

ROTARY DISTRICT 6860 LEADERSHIP Plan

Version 1.08
February 28, 2014



A Reference Manual for District Leaders

Common Abbreviations

<i>AG</i>	<i>Assistant Governor</i>
<i>AGI</i>	<i>Assistant Governor Institute</i>
<i>APF</i>	<i>Annual Programs Fund</i>
<i>CLP</i>	<i>Club Leadership Plan</i>
<i>COG</i>	<i>Council of Governors</i>
<i>COL</i>	<i>Council on Legislation</i>
<i>DaCdb</i>	<i>District and Club Database</i>
<i>DCO</i>	<i>District Communications Officer</i>
<i>District</i>	<i>Rotary International District 6860</i>
<i>DG</i>	<i>Current serving District Governor</i>
<i>DGE</i>	<i>Person elected by RI to serve as DG the next Rotary year</i>
<i>DGN</i>	<i>Person nominated by the District to RI to follow the DGE</i>
<i>DGND</i>	<i>Person nominated by the District to serve after the DGN</i>
<i>DLP</i>	<i>District Leadership Plan</i>
<i>DRFC</i>	<i>District Rotary Foundation Committee</i>
<i>EREY</i>	<i>Every Rotarian Every Year</i>
<i>GETS</i>	<i>Governor-Elect Training Seminar</i>
<i>GNATS</i>	<i>Governor-Nominee Training Seminar</i>
<i>GSE</i>	<i>Group Study Exchange</i>
<i>ICC</i>	<i>Inter-Country Committee</i>
<i>IPDG</i>	<i>Immediate Past District Governor</i>
<i>MOP</i>	<i>Manual of Procedure</i>
<i>PDG</i>	<i>Any previous DG</i>
<i>PETS</i>	<i>President Elect Training Seminar</i>
<i>RCC</i>	<i>Rotary Code of Conduct</i>
<i>RCP</i>	<i>Rotary Code of Policies</i>
<i>RFC</i>	<i>Rotary Foundation Coordinator</i>
<i>RLI</i>	<i>Rotary Leadership Institute</i>
<i>RRFC</i>	<i>Regional Rotary Foundation Coordinator</i>
<i>RYLA</i>	<i>Rotary Youth Leadership Awards</i>
<i>RI</i>	<i>Rotary International</i>
<i>TRF</i>	<i>The Rotary Foundation</i>
<i>VDG</i>	<i>Vice District Governor</i>
<i>VTT</i>	<i>Vocational Training Team (similar to GSE)</i>

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1. INTRODUCTION

Rotary District 6860 is a group of clubs within a geographical boundary established by the Rotary International (RI) board pursuant to the bylaws for administrative purposes. The activities and organization of a Rotary district shall exist solely to help the individual Rotary clubs advance the Object of Rotary and should not diminish services provided by Rotary clubs and individual Rotarians at the local level (RCP 17.0101.1).

All districts are required to establish a Leadership Plan in conformity with the District Leadership Plan [DLP] structure outlined by the Council of Governors. The DLP has these required components:

- A. Common terminology such as assistant governor, district trainer, and district committees*
- B. Defined responsibilities and duties for Assistant Governors, district trainers, and district committee members*
- C. District committees that ensure continuity of leadership within the district*
- D. A clear statement of the duties and responsibilities that the DG cannot delegate*
- E. A defined plan for helping clubs implement a corresponding Club Leadership Plan.*

Purpose

District 6860 developed the District Leadership Plan to:

- o Provide a standard reference for District organization and how it operates in support of District Rotary Clubs.*
- o Provide continuity of operations from year to year.*
- o Provide a standard reference for current and future District leaders.*
- o Provide standard operating procedures for the District Governor and staff.*
- o Incorporate the District Policy Manual and link to the District Strategic Plan.*

The plan is designed to strengthen Rotary at the district and club levels by making possible faster and more responsive support for clubs, a larger supply of well-trained district leaders, improved participation in Foundation and district level RI activities, and a more challenging role for the DG as an innovative leader.

The DLP provides guidelines for the effective operation of the district. Should there be any conflict among this document, The Rotary International Manual of Procedure and The Rotary International Code of Policies, the RI documents shall prevail. Notify the DG of any conflict identified so that resolution action may be initiated.

The DLP was adopted by unanimous vote of the delegates to the Annual District Conference April 12, 2014.

District Vision

To be recognized locally and globally as The Premier Rotary District.

District Mission

To provide leadership through service to all Rotary Clubs in the District and to coordinate activities, encourage participation in club sponsored projects and programs, Rotary International Programs, support The Rotary Foundation, and provide training and development for all District 6860 Clubs.

District Core Values

Core values represent the guiding principles of the culture of District 6860. They guide our members' priorities and actions within the district.

1. Service

We believe that our service activities and programs bring about greater world understanding and peace. Service is the major element of our mission. Through the plans and actions of individual clubs, we create a culture of service throughout our organization that provides unparalleled satisfaction for those who serve.

2. Fellowship

We believe that individual efforts focus on individual needs, but combined efforts serve humanity. The power of combined efforts knows no limitation, multiplies resources, and broadens our lives and perspectives. Fellowship leads to tolerance and transcends racial, national, and other boundaries.

3. Diversity

We believe Rotary unifies all people supporting the ideal of service. We encourage diversity of people and vocations within our membership and in our activities and service work to fully represent our community. A club that reflects its business and professional community is a club with a key to its future.

4. Integrity

We are committed to and expect accountability from our leaders and fellow members, both in the results of our efforts and in the processes we use to accomplish our goals. We adhere to high ethical and professional standards in our work and personal relationships. We are fair and respectful in our interactions, and we conscientiously steward the resources entrusted to us.

5. Leadership Development

We are a global fellowship of business, professional and community leaders. We believe in the importance of leadership development and in leadership as a quality of our members. As Rotarians, we are leaders in implementing our core values.

6. Membership

We believe membership development and involvement is the key to success for our Clubs and the District. Recruiting members, who model service, provides continuity and the opportunity to expand the service and influence of Rotary in the community.

7. The Rotary Foundation

We believe all Rotarians must support The Rotary Foundation as it provides the means for local and international service projects. The Rotary Foundation makes possible such worldwide programs as polio eradication by entering into partnerships with other organizations and foundations and by attracting gifts from Rotarians.

8. Public Relations

Good Public Relations are key to the success of Rotary both locally and internationally. The world needs to know Rotary and Rotarians who perform service. We believe clubs must publicize the great work they do.

Strategic Priorities

The district will support the clubs with these priorities

Support and strengthen clubs

- Foster club innovation and flexibility
- Encourage clubs to participate in a variety of service activities
- Promote membership diversity
- Improve member recruitment and retention
- Develop Leaders
- Start new, dynamic clubs
- Encourage strategic planning at club and district levels
- *Use Rotary Club Central to post goals and track accomplishment

*District 6860 Goal

Focus and Increase Humanitarian Service

- Eradicate polio
- Increase sustainable service focused on Youth Service and the Six Rotary Focus areas
- Increase collaboration and connections with other organizations
- Create significant projects both locally and internationally
- *Become qualified to apply for District and Global Grants
- *Employ Community Assessments to support planning

Enhance Public Image and Awareness

- Unify image and brand awareness.
- Publicize action-oriented service
- Promote core values
- Emphasize vocational service
- Encourage clubs to promote their networking opportunities and signature activities

See the complete Rotary International Strategic Plan at

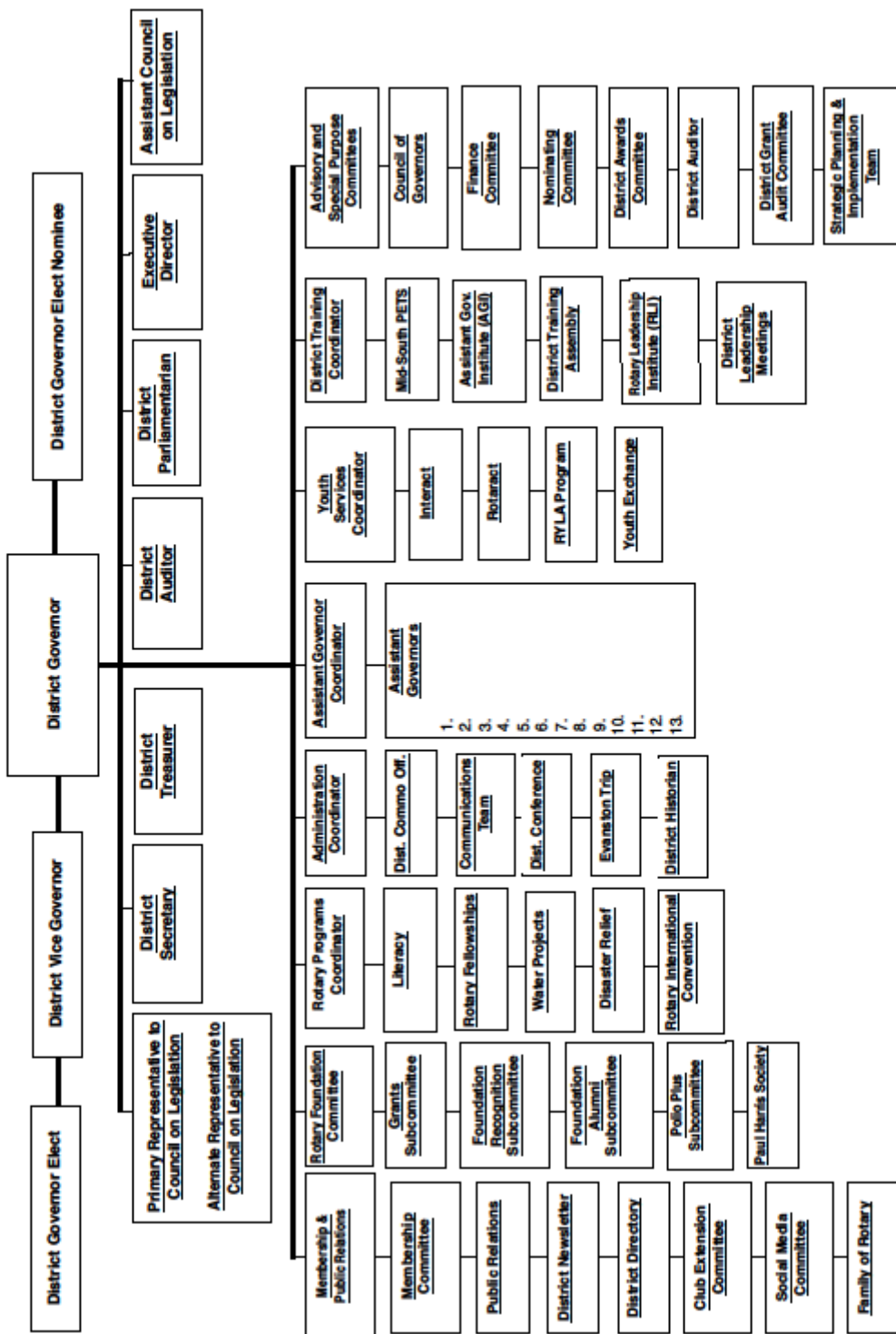
<https://www.rotary.org/en/document/743>

