian or a non-member with a complaint, tell the person who reports that incident that Rotary does not tolerate harassment. Discuss what action could be taken next and let the individual decide if they want to file a complaint and allow a review and inquiry.

Before reporting, please consider talking directly with the offending person. Bring an understanding friend to the conversation and invite the offending person to do the same. These conversations require courage and openness and bring an opportunity to strengthen Rotary mission – to grow understanding, goodwill and peace.

## **VI. Review/Investigation of a Complaint**

Complaints under this policy that occur in a club setting will be reviewed and investigated by club board or HPC. Complaints that occur at in a district setting are to be reviewed and investigated by the district HPC.

Every report will be acknowledged with respect. Complaints will be reviewed promptly and in *strict confidentiality*. A timely resolution of each complaint will be reached and communicated to the parties involved appropriate to circumstances. Corrective action will be taken immediately to stop the improper conduct and correct its effects.

Notification to Rotary Club and District Support: The Club and District must notify Rotary International Club and District Support (CDS) when they are made aware of the harassment. The CDS team is responsible for making sure RI records reflect the same information that the Club(s) or Districts are finding. The Club(s) and District must notify CDS when an investigation is carried out regarding adult harassment and what the final outcome is once the investigation is complete. The notification shall include the written summary of the incident, including any planned action.

## VII. Immediate Actions

1. Notification and Possible Suspension of accused Rotarian: As soon as a complaint has been brought to Rotary's attention, the Rotarian involved in the alleged incident should be notified. A temporary suspension or limitation of their participation in Rotary should be considered.
2. Review the complaint and determine who to interview:
  - a. Review the complaint and decide who should be interviewed to validate the reported facts.
  - b. Arrange interviews with everyone involved in the situation ensuring confidentiality. Talk to the person making the complaint, the victim of the harassment, the alleged perpetrator of the harassment, and witnesses. Conduct interviews with at least two reviewers present.
  - c. If someone refuses to be interviewed or will not return your calls or emails, note that in your report. Try to contact the person at least three times using two different methods.
  - d. The interviews can be conducted in person, by phone, or in an online meeting. Be sure to take thorough, complete notes regardless of how you conduct the interviews.
3. Notify Rotary International Club and District Support
  - a. The Club and District must notify Rotary International Club and District Support (CDS) when they are made aware of the harassment.
  - b. The Club(s) and District must notify CDS when an investigation is carried out regarding adult harassment and what the final outcome is once the investigation is complete. The notification shall include the written summary of the incident, including any planned action.

## VIII. Conduct a thorough review and inquiry

The lead person(s) handling the review should start by talking to the person who made the allegation. The fact-finding interviews should collect details without blame or criticism about the complaint or the people involved.

1. What happened and when did the incident happen?

2. Where did it happen?
3. Who might have witnessed the incident?
4. What is the desired outcome, (for example, desired action by the offender, the club, the district)? It is important to inform the complainant that the desired outcome may not be possible.

It is best to talk to people who directly experienced or saw what occurred. This will lead you to a stronger conclusion in what follow up action is appropriate and in the best interest of all involved. Ask the alleged harasser and the person allegedly harmed to describe what happened. Request the names of witnesses and any documentation or evidence that will increase understanding and bring clarity. Ask questions that establish facts. Avoid “why” questions that can lead to shaming or blaming the person who made the allegation.

When there are no witnesses, or when the person allegedly harmed does not make the complaint or will not be interviewed, it is difficult to judge and act wisely. Use care, good judgment, and apply Rotary’s Four-Way Test and Rotary values.

#### **IX. Write a summary of the incident, including any planned action**

When the review and inquiry come to an end, the HPC or the individuals assigned to the review and inquiry should write a summary report with the findings and recommendations for action. Follow through with your recommendations and do what is needed to make sure the behavior does not happen again.