The complete District 6860 Strategic Plan is available at

<http://www.Rotary6860.org>

2. ORGANIZATION

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DISTRICT 6860 ORGANIZATION CHART



3. DISTRICT OFFICERS

District Governor and Staff

The District Governor (DG) is the sole officer of RI in the district, functioning under the general control and supervision of the RI Board of Directors. The administration of clubs in a district is under the DG's direct supervision. The DG is nominated by the clubs of a district and elected by the convention of RI. The DG's term of office begins on 1 July and continues for one year or until a successor is elected and qualified. The DG is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The DG shall inspire and motivate them and ensure continuity within the district. The duties, responsibilities, and qualifications shown below are found in the RI Manual of Procedure.

In order to assure the best possible candidates for the office of DG, the DG shall invite the clubs in their districts to propose suitable candidates. The statement of the DG's status, qualifications, and duties is distributed annually to all clubs in order to inform those proposed for nomination as DG or making such proposals of the obligations of the office.

District Committees are charged with carrying out the goals of the district as formulated by the DG with the advice of Assistant Governors. When a vacancy exists on a district committee, the committee chair will recommend a suitable replacement to the DG to ensure continuity of leadership.

The governor-elect is responsible for appointing committee members for his/her Rotary year to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office.

Qualifications

In addition to the qualifications of a DGND, a DG, at the time of taking office, must have completed seven years of membership in one or more clubs and have attended GNATS, GETS, and International Assembly.

Duties

The DG is responsible for the following activities in the district:

- 1. Organize new clubs*
- 2. Strengthen existing clubs*
- 3. Promote membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district*
- 4. Support The Rotary Foundation through program participation and financial contributions*
- 5. Promote cordial relations among clubs and between the clubs and RI.*
- 6. Plan for and preside at the district conference and assist the DGE in the planning and preparation for the presidents-elect training seminar (PETS) and the District Training Assembly.*
- 7. Provide for an official visit, meeting individually or in multi-club meetings. These meetings should take place at a time that maximizes the DG's presence, for the purposes of*

- Focus attention on important Rotary issues
 - Provide special attention to weak and struggling clubs
 - Motivate Rotarians to participate in service activities
 - Personally recognize the outstanding contributions of Rotarians in the district
8. Issue a monthly letter electronically to each club president and secretary in the district
 9. Report promptly to RI as may be required by the president or the RI Board
 10. Supply to the DGE, before the International Assembly, full information on the conditions of clubs in the district with recommended actions for strengthening clubs
 11. Ensure that district nominations and elections are conducted in accordance with the RI Constitution, RI Bylaws, and established RI policies
 12. Inquire regularly about the activities of Rotarian organizations operating in the district (Rotary Friendship Exchanges, inter-country committees, Global Networking Groups, etc.)
 13. Transfer continuing district files to the DGE.
 14. Perform such other duties as are inherent as the officer of RI in the district.
 15. Provide, in conjunction with the DGE, the DGN with opportunities to
 - request specific responsibilities or assignments in connection with district committees or district organization
 - attend as an observer any or all district meetings
 - be a part of the district conference organizing committee as an observer
 - participate in all strategic planning efforts and long term appointments in the district

Specific Duties and Responsibilities the DG may not delegate are:

1. Approving checks drawn on the district operating fund.
2. Presiding at the district conference.
3. Presiding for an official meeting, individually or multi-club at a time that maximizes the DG's presence.
4. Reporting promptly to RI as may be required by the president or the RI Board.
5. Transferring continuing district files to the DGE.

District Governor Elect

The District Governor Elect (DGE) is the next officer in line for district leadership. Having been nominated by District 6860 and elected at the Convention of Rotary International, the DGE will assume the position as DG on July 1st of the next Rotary year.

Qualifications

In addition to the qualifications of a DGND, a DGE, must have completed six years of membership in one or more clubs.

Responsibilities

The DGE is responsible for becoming fully informed and prepared to assume the duties of DG (see above) for the next Rotary year. As well as:

1. Prepare in close coordination with the current DG and other district leaders.
2. Organize and conduct the District Training Assembly for incoming club officers to prepare these officers to assume their responsibilities in club leadership.
3. Supervise the training program of Assistant Governors.
4. Participate in GETS and International Assembly.

District Governor Nominee

The District Governor Nominee (DGN) is the Rotarian who has been nominated by District 6860 to Rotary International to be elected as DGE at the next convention of Rotary International. As such, the DGN will follow the DGE as DG. The DGN will coordinate closely with the DG and the DGE to prepare to assume the position of leadership.

Qualifications

In addition to the qualifications of a DGND, a DGN must have completed five years of membership in one or more clubs.

Responsibilities

The DGN is responsible for becoming fully informed and prepared to assume the duties of DG (see above) for the designated Rotary year.

1. Select a site for the district conference held during the year of the DGN's service, with the agreement of the majority of the current club presidents or majority of the club presidents serving in the DGN's year
2. As part of this preparation process, seek opportunities in close coordination with the current DG and other district leaders as an active participant or an observer of:
 - District committees or district organization
 - District meetings
 - District conference organizing committee
 - All strategic planning efforts and long term appointments in the district
 - Governors-nominee Training Seminar (GNATS) offered by Rotary Zones 30-31

District Governor Nominee-Designate

The District Governor Nominee-Designate (DGND) is the Rotarian who has been nominated by District 6860 to Rotary International to become DGN following the elevation of the DGN to DGE. As such, the DGND will follow the DGN. The DGND will coordinate closely with the DG and the DGE and DGN to prepare to assume the position of leadership in the district.

Qualifications

At the time of selection, a DGND must:

1. Be a member in good standing of a functioning club in the district
2. Have full qualifications for membership in the strict application of the club membership provisions, and have a classification whose integrity is without question
3. Have served as president of a club for a full term or be a charter president of a club having served the full term from the date of the charter to 30 June, provided that this period is for at least six months

4. *Must have completed four years of membership in one or more clubs.*
5. *Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of DG as provided in RI Bylaws section.*
6. *Demonstrate knowledge of the qualifications, duties, and responsibilities of DG as prescribed in the RI Bylaws, and submit to RI, through its general secretary, a signed statement acknowledging a clear understanding of them. This statement shall also confirm that the Rotarian is qualified for the office of DG and willing and able to assume the duties and responsibilities of the office and to perform them faithfully.*

Responsibilities

As an incoming officer of RI, the DGND should:

1. *Begin to prepare for the role of DG*
2. *Foster continuity by working with past, current, and incoming district leaders to support effective clubs*
3. *Begin analyzing the district's strengths and weaknesses, including Rotary's public image, membership, The Rotary Foundation, district events, and RI programs, with background material provided by the immediate PDG, DG, and DGE, and using RI resources*
4. *Review the district organization (DLP) and club administrative framework (Club Leadership Plan)*
5. *Attend district meetings when possible, at the invitation of the DG or DGE*
6. *Participate in district committees or other activities, as may be suggested by the DG or DGE*
7. *Attend DGN training if offered, or seek other training if available*
8. *Identify a potential site for the district conference held during the year of the DGN's service.*

Vice District Governor

The Vice District Governor (VDG) is a Past District Governor, who is recommended by the DGE and elected by the Nominating Committee, to serve the District in the event the current DG is temporarily or permanently disabled. In such cases the VDG continues to perform the governor's duties. The vice DG's term begins on July 1, at the beginning of the Rotary Year following his/her election by the Nominating Committee, and ends at the conclusion of that Rotary Year.

Qualifications

- *Successfully completed full term as District Governor*

Responsibilities:

- *Be prepared, at the request of the Council of Governors, to replace the governor in the event the governor becomes temporarily or permanently disabled.*

DG's Aide/District Executive (At the discretion of the DG)

The DG's aide/District Executive assists the DG in a variety of administrative and liaison functions. This position is specific to the management style and needs of each DG.

Qualifications

- 1. Successfully completed full term as club president*
- 2. Service in several district offices, committees and related activities.*

Responsibilities:

- 1. Assist the DG in formulating policy, serve as a consultant, and assist in policy implementation*
- 2. Suggest candidates for district assignments*
- 3. Represent DG in meetings and/or sit on designated district committees as the DG's representative.*
- 4. Assist the DG in planning (and may attend) district meetings (e.g. PETS) as required*
- 5. Follow up on the completion of district projects (e.g. District directory, District Web site) as required*
- 6. Complete specific tasks in the communications and public information areas*
- 7. Handle other special assignments as requested by the DG*

District Executive Director (When Authorized and Filled)

District 6860 employs an experienced Rotarian as a volunteer employee of the district. The District Executive Director has key responsibilities in administration, finance and support as follows.

Administration

- 1. Communicate, support and provide information to DG, district leadership, club leadership and members*
- 2. Assist with telephone, email and information*
- 3. Support district events & activities*
- 4. Attend district functions*
- 5. Assist with the district calendar, and posting information to the district website*
- 6. Ensures a suitable Record Management System is in place for the district. The system identifies required records and storage methods as well as the designated responsible party for each principal category of records.*

District Secretary

The District Secretary prepares accurate minutes of all official district meetings and provides the DG a monthly report of Membership Growth and Attendance for the Clubs in the District. The incumbent is also responsible for updating the DLP with changes provided and approved by the DG. The DLP is to be updated annually prior to the February Winter Leadership Meeting. The district secretary also assists with the publication of the District Directory and is appointed on an annual basis, normally serving for one to three years.

Qualifications

1. Holds active membership, in good standing, in a club in District 6860 for at least three years
2. Has served as a club president for a full term

Responsibilities:

1. Take and maintain the minutes of district meetings, including the business portion of the District Conference. Distribute minutes at the direction of the meeting chair.
2. Prepare and provide Monthly Membership and Attendance Reports for the DG
3. Assist district officers as necessary
4. Provide training for Club Secretaries at District Training Assembly and individually as needed
5. Serve as an ex-officio non-voting member of the Finance Council

District Treasurer

The District Treasurer will administer and account for district funds and maintain the required financial records. The district treasurer may recommend to the DG the delegation of certain financial administrative tasks to the district administrator.

Qualifications

1. The district treasurer shall be a Rotarian appointed by the DG on an annual basis, normally serving for no more than three one-year terms.
2. Must have an understanding of accounting principles – preferably be a CPA.

Responsibilities:

1. Supervise and ensure maintenance of district financial records (except those of committees authorized to maintain individual accounting)
2. Supervise procedures for the receipt, deposit, and disbursement of all funds
3. Supervise/maintain books of accounts on all funds under the district treasurer's jurisdiction. On retirement from office, the district treasurer shall deliver to the successor district treasurer all books of accounts (computer files) and any properties of the district in the possession of the district treasurer
4. Issue monthly financial statements to the DG, DGE and the finance committee chair
5. Supervise payments that have been approved by the appropriate committee chairs or district officers
6. Assist in an annual, independent review of the district financial records
7. File tax returns as required
8. Provide independent oversight and review for those committees maintaining individual accounting
9. Serve as an ex-officio voting member of the finance committee
10. Issue invoices to clubs for annual dues and Mid-South PETS assessments (complete by July 10th annually)
11. Maintain the financial records on the district laptop using the programs provided. Transfer the computer to the incoming District Treasurer with complete records.

4. ASSISTANT GOVERNORS

Assistant Governor Coordinator

The Assistant Governor Coordinator (AG Coordinator) reports to the DG and is responsible for assisting the DG in supporting the clubs in the district through the appointed Assistant Governors.

Qualifications

- 1. Successful experience as a club president and as an assistant governor*
- 2. Service in other district positions*

Responsibilities:

- 1. Supervise Assistant Governors in the district*
- 2. Coordinate activities of Assistant Governors and periodically meet with them*
- 3. Assist the DG, DGE and DGN with information that could assist in the selection and assignment of Rotarians for key positions within the district*
- 4. Ensure timely collection of required reports from Assistant Governors and Club presidents*
- 5. Coordinate the collection/dissemination of information related to the DG's visit to each club*
- 6. Follows-up, as required, on the timely progress of district plans and programs*
- 7. Handle other special assignments as requested by the DG*
- 8. Assist the DG in holding two Leadership meetings each year – one in the fall and one in the winter. These meetings address pressing issues and fine-tune action plans, as necessary. Assistance includes developing agendas and publishing meeting information to all Assistant Governors and Clubs Presidents.*

Assistant Governors

Assistant Governors (AG) assist in the development of the district goals prior to the appointment of committees. The objective is to appoint committees only as necessary to achieve the district goals.

Assistant Governors are district appointees; they are not RI officers. Assistant Governors are appointed annually, serve at the will of the sitting DG and may be replaced for failure to serve. It is anticipated that two thirds of the AGs will be re-appointed each year to provide continuity in district leadership. However, no assistant governor will serve more than three one-year terms.

District 6860 is divided into 13 geographic areas each consisting of 3 to 5 clubs. An AG will be appointed to assist clubs within each area and will usually serve for three years to allow the AGs to develop a closer relationship with the club leadership – particularly presidents-elect as the presidents-elect train and prepare for their year in office. The AG will assist with identifying future leaders from clubs in their area.

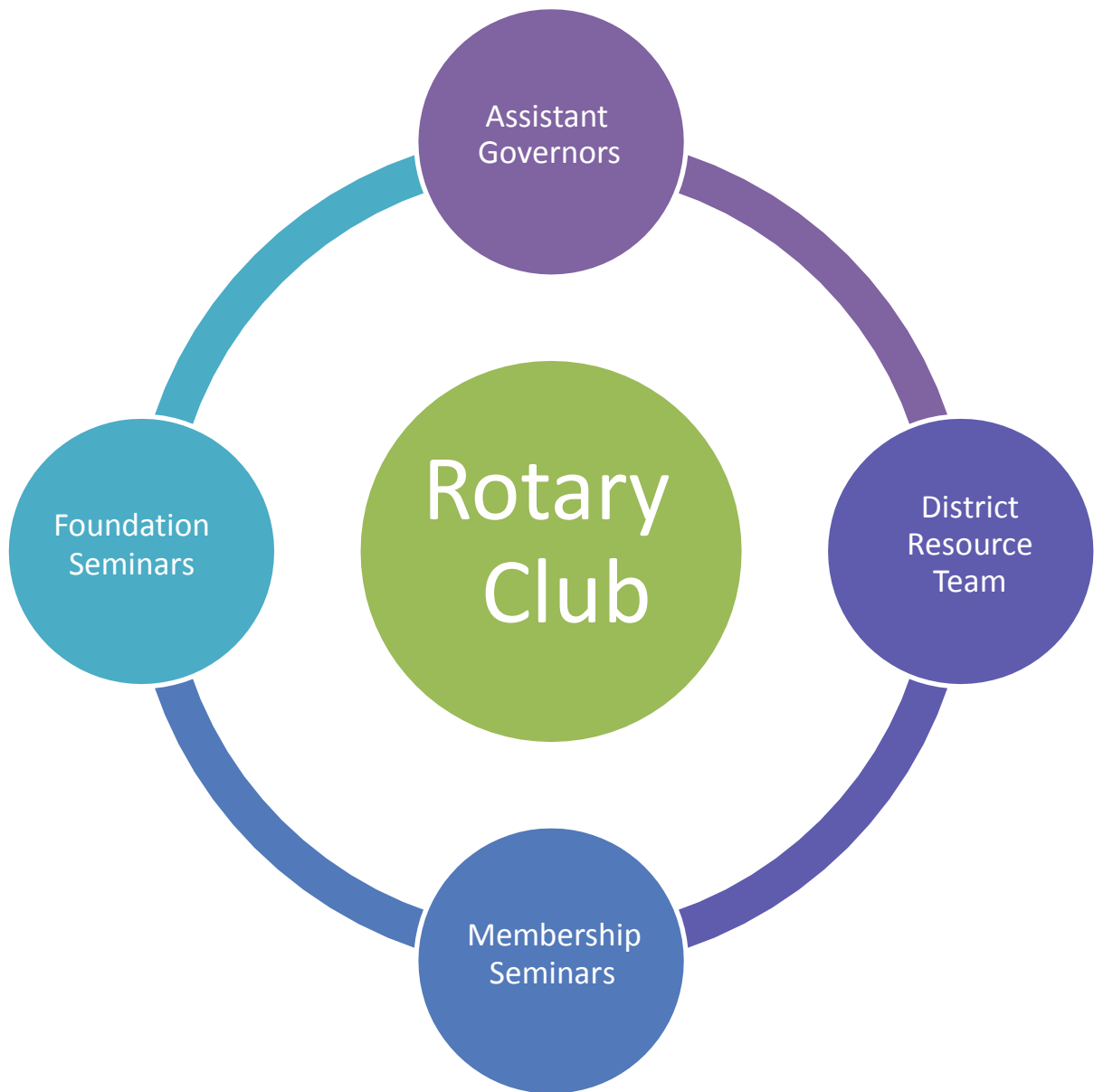
Each AG will be proactive in the support of the assigned clubs, will take a personal interest/responsibility in the success of every club in their assigned area and will represent each of their respective clubs' interests to the DG.

Qualifications:

1. *Membership, other than honorary, in good standing in a club in the district for at least three years*
2. *Service as president of a club for a full term, or as a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is at least six months.*
3. *Willingness and ability to accept the responsibilities of AG*
4. *Demonstrated outstanding performance at the district level*
5. *Potential for future leadership in the district*

Responsibilities:

1. *Attend the AG Institute training program*
2. *Meet with and assist the incoming club presidents to promote, implement, or review annually the Club Leadership and Strategic Plans, discuss the clubs' goals and to review the procedures for entering the Club's goals in Rotary Club Central (RCC) on the RI website.*
3. *Attend each club assembly associated with the DG's official visit and coordinate their visits with Foundation and Membership Chairpersons*
4. *Visit each club regularly, preferably monthly, with a minimum of one visit each quarter of the Rotary year, and meet with the club president and other club leadership to discuss the business of the club, resources available to them, and handling club funds in a businesslike manner*
5. *Assist club leaders in scheduling and planning for the DG's official visit*
6. *Keep the DG informed on progress of the clubs and suggest ways to enhance Rotary development and address problems*
7. *Encourage clubs to follow through on requests and recommendations of the DG*
8. *Ensure that clubs submit required reports in a timely manner*
9. *Coordinate training at the club level with the appropriate district committee*
10. *Promote the DLP and Club Leadership Plans and assist with District Strategic Planning*
11. *Advise the incoming DG on district committee selections*
12. *Attend and promote attendance at the district conference and other district meetings*
13. *Participate in district activities and events, as necessary*
14. *Attend club meetings, assemblies, or events, as invited*
15. *Participate in the district team training seminar*
16. *Attend the presidents-elect training seminar and the District Training Assembly*
17. *Complete the Annual Evaluation of assigned Clubs in Rotary Club Central (RCC).*



The activities and organization of a Rotary district exist solely to help the individual Rotary club advance the Object of Rotary and should not diminish services provided by individual Rotary clubs and individual Rotarians.

5. DISTRICT COMMITTEES

Committee Appointments

The DG will appoint the chairs and vice chairs of these district committees. Committee members shall be Rotarians in good standing as members of a club in the district. No person should serve as chair of the same committee for more than three one-year terms.