#### **X. Protection Against Retaliation**

Rotary will not in any way retaliate against an individual who makes a good faith complaint or report under this policy or provides information related to such complaint or report, nor permit any member, volunteer, or guest to do so. Retaliation is a serious violation of this policy and should be reported immediately to the District Governor. Please see the District Leadership Plan, Appendix J - Conflict of Interest Policy & Whistleblower Policy.

#### **XI. Sanctions**

Any Rotarian who is found to have violated this policy or retaliated against another individual for making a report or complaint in good faith under this policy will be subject to appropriate sanction. Sanctions may include:

- Termination of membership
- Suspension of membership
- Removal from office or leadership role
- Limitations on participation

If Rotary International learns that a club has knowingly failed to terminate the membership of such a Rotarian, it can act to terminate the Rotarian’s membership as well as the club’s charter.

## **XII. Definitions**

*Disability:* A physical or mental impairment that substantially limits a major life activity.

*Discrimination:* Illegal treatment of a person(s) based on race, religion, color, sex, national origin/ancestry/citizenship, age, marital status, disability, sexual orientation, gender identity or expression, veteran or any other protected class status.

*Gender Identity or Expression:* The actual or perceived appearance, identity, expression or behavior of a person as being male or female, whether or not that perceived appearance, identity, expression or behavior is different from that traditionally associated with the person's designated sex at birth

*Harassment:* Harassment is defined as any repeated unwelcome verbal, visual, written or physical conduct, which creates an intimidating or hostile environment. Some examples include, but are not limited to the following: derogatory comments or jokes regarding a person's race, color, age, religion, sex, national origin, sexual orientation, gender identity or expression, disability, physical appearance or any other legally protected characteristic or activity; or the distribution or display of written or graphic materials which have the same effect.

*Sexual Harassment:* Sexual Harassment is defined as any repeated unwelcome verbal, visual or physical conduct of a sexual nature when (1) submission to or rejection of this conduct by an individual is made a condition of volunteer work/service or is used as a factor in decisions affecting assigned duties, or other conditions of voluntary activities and/or assigned duties; or (2) this conduct unreasonably interferes with an individual's volunteer work or creates an intimidating or hostile environment.

*Sexual Assault:* Sexual assault is any sexual activity that occurs without consent. Also referred to as sexual abuse (in cases involving minors) or sexual violence, it includes unwanted sexual touching, forced oral sex, and rape, among other sexual acts.

Drafted: October 14, 2022

## **Appendix O – District Website and Club Runner Access**

Rotary District 6250 maintains Club Runner and a website. In an effort to make the administration of these electronic platforms (and others) consistent and clear, the district has a policy granting certain positions administrative rights within these platforms.

Administrator access for a District Governor (“DG”) will be granted during their DG year and removed upon becoming a Past District Governor (“PDG”).

Access to other administrative roles will be reviewed and granted by the DG based upon position and needs.

## Appendix P – District Leadership Plan Update Process

All districts are required to develop and adopt a District Leadership Plan (DLP) in conformity with sections 17.030.1.-17.030.3. of the Rotary Code of Policies. The DLP is intended to supplement and/or clarify the provisions of the Rotary International (RI) and The Rotary Foundation (TRF) Code of Policies as well as the District 6250 Bylaws. The DLP shall in no way contradict or supersede the provisions of those documents.

The DLP includes District specific guidelines and policies. When these are required by RI or TRF policy the specific RI or TRF policy section(s) are referenced.

All District Committee Chairs will, on a bi-annual basis, review their committee operations, this DLP and RI and TRF policy to ascertain if there are District specific guidelines or policies that need to be added, deleted or edited. The DGN, in cooperation with the DG line, and District 6250 leadership is responsible for coordinating this effort and for presentation of any revisions at the regularly scheduled April District Board Meeting in odd numbered years (2023, 2025, etc.)