Committee Guidelines

Committees will meet the standards set out in the RI MOP. Committees shall use, as applicable, the RI publication District Committee Manual to guide their operations.

All expenditures from district funds must be in accordance with the approved district budget and properly approved by the DG. In addition, every authorized committee that has a separate bank account is required to comply with the rules described in the Manual of Procedure, the District By-Laws and this DLP.

Each district officer, director and committee chair for the next Rotary year will attend the District Training Assembly.

Training Requirements

- 1. District committee chairs and members will attend District Training Assembly and other district meetings, as appropriate.*
- 2. Prior to the start of each Rotary Year, District Committee Chairs will submit their proposed plan of activities for the upcoming Rotary year. This plan will be shared at District Training Assembly.*
- 3. By the close of each Rotary year, committee chairs will submit a written report including achievements, upcoming opportunities, and any unfinished business.*

District Committees are charged with carrying out the goals of the district as formulated by the DG with the advice of Assistant Governors. The DG, DGE, DGN, and DGND work together to ensure continuity of leadership and succession planning. The DGE is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office.

District committees and sub-committees are responsible for helping clubs achieve the object of Rotary. Additional district committees are appointed only when they serve a specific function identified by the DG, based on DG's assessment and on any recommendations of the Assistant Governors and the district leadership team.

The DG is required to report on all financial transactions of District Committees. Therefore, every authorized District committee shall comply with the rules described under "Finance Committee" in Section 14.

6. ADVISORY and SPECIAL PURPOSE COMMITTEES

Council of Governors (COG)

The COG is composed of all PDGs, DG, DGE, DGN, DGND and who are members of Rotary clubs within the district. A PDG chairs an annual meeting of the Council after the International Assembly to allow the DGE to inform the DG and PDGs of the issues debated and presented. This meeting is held no more than one month after the International Assembly. Note: the Past District Governor, three years removed, chairs the COG.

The authority and responsibility of the DG shall in no way be impaired or impeded by the advice or actions of the PDGs. The DG seeks the council's assistance in extension efforts, informing incoming DGs, promoting the convention, providing Rotary information, and supporting weaker clubs.

Finance Committee and District Treasurer

The District Finance Committee and District Treasurer work together to ensure the overall financial health of the District. Specific responsibilities of the Finance Committee and Treasurer are found in Section 14, "Finance Committee". The Past District Governor, two years removed, chairs the Finance Committee.

District Grant Audit Committee

This is a three member committee formed in accordance with the District and Global Grant Program to audit the funds received from the Rotary Foundation at the conclusion of each Rotary Year and reports to the Finance Committee. Members of the committee serve three year terms.

Nominating Committee

The role and responsibility of the nominating committee is to annually recommend a nominee for DGND and a Vice District Governor. The Immediate Past District Governor chairs the Nominating Committee.

Awards Committee

This three person committee operates the District Awards program as directed by the DG. It prepares and publicizes award criteria, applications, and methods for submission. It also reviews and evaluates award submissions and recommends award winners to the DG, as required.

District Auditor

The District Auditor shall be a Certified Public Accountant. The appointed auditor cannot be currently serving the District in any of the above offices or as a member of the District

Finance Committee nor can he/she be serving as District Treasurer. He/She will perform an audit of the records of the District Treasurer for the immediately preceding Rotary year. The auditor will also audit the District Conference account and any other accounts designated by the District Finance Committee.

District Parliamentarian

This officer is an expert in rules of order and the proper procedures for the conduct of meetings and deliberative assemblies (Rules of Procedure section of the RI Manual of Procedures) and assists the District in drafting resolutions and interpretation of bylaws and rules of order and the planning and conduct of meetings.

District Strategic Planning and Implementation Team

This team develops and implements an ongoing process and discipline for planning long-range growth and development of Rotary District 6860 and its clubs. It updates and publishes the District Strategic Plan annually.

7. MEMBERSHIP and PUBLIC RELATIONS COMMITTEES

Members are the heartbeat of Rotary. Nothing happens without the hands, feet, and minds of Rotarians around the world. Rotary's public image is sound but must be continually reinforced at all levels to insure the good name of Rotary. The following committees address these challenges:

District Membership Development Committee

This committee, appointed by the DG, consists of the DG and Assistant Governors and Past Club Presidents, who have had success in growing Rotary Membership, has the following responsibilities:

- 1. Plan, market, and conduct a district membership seminar(s) in consultation with the DG and district trainer.*
- 2. Work with the DG and club leaders to ensure that the district achieves its membership goal.*
- 3. Coordinate district-wide membership development activities.*
- 4. Encourage clubs to participate in RI or presidential membership development recognition programs.*
- 5. Maintain communication with other district committees, such as the Extension and Public relations committees, to coordinate activities that will aid membership growth.*
- 6. Make the committee known to all clubs, and indicate that members of the committee are available to help them.*
- 7. Encourage clubs to develop and implement an effective Club Leadership Plan that includes membership growth and training in the plan.*
- 8. Assist club membership development chairs in carrying out their responsibilities.*
- 9. Visit clubs to speak about successful membership development activities and share information on successful activities.*
- 10. Ensure that each club committee has a copy of the Membership Development Resource Guide (417- EN).*

Membership Mentors (May be established by the District Governor)

The membership chair, in consultation with the DG, will appoint membership mentors as needed. The membership mentors will establish a close working relationship with the club membership chairs. They will assist the club membership chairs in promoting recruitment, increasing retention, and enhancing membership development activities. They will also work closely with the AG of the respective areas, as needed.

Training Requirements:

In addition to the chair, as many committee members as possible should attend the annual Success Seminar conducted by Zone 30.

Membership Seminar

The purpose of this half-day seminar is to develop club and district leaders who have the necessary skills, knowledge, and motivation to support the clubs in the district to sustain or

increase the membership base. Among the subjects covered are: importance of membership, retention, recruitment and organizing new clubs.

Public Relations

The Public Relations Committee consists of one or more Rotarians experienced in Public Relations with the objective of helping clubs provide the public with information about Rotary and with promotion of their clubs' projects. The DG shall appoint a committee chair who shall be responsible for the following:

1. Provide resources to present, explain, and promote Rotary to the public in cooperation with clubs
2. Assist clubs of the district in their public relations efforts and responsibilities
3. Provide a district PR training opportunity

District Newsletter

The district Newsletter is published electronically every month during the Rotary Year. The editor, experienced in electronic news publication, gathers information from the DG, AG's, District Committees and other appropriate sources and publishes a monthly newsletter for distribution to everyone via the District Website.

District Directory

This appointed committee collects and organizes information on District clubs, officers, and committees and publishes the annual directory by July 1 of the Rotary Year. The District Secretary frequently supports this effort.

Club Extension Committee

District 6860 is interested in the organization of new clubs, including E-Clubs, within the district. Clubs can be formed where the membership can be principally composed of business or professional persons who represent the permanent and established residential, business, or professional life of the community. Where a locality can be expected to maintain a successful club, a new club should be organized as soon as possible. Under the direction of the DG, the district extension committee shall develop and implement a plan to organize new Rotary clubs within the district. The DG will assign a Special Representative for each potential new club. Clubs in formation are referred to as "Provisional" clubs. **Rotary International currently provides no insurance coverage for the acts of a provisional club or provisional club members.** Consequently, all provisional club members should be included in the Sponsoring Rotary club until the provisional club is able to secure its own charter. The provisional club may have different dues structure and meet at different times but all activities, meetings, contracts, etc. are in the name of the Sponsoring club.

Social Media Committee

This committee centers its efforts on creation of content that attracts Rotarian's attention. The committee will encourage the use of You Tube, Twitter, Facebook & LinkedIn and other emerging applications to enable the sharing of information among club members. The

committee will also encourage use of social media to collaborate on Club projects and publicize those and other club activities. Increased communication fosters district and community awareness, and informs the general public of what Rotary is about and the benefits of Rotary Membership.

Family of Rotary Committee

The purpose of this committee is to encourage district clubs to appoint a Family of Rotary Committee to plan service and/or fellowship activities to include non-Rotarian family members.(e.g. spouses, children,, adult children, parents, widows and widowers) The committee provides advice and assistance as needed.

8. ROTARY FOUNDATION COMMITTEE (DRFC)

The District Rotary Foundation Committee is made up of experienced Rotarians who assist the District Governor in educating, motivating and inspiring Rotarians to participate in Foundation activities. The committee serves as the liaison between the Foundation and club members. The District Governor is an ex-officio member.

Training opportunities

- 1. Attend a regional Rotary Foundation seminar or Zone Assembly conducted by a Regional Rotary Foundation Coordinator (RRFC).*
- 2. Attend and participate in the district team training seminars and other district training meetings.*
- 3. Attend the Success Seminar*

District Rotary Foundation Committee Coordinator

To be effective, the District Rotary Foundation Committee (DRFC) must have continuity of leadership. For this reason, the committee coordinator is appointed for a three-year term.

Under the District Governor's leadership, the committee coordinator works with the committee to plan, coordinate, and evaluate the District Foundation activities.

Responsibilities

The DRFC chair is responsible for the following:

- 1. Educate club presidents and TRF chairs in an understanding of the TRF mission.*
- 2. Oversee the district qualification process, in partnership with the Grants Subcommittee Chair, and in compliance with the qualification requirements.*
- 3. Conduct annual grant management workshops to qualify clubs in the district.*
- 4. Work with grant applicants for timely reporting and final closing of grants.*
- 5. Oversee and serve as ex-officio member of all subcommittees of the DRFC.*
- 6. Together with the DG, provide one of the three authorizing signatures for use of District Designated Funds (DDF) to reflect the decisions of the DRFC.*
- 7. Ensure that District and Global Grant applications are completed.*
- 8. Work with the DG, district trainer, and the district training committee to plan, organize, and promote the district Rotary Foundation Seminar, focusing on agenda and content.*
- 9. Provide support to club Rotary Foundation committees.*
- 10. Assist the DG in nominating qualified recipients for district Rotary Foundation awards.*
- 11. Organize an annual district Foundation dinner to recognize contributors to The Rotary Foundation.*

Grants Subcommittee

The grants subcommittee is responsible for managing, promoting and encouraging implementation of District and Global Grants. The subcommittee helps clubs participate in educational, vocational, and humanitarian activities.

The district Governor has the discretion to select co-chairs for this committee: one person for

district grants, another for global grants; or to set up two separate subcommittees to provide oversight of district and global grants. However, at this time, The Rotary Foundation does not have the infrastructure in place to provide electronic permissions for these options.

Grants Subcommittee Responsibilities

- 1. Oversee the qualification of clubs*
- 2. Serves as a district expert and resource on all Rotary Foundation grants.*
- 3. Ensure implementation of stewardship practices, including reporting to The Rotary Foundation on all grants.*
- 4. Create and implement a district policy that outlines the distribution of district grant funds for and the district.*
- 5. Follow and enforce the terms and conditions of grant awards for district and global grants; disseminate and conduct club education on the terms and conditions.*
- 6. Work with the District Rotary Foundation Committee Coordinator to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.*
- 7. Provide input on District Designated Fund distribution.*
- 8. Report any potential misuse or irregularities in grant-related activity to the DG and The Rotary Foundation and conduct the initial local investigation of any report of misuse.*

Foundation Recognition Subcommittee

The Foundation Recognition subcommittee manages and monitors Foundation fundraising and recognition efforts in the district.

Responsibilities

- 1. Assist and advise clubs on setting fundraising goals and on strategies for achieving them.*
- 2. Motivate, promote, and advise clubs on all Rotary Foundation fundraising initiatives (including Annual Programs Fund, Permanent Fund, and Polio-Plus).*
- 3. Organize and schedule the annual Rotary Foundation Banquet in November each year as a donor appreciation event.*

Foundation Alumni Subcommittee

The Foundation Alumni subcommittee communicates with former participants of TRF programs (such as Ambassadorial Scholars, Group Study Exchange, Youth Exchange, Volunteer Service Grants and Grants for University Teachers, and with participants of more recent TRF programs such as Vocational Training Teams (VTT), Global Scholars, and World Peace Fellows); the goal is to maintain communication and encourage continued involvement in Rotary activities.

Responsibilities

- 1. Maintain a list of Foundation programs and participants sponsored by or residing in the district, and advise the Foundation of changes.*
- 2. Encourage alumni to remain involved in Rotary by becoming Rotarians, identifying future program participants, making contribution to the Foundation, and participating in service projects.*

3. *Plan an alumni event per direction of the District Governor. This may be a part of a District Conference or a stand-alone event. The purpose of the event is to honor Rotary Foundation alumni, renew personal contacts, and celebrate their connection to The Rotary Foundation and its programs.*

PolioPlus Subcommittee

The district PolioPlus subcommittee is responsible for supporting Rotary's commitment to polio eradication and for encouraging participation in PolioPlus activities by all Rotarians.

Responsibilities

1. *Encourage donations from Rotarians and clubs for PolioPlus.*
2. *Organize at least one PolioPlus district activity during the year.*
3. *Work with the District Rotary Foundation chair, district public relations committee, and the DG to ensure appropriate recognition of exemplary polio eradication club and district activities.*
4. *Assist the DG and the district trainer on the presentation of PolioPlus as part of Rotary Foundation training at district meetings.*

Paul Harris Society Committee

The District TRF Paul Harris Society sub-committee chair supports clubs in their efforts to raise funds for the Annual Programs Fund of The Rotary Foundation. This includes assisting the Club Foundation Chairs and the clubs with information about the different ways to donate as well as providing the clubs with this education as well as promoting participation in the Paul Harris Society and other recognition programs such as Major Donor and the Arch Klumph Society. Strong knowledge about The Rotary Foundation, giving alternatives and TRF reports is an asset for this position.

District Rotary Foundation Event (Paul Harris Dinner)

A celebratory dinner is held, usually in November, to recognize contributors to The Rotary Foundation.

Grants Management Seminar

The purpose of this seminar is to help clubs understand how to manage a Rotary Foundation grant and qualify clubs to receive Rotary Foundation grant funds. Subjects covered typically include, creating a project, applying for a grant, project implementation, and qualification. Participants in the district grant management seminar include the club presidents-elect and club-designated members from each club seeking qualification. Clubs will qualify annually.

Foundation Seminar

The purpose of this workshop is to educate Rotarians about Foundation programs and motivate them to be strong participants and advocates of the Foundation. It is the primary means of increasing awareness of The Rotary Foundation at the club level. It provides updates

on changes in Foundation programs, outlines goals for the year, and recognizes individuals and clubs for outstanding contributions to the Foundation, and answer questions about Foundation programs and activities.

Club Rotary Foundation Chairs

The DRFC Chair will ask the Club Presidents to appoint a representative in each Club of the district. They will assist in coordinating district Rotary Foundation activities in the assigned area and will assist in the Rotary Foundation promotion, education and fundraising activities of the clubs. They will also work closely with the AG of their respective area.

Responsibilities

1. Assist in motivating, educating, and cultivating club Rotarians in the programs of TRF and encourage club members to actively participate.
2. Encourage increasing club monetary TRF support.
3. Pair with an area AG and membership mentor to support the assigned clubs.
4. Establish the district grant management and qualification training program required for all clubs interested in receiving grant funds.
6. Become familiar with the DLP, the organization chart of the district executive committee and, in particular, the role and responsibilities of the District Rotary Foundation Committee Chair.
7. Establish, in coordination with the DG, district policy for District and Global Grants.
8. Utilize all available tools provided by the district, e.g. work sheets, websites, and social media.
9. Ensure grant applications are complete and accurate.
10. Interpret the Contribution Summary Report for the club.
11. Help the clubs prepare the various recognition/contribution forms.
12. Encourage support of the Challenge Grant for Polio-Plus.
13. Identify potential members, maintain updated lists and provide appropriate recognition to current Arch C. Klumph Society members, Major Donors, Benefactor and Bequest Society members.
14. Identify financial planners, accountants and attorneys in the club and community willing to assist club members in understanding the key benefits of TRF's Endowment Fund.
15. Encourage club members to annually support the Rotary Foundation's Every Rotarian Every Year (EREY).
16. Encourage club members to become members of the Paul Harris Society.
17. Assist in identification of candidates for scholarships and vocational training teams.
18. Encourage club member attendance at all district Foundation events.

9. ROTARY PROGRAMS COORDINATOR

The DG appointed Rotary Programs Coordinator, assists the DG with identification and training of the committee chairs and committees. The coordinator provides guidance and direction to the committees, as needed, and evaluates the effectiveness of the programs annually for the DG.

Literacy Committee

This committee takes action to ensure that Rotarians understand that illiteracy is not just a third-world phenomenon. They encourage and assist clubs in addressing the literacy challenge in their own communities.

Rotary Fellowships Coordinator

This committee promotes awareness of and involvement in the Rotary Fellowships Program in District 6860. Rotary Fellowships are autonomous, international groups of Rotarians, Rotarian spouses, and Rotaractors who join together to:

- Share a common interest in worthwhile recreational activities (sports, hobbies, etc.)*
- Further their vocational development through acquaintance with others of the same profession.*
- Make new friends around the world.*
- Explore new opportunities for service.*
- Have fun and enhance their Rotary experience.*

Water Projects Committee

The purpose of this committee is to increase awareness of conservation and development of potable water resources in all parts of the world.

Disaster Relief Committee

This committee keeps the DG informed as to disaster relief opportunities and ways individual clubs can become involved in monetary and manpower contributions to aid disaster victims. Publishes a District Disaster Relief Plan.

Rotary International Convention Promotion

The DGE chairs this committee and provides information and promotional activities to encourage and stimulate participation in the next Rotary International Convention. This program provides Rotarians the opportunity to experience Rotary at an entirely new level.

District Event at the Rotary International Convention

Rotary District 6860 is a part of Zones 30 / 31. Districts of these Zones celebrate a Heart of America Event held at each Rotary International Convention.

10. DISTRICT ADMINISTRATIVE COORDINATOR

The DG appointed District Administrative Coordinator, assists the DG with identification and training of the committee chairs and committees. The coordinator provides guidance and direction to the committees, as needed, and evaluates the effectiveness of the programs annually for the DG.

District Communications Officer

This committee provides the district and clubs with a uniform and efficient method of maintaining membership and calendar of event information. District 6860 uses the District and Club Database-(DaCdb) program and established communication tools that support everyone throughout our district. The DCO provides training for the district leadership and Clubs on the District and Club Database Program (DaCdb).

District Communications Team

This team will improve communication so that more effective methods between the district and clubs are developed and implemented. They develop the District Communications Plan and will also encourage clubs to gather news about the club and its projects and share the experiences in an effective manner throughout the district and community. Emphasis will be placed on the use of internal and external communication to ensure a broad use and variety of communication methods.

District Conference Committee

The purpose of the 2-3 day annual district conference is to further the Object of Rotary through fellowship, inspirational addresses, and the discussion of matters related to the affairs of the clubs, the district and Rotary International. The committee will establish a conference program in accordance with the guidance and requirements of Rotary International as provided in the District Conference Manual, the Manual of Procedure and other RI governing documents. The speakers encourage club presidents and District Rotarians to inspire greater involvement in service, to share a vision of Rotary beyond the club level, provide opportunities to interact with Rotary leaders, and enjoy a memorable fellowship experience. The district conference committee shall plan and promote the district conference and carry out the necessary arrangements to ensure maximum attendance.

Who Should Attend the District Conference?

All Rotarians are strongly urged to attend the district conference. All clubs will strongly support and publicize the effort and make registration and program information available to club members (DaCdb). The club presidents are expected to attend the district conference. When a club president has an unexpected conflict with this expectation, the club president must communicate with the DG and then insure a duly appointed representative attends. New Rotarians are particularly encouraged to attend the district conference to increase their knowledge of Rotary programs beyond club level.

District Trip to Evanston, IL

This committee plans and organizes an annual visit to Rotary International Headquarters in Evanston, IL. The purpose is for District and Club Leaders to meet officials, develop relationships, and develop a deeper understanding of Rotary and The Rotary Foundation.

District Historian

History is important to every organization and this committee gathers and maintains archival records of District 6860 and its previous district identifications, and makes the historical records available to Rotarians both inside and outside the district.