### Schedule:

- November 1: Relevant sections shared with District leaders for review and edit
- January 1: Edits or approvals returned to the DGN
- February 1: First draft or significant changes presented are shared with District administration to be presented at the February board meeting
- April 1: Final draft for presentation shared with District administration for presentation and approval at the April board meeting

## Appendix Q – Rotary District 6250 Foundation, Inc.

The Rotary District 6250 Foundation, Inc., (the “Foundation”) commonly referred to as the District Charitable Trust, is a tax-exempt entity incorporated as a Wisconsin nonstock corporation in 2011. The Foundation is a legally separate entity from Rotary District 6250. The Foundation qualifies as a tax-exempt entity under Section 501(c)(3) of the Internal Revenue Code (the “Code”). It was created for the purpose of supporting club activities requiring the receipt of tax-deductible contributions under Section 170 of the Code. It is not intended that the Foundation compete with, or replace, either those foundations established by individual Clubs or the Rotary International Foundation.

The Foundation’s primary purposes are:

- To provide all Clubs within District 6250 the ability to accept tax deductible contributions for projects supported by each Club. The Foundation is intended to support smaller Clubs within our District by reducing or eliminating the expenses they might otherwise incur to create and maintain their own foundation.

- To accept tax deductible contributions in response to national or international disasters. The Foundation arranges for the contributions collected to be distributed directly to Districts or Clubs in the immediate vicinity of the disaster.
- Manage and approve the distribution of funds that have been contributed for the purpose of providing financial support to students participating in the Rotary Youth Exchange or Rotary Youth Leadership Awards programs sponsored by District 6250.
- Provide a temporary depository for any remaining funds of Clubs that have decided to relinquish their Rotary International charter.

The Foundation will not actively solicit contributions on behalf of the Clubs. Clubs that desire to establish an agency fund under the Foundation’s umbrella are required to comply with certain terms and conditions that are further described in the Foundation’s Agency Fund Agreement. Distribution of Agency funds are subject to the final approval of the Foundation’s board, and cannot be distributed to a Rotary Club or Rotarian within the District.

The establishment of a disaster relief project account may be requested by any Club within the District, but the Foundation reserves the right to make the final decisions regarding the establishment of the account, and the disbursement of funds collected.

The dollar amounts awarded to, and final approval of, the recipients of grants participating the Rotary Youth Exchange Program’s (RYEP) McKinney-Marshall scholarship, or the Rotary Youth Leadership Awards (RYLA) program are determined by, and reserved to, the Foundation’s board of directors. Rotary District 6250, Inc. is responsible for determining the process for selection of the candidates, as well as the review and selection of applicants for these program awards.

The contact information for the Foundation’s activities can be found on the Rotary District 6250 website.

## **Appendix R – District Investment Policy**

### **Cash Investment Policy**

#### **Scope**

This policy shall apply to Rotary International District 6250, Inc. (“District”). This policy applies to short-term cash (18 months or less) managed by the Board of Directors. Short-term cash is defined as operating capital necessary for daily operations and reserve, restricted and strategic cash. This policy does not cover long-term assets of the organization.

#### **Objectives**

The primary objectives of the District are:

- Preservation of capital and protection of principal
- Safety of funds and investments
- Maintenance of sufficient liquidity to avoid unreasonable or avoidable risks
- Yield

The portfolio should be managed in a way that is deemed prudent under the outline of this policy.

#### Roles and responsibilities

Within the organizational structure, the following have been given authorization to carry out the responsibilities as shown below:

#### Role:

- Board of directors
- Treasurer

#### Responsibilities:

- Approve investment policy
- Authorize revisions and recommend changes to the investment policy
- Provide investment oversight
- Execute policy
- Interpret policy and ensure conformity
- Approve exceptions to the policy in writing
- Open investment accounts
- Establish custody relationships
- Select and change external managers
- Execute investment documents
- Update and review policy on a predetermined periodic basis
- Invest cash
- Monitor the investment results
- Annual review of the policy is required

#### Benchmarks

The District intends to use the following Benchmarks. (BofA, Merrill Lynch, and Barclays Capital are the most frequently used index providers.):

- 3-month U.S. Treasury Bill Index
- 6-month U.S. Treasury Bill Index
- 9-12 month U.S. Treasury Bill Index
- 1-3 year Treasury Index
- 1-3 year Government Index

#### Permissible investments

The permissible investments section of an investment policy defines the types of securities that are permitted, along with parameters for credit quality, maturity and diversification. This section should be updated periodically to reflect market changes and the organization's evolving investment philosophy.

Based upon objectives, the organization would allow the following security types:

- Money Market Funds
- U.S. Treasury securities
- U.S. government agency obligations



- Obligations of non–U.S. agencies, governments

#### Credit quality / Maximum maturity / Duration

The minimum average credit quality of the portfolio will be “A”.

Each individual security held within the portfolio must be rated by at least one nationally recognized statistical ratings organization, such as S&P, Moody’s or Fitch.

Such ratings are required at time of purchase. At the time of purchase only, the maximum maturity of individual securities is 18 months. The maximum interest rate duration of the portfolio will be no longer than 18 months.

#### Taxable vs. tax-exempt investing & Realized gain/loss strategy

The determination regarding the purchase of a taxable security vs. a tax-exempt security shall be made at the time of purchase of each security. Currently, the strategy is buy-and-hold, and securities are held to maturity

#### Reporting

The board of directors will ensure that statements, including transactions, market valuation, generally accepted accounting principles (GAAP) valuations, cash accruals and a review of the performance of the portfolio assets vs. appropriate benchmarks are provided. The reports should include the following:

The reports should include the following:

- List of all securities held in the portfolio, including CUSIP, coupon and maturity dates, yield to maturity and ratings of the securities
- Mark-to-market details, with the unrealized gain/loss of each security in the portfolio
- Performance total returns for the month, year-to-date, rolling one-year periods
- Certification of compliance with investment policy will occur annually
- For investments in money market mutual funds, a detailed holdings report and fact sheet.

#### Evaluation and compliance

This policy has been approved by the board of directors and is subject to amendment from time to time. The Board of directors is responsible for implementing, overseeing and reviewing this policy, and for making recommendations to the Board of directors for modifications thereto. Furthermore, the Board of directors has the authority to appoint qualifying outside managers. Should an exception need to be made, the Board of directors must approve. Any modifications or updates to this policy must be approved by the Board of directors.

The board of directors will review the following on an Annual basis

- Investment results for the most recent fiscal quarter
- Investment allocations among instruments
- Allocation of assets among investment solutions (money market mutual funds, bank deposits, individual securities)
- Credit ratings for the investment solutions and investment providers
- Current strategy given the outlook on interest rates, market conditions and liquidity

needs

- Compliance with the investment policy

In the event a security is downgraded below minimum acceptable rating levels by any of the nationally recognized statistical rating organizations (NRSROs), the external investment manager and/or treasury personnel responsible for the internal management of the corporate cash will provide the board of directors with a recommended course of action within a reasonable period of time. This may include selling the security. However, if the decision is made to hold the security, the reason for the decision must be documented.

Custody

All institutions with which the organization is permitted to place investments are eligible to provide custodial services. The organization will use custody services provided by an external investment manager

Prior to contracting for custodial services, the external investment manager must agree to provide reporting as required by the organization in this policy, along with an annual SAS 70 or similar statement.

**Formatting the DLP:**

Use the styles pane in Microsoft Word to ensure the format of the DLP stays consistent and allows the table of contents and navigation to update accurately.

<b>Heading 1</b>	*Used for section titles (Articles, Appendixes).
<b>Heading 2</b>	*Used for subcategories of a section (same size and formatting as Heading 1)
<b>Heading 3</b>	*Used for inline body copy headings, smaller type size.
<b>Title</b>	Used for inline body copy headings, but will be hidden from the table of contents.
Normal	Used for the main body copy.
• List with Dot Leader	Used for bulleted lists. Tab for dot leaders if needed.
1. Number List with Dot Leader	Used for numbered lists. Tab for dot leaders if needed.

*\*will be included in the table of contents*