11. DISTRICT YOUTH SERVICES PROGRAMS

The District Youth Services Program Chair, appointed by the DG, directs and oversees the planning, execution, and evaluation of Youth Services activities within the District. The Chair person works in partnership with the DG to select a Youth Protection Officer and train sub-committees for each of the district youth programs. These programs are designed to attract youth to the programs which stress Rotary Values, including the Four-Way test and the Rotary Moto, "Service Above Self". Strong youth programs insure the vitality of Rotary in the future. Details of each Youth Program are found in the Section 13, "Avenues of Service Committees" under the, "Youth Services Committee".

12. DISTRICT TRAINING COORDINATOR

The DG, based on the recommendation of the DGE, appoints a district trainer to chair the district's training committee. As chair of the training committee, the district trainer assigns responsibility for training meetings and functions as necessary. The committee is responsible for supporting the DG and DGE in training club and district leaders.

Qualifications

Skilled, knowledgeable Rotarian, with excellent facilitation and teaching skills.

Responsibilities

- 1. Works with the DG on training needs in the district for the current Rotary year*
- 2. Ensures that the DGE's training needs for the upcoming Rotary year are met*
- 3. Consults with Chairs of other committees that also have training responsibilities.*
- 4. Ensures that there is a coherent and sequential training syllabus for all the leadership positions in the district*
- 5. Ensures that AGs are trained to carry out their responsibilities*
- 6. Plans program content and schedules for Pre-PETS and assembles and distributes materials*
- 7. Ensures that district materials are consistent and complementary with the materials the presidents receive at MS - PETS.*
- 8. Ensures that the material covered at District Training Assembly is consistent, complete, and congruent with the overall training plan*
- 9. Develops, maintains and delivers training to participants in the District's Rotary Leadership Institute.*
- 10. Develops, maintains and delivers other training that may be needed to support the DG's goals.*

Mid-South PETS (Presidents-Elect Training Seminar) and Pre-PETS

The DGE leads the District's participation in Mid-South PETS. This six-district two and a half day training seminar for Presidents-Elect prepares them for an effective and successful year as Club President. Their participation in this program is required by the DGE and the Assistant Governors. MID-South PETS participants include the DGE, the district trainer, and all incoming club presidents in the district. Pre-PETS is an event designed to help President-Elects prepare for their MS-PETS training experience. PETS Facilitators are trained and selected by the Mid-South PETS Committee to serve at the event. Approximately 10 facilitators are

required from District 6860 annually. The District Trainer will coordinate with the DGE and prepare for and conduct the District 6860 only sessions.

Assistant Governor Institute (AGI)

This day long leadership training seminar is conducted by the Mid-South PETS Executive Committee (PETS EXCOM). One of the EXCOM members is responsible for conducting the AGI along with the six DGE's. Attendees include all the Assistant Governors that will serve during the DGE's year. AGI is held the day prior to Mid-South PETS Training in Nashville, TN.

District Training Assembly

A District Training Assembly shall be held annually, preferably in April or May, to develop Rotary club leaders who have the necessary skills, knowledge, and motivation to: sustain and/or grow their membership base; implement successful projects that address the needs of their communities and in other countries, and support The Rotary Foundation through both program participation and financial contributions. The district training assembly shall be planned and conducted under the direction and supervision of the governor-elect. Those specifically invited shall include the incoming presidents and the members of their clubs who will serve in key club leadership roles in the upcoming year. Clubs often invite other members to participate. Clubs that have Executive Secretaries should consider inviting them to participate. The club president-elect shall attend the District Training Assembly unless excused by the DGE. Each district officer, director and committee chair for the next Rotary Year will attend the District Training Assembly.

Rotary Leadership Institute (RLI)

RLI is a comprehensive study of Rotary comprised of 3 parts offered annually. Part 1 - The Rotarian; Part 2 – The Club; Part 3 – My Rotary Journey. It is a program of Rotary information, designed to develop those who wish to better serve as leaders and service providers within the district and local club. Courses are offered throughout each Rotary year. The Rotary Clubs identify those Rotarians who have the potential for future club and district leadership roles.

District Leadership Meetings

Two planning meetings are held each year – one in the fall and one in the winter for the District leadership team. The fall meeting seeks to fine-tune action plans, as necessary, while the winter meeting is a progress check on the current year's work and prepares for the transition to the next Rotary year.

13. AVENUES OF SERVICE COMMITTEES

Rotary's Avenues of Service guide the work of every Rotary club. The programs and projects should support one or more of the following Rotary International Focus Area:

- *Peace and conflict prevention/resolution*
- *Disease prevention and treatment*
- *Water and sanitation*
- *Maternal and child health*
- *Basic education and literacy*
- *Economic and community development*

Club Service Committee

The first Avenue of Service, helps clubs function successfully. The actions members take within the club to help it include the following:

1. *Actively promote strategic visioning workshops that are the first step in helping clubs develop a Club Leadership Plan and a Strategic Plan*
2. *Maintain a list of recommended speakers in a "Speakers Bureau" that clubs can use for their weekly programs*
3. *Provide sergeants-at-arms for all district events*
4. *Share information about fellow Rotarians through the Family of Rotary*
5. *Provide opportunities for fellowship and positive public relations at appropriate venues*
6. *Recognize outstanding achievements by clubs and Rotarians through annual awards*

The following sub-committees shall be established under the Club Service Chair:

- *Strategic Visioning*
- *Sergeant at Arms*
- *Family of Rotary*
- *Speakers Bureau*
- *Emergency Communication (The Emergency Communication Plan is contained in Appendix A.)*

Vocational Service Committee

The second Avenue of Service, promotes high ethical standards in businesses and professions, recognizes the worthiness of all dignified occupations, and fosters the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles. Inherent in the Vocational Service ideal are:

1. *Adherence to and promotion of the highest ethical standards in all occupations, including faithfulness and fidelity to employers, employees, and associates, and fair treatment of them and of competitors, the public, and all those with whom one has any business or professional relationships.*
2. *The recognition of the worthiness to society of all useful occupations, not just one's own or those pursued by Rotarians.*

3. *The contribution of one's vocational talents to the problems and needs of society. Vocational Service is the responsibility of both a Rotary club and its members. The role of the club is to implement and encourage the objective by example and by development of projects that help members contribute their vocational talents. The role of members is to conduct themselves, their businesses, and their professions in accordance with Rotary principles and to respond to club projects.*
4. *The Vocational Service Committee will assist clubs in the development of vocational and ethical programs and projects. Programs shall be established under the Vocational Service chair to assist clubs in each specific area of service.*

Community Service Committee

The third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within the club's locality or municipality. Community Service is an opportunity for every Rotarian to exemplify, "Service Above Self." In this spirit, clubs are encouraged to:

1. *Review regularly service opportunities within their communities and involve each club member in an assessment of community needs;*
2. *Capitalize on the unique vocational and avocational talents of members in implementing their community service projects.*
3. *Initiate projects in accordance with the needs of the community and commensurate with the club's standing and potential in the community, recognizing that every community service activity, however small, is important.*
4. *Work closely with the Interact clubs, Rotaract clubs, and other groups which they sponsor, in order to coordinate community service efforts.*
5. *Identify opportunities to enhance community service projects through Rotary programs and activities at the international level.*
6. *Involve the community, when desirable and feasible, in implementing community service projects, including the provision of required resources;*
7. *Cooperate with other organizations in accordance with RI policy to achieve community service objectives;*
8. *Achieve proper public recognition for their community service projects;*
9. *Act as catalysts to encourage other organizations to work together in community service efforts;*
10. *Transfer responsibility for continuing projects, when appropriate, to community, service, or other organizations, so that the Rotary club can become involved in new projects.*

The Community Service Committee assists clubs in developing community service programs and projects and in sharing best practices among clubs via forums and their web-site. Sub-committees shall be established under the Community Service chair, as needed.

International Service Committee

The fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of

other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands. Their work advances international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service. Freedom, justice, truth, sanctity of the pledged word, and respect for human rights are inherent in Rotary principles and are also vital to the maintenance of international peace and order and to human progress. In concept, International Service can be broken down into these four general areas:

- 1) International educational and cultural exchange activities
- 2) International Service Projects planned and conducted with International Partner Rotary Clubs
- 3) Special international observances and events
- 4) International meetings

Responsibility of the Individual Rotarian

Each Rotarian should make an individual contribution to the achievement of the ideal inherent in the fourth Avenue of Service. Each Rotarian should help to create a better-informed public opinion.

Rotarians should:

1. Look beyond national patriotism and share responsibility for the advancement of international understanding, goodwill, and peace
2. Resist any tendency to act in terms of national or racial superiority
3. Seek and develop common grounds for agreement with peoples of other lands
4. Defend the rule of law and order to preserve liberty of the individual so that all may enjoy freedom of thought, speech, and assembly; freedom from persecution and aggression; and freedom from want and fear
5. Support action directed toward improving standards of living for all peoples, realizing that poverty anywhere endangers prosperity elsewhere
6. Uphold the principles of justice for humankind, realizing that these are fundamental and must be worldwide
7. Strive always to promote peace between nations and be prepared to make personal sacrifices for that ideal
8. Urge and practice a spirit of understanding of every person's beliefs as a step toward international goodwill, recognizing that there are certain basic moral and spiritual standards that, if practiced, will ensure a richer, fuller life
9. Exercise appropriate caution in conducting activities and programs where international tensions exist between countries

The International Service Committee will assist clubs in the development of international service programs and projects. They will also work with other members of the district to define new processes for international projects and grants. The following committees may be established under the International Service chair to assist clubs in each specific area of service:

- **Rotary Friendship Exchange** is an RI Structured Program in which Rotarians and their families carry out reciprocal visits and homestays in other countries to advance

international understanding, goodwill, and peace through people-to-people contacts across national boundaries.

- **World Understanding Month.** *The anniversary of the first Rotary club meeting, 23 February, is observed as World Understanding and Peace Day. On that day, each club should give special recognition and emphasis to Rotary's commitment to international understanding,*
- **Inter-country Committees.** *An inter-country committee (ICC) promotes contact between districts and clubs in two or more countries and increases fellowship and intercultural understanding among the people of various nations. Rotarians are encouraged to create new inter-country committees to foster stronger ties between Rotarians, clubs, and districts from different countries and establish international networks.*
 - **Recommended ICC activities include:**
 - *Assisting in the development of new Rotary clubs*
 - *Developing a sister- or twin-club network between participating countries*
 - *Conducting Rotary Friendship Exchanges between participating countries*
 - *Initiating or carrying out vocational service projects*
- **Rotary Foundation Alumni Association.** *This includes Ambassadorial Scholars, Group Study Exchange team members and leaders, Rotary Volunteers, University teachers, etc. All of these groups benefitted from the Rotary Foundation and had significant international experience*
 - *Other potential International Programs of Rotary District 6860*
 - *Friendship Exchange*
 - *Pathways to Peace*
 - *Gift of Life*
 - *HIV/AIDS Orphan Relief Committee*
 - *Microcredit*
 - *Shelter Box*
 - *Thousand Smiles*

Youth Service Committee

The fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding. It is the responsibility of each Rotarian to support the Youth Service — all young people up to the age of 30 — by improving their life skills to ensure a better future, while recognizing the diversity of their needs. All clubs and districts are encouraged to undertake projects that support the fundamental needs of the Youth Service: health, human values, education, and self-development.

*All Rotarians, clubs, and districts should follow **the District 6860 Youth Protection Policy**. The Youth Service committee shall work with the District Youth Protection Officer to ensure that the District 6860 Youth Protection Policy is strictly enforced (See Appendix D). **Rotary 6860 has zero tolerance for abuse and harassment.***

The following committees, each with their own chair, shall be established under the Youth Service Committee to assist clubs in each specific area of service:

Interact

This program promotes growth of Interact Clubs in District 6860. The broad goals are to support existing Interact Clubs and to start new Interact Clubs in towns and communities where there are none. The program provides participating Interactors and faculty advisors with valuable information that will enable them to build and maintain successful Interact clubs. It is organized around three primary components: Speakers, Workshops, and Fellowship. Keynote speakers from Rotary International and/or the participating Rotary districts will address the conference participants on topics of interest to high school students. The topics should reflect the international nature of the programs of Rotary. Interact clubs provide an opportunity for young people to work together in a world fellowship dedicated to service and international understanding. Young people ages 12-18 are eligible for Interact club membership. The RI Board encourages Rotary and Interact clubs to observe the week (Monday through Sunday) that includes 5 November as World Interact Week, to involve Rotary and Interact clubs around the world in a common activity of international scope and visibility.

Goals

- To recognize and develop constructive leadership and personal integrity*
- To encourage and practice thoughtfulness of and helpfulness to others*
- To create an awareness of the importance of home and family*
- To build respect for the rights of others, based on recognition of the worth of each individual*
- To emphasize acceptance of individual responsibility as the basis of personal success, community improvement, and group achievement*
- To develop life skills, including self-development, time management, and personal finances*
- To recognize the dignity and value of all useful occupations as opportunities to serve society*
- To provide opportunities for gaining increased knowledge and understanding of community, national, and world affairs*
- To open avenues of personal and group action leading to the advancement of international understanding and goodwill toward all peoples*

Rotaract

This program promotes growth of Rotaract Clubs in District 6860. The broad goals are to support existing Community and College based Rotaract Clubs and to start new Rotaract Clubs in towns and communities where there are none. Another goal is to reactivate Rotaract Clubs that have become inactive due to loss of sponsorship. The Rotaract program provides young adults an opportunity to enhance their knowledge and skills that will assist them in personal development, address the physical and social needs of their communities, and promote better relations between all people worldwide through a framework of friendship and service. Rotaract clubs are composed of young adults ages 18-30 who live, work, or

study within the vicinity of the sponsoring Rotary club.

Rotary's Goals for Rotaract

- *To develop professional and leadership skills*
 - *To emphasize respect for the rights of others, based on recognition of the worth of each individual, and to promote ethical standards and the dignity of all useful occupations*
 - *To provide opportunities for young people to address the needs and concerns of the community and our world*
 - *To provide opportunities for working in cooperation with sponsoring Rotary clubs*
 - *To motivate young people for eventual membership in Rotary*
1. *The district Rotaract committee should be composed of equal numbers of Rotarians and Rotaractors, with the district Rotaract committee chair (a Rotarian) and the district Rotaract representative (a Rotaractors) serving as co-chairs.*
 2. *District Rotaract chairs and representatives should help Rotaract clubs develop collaborative relationships with their sponsoring Rotary clubs and actively establish personal contacts with the members.*
 3. *Each Rotaract club should mention after its name "sponsored by the Rotary Club of (name)." Rotaract clubs are not considered part of or a legal affiliate of the sponsoring Rotary club or of RI. Rotaract club members, known as Rotaractors, are not to be called or considered "junior Rotarians," nor may they use or wear the Rotary emblem.*

Committee Responsibilities Leadership Training Meetings for Rotaract

1. *The district shall provide all incoming Rotaract club officers with leadership training.*
2. *The training should include a one- to two-day leadership training seminar— conducted by the district Rotaract committee and paid for by the sponsoring Rotary clubs — for all incoming Rotaract club officers.*

District 6860's Goals for Rotaract

1. Growth

- a. *Establish Rotaract Clubs on every college campus throughout District 6860 .*
- b. *Identify locations for community-based Rotaract Clubs and identify sponsoring Rotary clubs*
- c. *Identify locations for new charters based on meetings with College administrators and potential club sponsors*
- d. *Implement strategies to expand membership in existing Rotaract clubs*

2. Organization

- a. *Collaborate with Rotaract clubs to develop and adopt By-Laws for Rotaract Clubs and District 6860.*
- b. *Implement a support structure modeled on successful Rotaract Districts*
- c. *Create a Rotaract Web site with a "community calendar" so that all Rotaract Clubs and Rotary Clubs can share community service opportunities.*
- d. *Ensure that the 6860 District website and the new Rotaract Web site are linked.*
- e. *Investigate the potential for a districtwide organization training, Rotaract events, networking and best practices*

3. Training

- a. *Provide for Rotaract participation at District events such as District Training Assembly, Foundation Seminar, District Conference, etc.*
- b. *Provide opportunities for the Rotaract District Council and Rotaractors to meet and engage with Rotary District Leadership.*
- c. *Encourage Rotaractors to attend meetings at sponsoring Rotary clubs and network*

4. Finance

- a. *Work with sponsoring club to create a budget for Rotaract activities.*
- b. *Provide for Rotaract participation at District events such as District Training Assembly, Foundation Seminar, District Conference, etc.*
- c. *Provide opportunities for the Rotaract District Council and Rotaractors to meet and engage with Rotary District Leadership*

Rotary Youth Leadership Awards (RYLA)

This program, operated in partnership with the US Space and Rocket Center in Huntsville, AL, provides Leadership Training in a venue designed for youth. Noted speakers and Rotarians inspire the students to excel in their studies and their future. Inspirational Leadership Training is the hallmark of this program. A half-day Space Camp Adventure is also an integral component of the Thursday-Saturday program. District Clubs select and sponsor students from across the District who are between the ages of 16 and 20 years and are recommended by their school guidance counselor. Young people chosen for their leadership potential attend an all-expenses-paid camp to develop and enhance leadership skills through activities conducted in an atmosphere of trust and respect. The District RYLA Program is sponsored by the Rotary Clubs of Huntsville, Greater Huntsville, and Madison and the Rotaract Club of Huntsville.

International Youth Exchange

The Youth Exchange Program provides students from the District the opportunity to live and study overseas. In today's global economy, this program provides a hands-on experience in another country and language. Seeds are planted for a lifetime of International understanding. Youth, ages 15-19, are provide with an opportunity to visit or study in a country other than their own. The District supports the following youth exchange programs:

- *Long-term exchanges that allow the student to study in another country for an academic year.*
- *Short-term exchanges allow the student to visit another country for as little as a few weeks*

All Youth Exchange programs are to enhance risk management efforts to prevent and respond appropriately to any alleged instances of physical, sexual, and emotional abuse involving program participants. In addition, clubs and districts are strongly encouraged to consult legal counsel regarding liability issues before undertaking Youth Exchange activities, including advice on securing liability insurance.

14. FINANCE COMMITTEE

Composition and Responsibilities

The District Finance Committee is comprised of twelve members including the DGE and District Treasurer as ex-officio voting members of the committee. The DGN and District Secretary are ex-officio, non-voting members of the District Finance Committee. The eight remaining members of the District Finance Committee shall consist of:

- 1. the PDG Chair*
- 2. the DG*
- 3. the IPDG*
- 4. the District Treasurer and*
- 5. six at-large members serving staggered terms of three years each.*

The Past District Governor, two years removed, chairs the Finance Committee and will recommend to the DG replacements necessary to fill vacancies. No two members can be from the same club or club group. It is suggested, but not required that appointment preference be given to individuals with experience in accounting or law, or to Club Past-Presidents. The DG shall establish the responsibilities of the District Finance Committee with the objective of ensuring the overall financial health of the District. These responsibilities include:

- 1. Supervision of the District Fund.*
- 2. Reviewing the per capita levy and district administrative expenses.*
- 3. Review and preparation of the district budget.*
- 4. Maintaining records of income and expense for all district accounts.*
- 5. Preparation of financial reports to be presented at District functions.*
- 6. Ensuring that service clubs adhere to State and Federal filing requirements.*
- 7. Identification and management of financial risks to the District.*
- 8. Reviewing the District IRS Form 990 annually upon completion.*

Meetings

- 1. The Chairman presides over regular meetings of the committee.*
- 2. Meetings shall be scheduled by the Chairman at regular semi-annual intervals.*
- 3. The Chairman has responsibility for ensuring minutes are recorded at each meeting, and are disseminated to committee members prior to the next meeting.*
- 4. The Treasurer is responsible for the preparation of updated financial statements and budget status and to disseminate these statements to committee members prior to the next meeting.*
- 5. The status of district funds relative to the budget will be reviewed at each meeting of the finance committee. Any transactions exceeding \$10,000 are to be reviewed by the finance committee.*

Sources of Revenue

The primary sources of District revenue are:

1. **Dues (annual levy):** *Dues from Clubs in the District will be collected based on a per capita amount approved by the District Clubs in accordance with the Rotary International Bylaws 15.060.2.*
2. **Rotary International Allocations:** *Rotary International may provide funds for specific purposes.*
3. **Investments:** *The District may earn income from the investment of reserve funds.*
4. **Contributions:** *The District may receive contributions, donations, grants, or bequests from clubs or individuals for designated or general purposes. The DG may also contribute unspent funds from certain allowances provided by Rotary International.*
5. **PETS Assessment:** *Provides funds to cover travel and lodging costs for the PETS Planners and Facilitators.*

Types of Funds

The District shall maintain a separate record and accounting for each of the following categories of funds. The DG and the District Finance Committee have a responsibility to oversee all types of funds.

1. *District Fund*
2. *Separate Purpose Funds*
3. *Special Project Funds*

District Fund

The purpose of the District Fund is for the administration and development of Rotary. The District Fund will conform to requirements as forth in Rotary International Bylaws 15.060 and ensures that:

1. *per capita levy approval is sought at the District Training Assembly following presentation of a budget.*
2. *funds are not under the control of a single individual.*
3. *an annual statement of income and expenditure is presented to the District Conference as well as to the Clubs.*

Operation of the District Fund

The District Finance Committee shall review and study the necessary expenses of district administration. Cooperating with the DG, the committee shall prepare a budget.

The amount of any per capita levy on clubs for a district fund should be decided by the District Training Assembly or the district presidents-elect training seminar, after the approval of three-fourths of the incoming presidents present; or by the district conference by a majority of the electors present and voting. Where a president-elect is excused from attending the District Training Assembly or the district presidents-elect training seminar in accordance with article 10, section 5 of the Standard Rotary Club Constitution, the designated representative of the president-elect is entitled to vote in place of the president-elect. All clubs in the

district must pay the per capita levy. Once the RI Board receives certification from the DG that a club has failed to pay the levy for more than six months, it may suspend RI services to the club while the levy remains unpaid, provided that the district fund has been operated as herein provided. Any club that fails to pay its approved contributions to the district fund may have its membership in RI suspended or terminated by the RI Board.

The treasurer shall keep proper records of the fund's income and expenditures. The fund shall be held in a bank account in the name of the district and be supervised by the DG jointly with another member of the district finance committee, preferably the treasurer when available. The outgoing DG must supply an annual statement and report of the district finances to the Finance Committee for review at the Winter Leadership Meeting. An evaluation, by a qualified accountant, of district accounts will also be completed and reported to the Finance committee at the Winter Leadership Meeting. The DG's summary report of the year will be provided to each club in the district within 60 days of the Winter Leadership Meeting. This annual statement and report shall include, but not be limited to, the following details:

- 1. All sources of the district's funds (RI, The Rotary Foundation, district, and club)*
- 2. All funds received by or on behalf of the district from fundraising activities*
- 3. Grants received from The Rotary Foundation or Rotary Foundation funds designated by the district for use*
- 4. All financial transactions of district committees*
- 5. All financial transactions of the DG by or on behalf of the district*
- 6. All expenditures of the district's funds*
- 7. All funds received by the DG from RI*

The annual statement and report must be presented for discussion and adoption at the next district meeting to which all clubs are entitled to send a representative and for which 30 days notice has been given that the statement and report of district finances will be presented for discussion and adoption. If no such district meeting is held, the statement and report shall be presented for discussion and adoption at the next district conference.

Separate Purpose Funds

Separate purpose funds may be established upon approval of the DG. Separate purpose funds shall be used to further district purposes and are the property of the District. All separate purpose funds are reviewed and re-authorized annually by the DG. Where funds are raised for a specific purpose a budget of revenues and expenditure shall be prepared and submitted to the DG and the District Finance Committee for approval. A separate accounting within the district fund is required for such funds. Separate purpose funds will be shown as separate items in statements submitted at the District Training Assembly or District Conference. The chairman of each separate purpose committee is required to:

- 1. submit a budget of income and expense for the upcoming fiscal year to the District Office (for delivery to the DGE and District Finance Committee) by May 31st.*
- 2. submit reconciled monthly bank statements to the District Office within 20 days after the end of each month.*

3. *submit quarterly income statements and balance sheets to the District Office within 20 days after the end of each quarter.*
4. *submit year-end income statement with balance sheet within 31 days after the end of the fiscal year.*

Separate purpose funds currently authorized are:

1. *RYLA Fund*
2. *District Youth Exchange*

In addition to the foregoing, the District Youth Exchange Committee shall prepare and distribute a report to the DG, the District Finance Committee, and to all parents or guardians of outbound students, an itemized budget showing how funds paid to Youth Exchange are to be used. Copies of invoices should also be provided to the sending Rotary club.

Special Project Funds

A special project fund may be recommended, approved, modified or terminated at the discretion of the DG in consultation with the District Finance Committee. Clubs of the District will only be solicited for contributions to a special project fund with the specific approval of the DG. A separate accounting within the district fund is required for such funds. Special project funds will be shown as separate items in statements submitted at the District Training Assembly or District Conference.

Financial Compliance

The outgoing DG shall supply an annual income statement and year-end balance sheet that has been independently reviewed by either a qualified accountant or the District Audit Committee together with any reports issued by the District Finance Committee to each Club in the District following review at the Winter Leadership Meeting of the Finance Committee. The statement will be supplied no later than the District Conference.

The DG and Treasurer are responsible for accurate and timely filing of all State and Federal tax forms. Copies of all returns shall be retained by the District Office and provided to the DG and DGE.

Individual Rotary Clubs are responsible for determining which forms, taxes, licenses, etc. that each must file or obtain to be in compliance with local, State and Federal laws. The District Finance Committee shall relay information to Clubs from time to time as advisories are received from RI or from tax authorities.

1. *Clubs are responsible for reporting fundraising results to State and Federal authorities, as appropriate.*
2. *The District supports transparent financial practices among Rotary Clubs with clear oversight by Club Officers and Directors.*
3. *The District desires clear communication on financial matters among the DG, Clubs, and their respective financial contacts at Rotary International.*
4. *District Finance Committee members may work with Clubs and the District to further the understanding of financial reporting and stewardship of responsibilities. This*

includes knowledge of laws pertaining to tax codes, prohibition of certain activities, and third-party reviews or audits of financial records.

Budget Procedures

Cooperating with the District Finance Committee, the DGE shall prepare a budget of revenues and expenditures for the annual period from 1 July to 30 June. This budget shall be submitted to the Finance Committee at least four weeks before the Winter Leadership Meeting and approved at a meeting of the Finance Committee. The amount of any per capita levy on Clubs for a District Fund shall be approved in accordance with the RI Bylaws. The budget preparation will consider the following:

Purpose

Consideration in determining the budget shall be given to setting a proper and adequate amount for the mandatory district levy (per capita assessment). Clubs shall be fully informed as to how the funds are to be expended.

Committee Submission

The DGE will develop and publish district goals and objectives. Based on these goals, each committee chair will submit a recommended budget to the DGE for the activities of that committee.

Budget Preparation

With district officers, committee chairs, and finance committee input, the DGE will prepare a proposed budget.

Budget Approval

The recommended budget, including the annual levy (dues), will be presented and discussed at a meeting of the Finance Committee and approved for implementation. The budget will be voted on by the clubs in the district.

Receipt, Deposit, Expenditure

Receipt and Deposit

Funds received by the District shall be deposited in federally insured accounts at financial institutions in such a manner as to clearly indicate that the funds are the property of District 6860. Investment of surplus funds shall be restricted to insured deposits or obligations of the U.S. Treasury registered in the name of District 6860, to which access may be gained only by authorized signing officers.

Management and Expenditures

- 1. The policy determining acceptable expenditures of district funds shall be defined by a set of guidelines established by the finance committee.*
- 2. Check writing signatories will be the DG and another member of the finance committee, preferably the Treasurer.*

Insurance

General liability and directors & officers/employment practices liability insurance for Clubs and Districts in the United States and its territories and possessions is mandatory and provided through RI. Each Club is assessed an amount sufficient to fund the insurance overages and related administrative expenses. A brief description of the insurance coverage is included in the appendix.

Risk Management

- *It is a policy of Rotary District 6860 to implement a formal process of examination, assessment and management of risks associated with Rotary activities.*
- *It is the Policy of Rotary District 6860 to offer and strongly recommend the adoption by Rotary*
- *Clubs of a Risk Management assessment for Club Projects and Activities.*
- *The Finance Committee is responsible for ensuring that risks to the long term financial health of the District are identified and managed. Among the risks are: financial impairment, physical damage, personal injury, medical injury, reputational injury, etc.*
- *The Finance committee is to recommend to the DG the appointment of a District Risk Management Committee. This committee is charged with risk identification, management, transfer and mitigation of District Risks and the encouragement of parallel Club Risk Management committees.*
- *A reserve balance of at least one year's annual dues will be maintained to ensure that unexpected expenses are covered either for emergency situations or for the flexibility need to operate the district smoothly.*

See Appendix C for additional information on Risk Management

15. DISTRICT WIDE PROJECTS

Rotary Days

The Rotary Days concept is simple. All clubs are encouraged to host a fun, informal event in their community for the non-Rotary public and use it as an opportunity to introduce them to Rotary. Any club, large or small, can host a Rotary Day. Neighboring clubs can pool their resources and cohost the Rotary Day event. Rotary Days can take any form, as long as they are fun and appealing to the non-Rotary public. Hold an outdoor picnic or barbeque, host a sporting event or concert, or organize a family fun run. Align the event with a parade or festival; sponsor an event at a museum, art gallery, or cultural center. Secure an auditorium or arena and plan a ticketed reception or buffet dinner. Identify a hands-on project that all members can participate in to help their local community. Above all, make it fun!

Boiling and Bragging

The annual fundraiser is a District wide initiative, held in Birmingham, to raise funds for Children's of Alabama Critical Care Transport. Local celebrities serve as MC's and participate in fun events such as a corn hole tournament and football trivia. Prizes, hotdogs and hamburgers on the grill and a low country boil bring out the best in attendees! 10 tailgate teams had tents at the event this year including Alabama, Arkansas, Auburn, Georgia Tech, Mississippi State, Ole Miss, Southern Miss, Tennessee and UAB. All event proceeds go to Critical Care Transport unit of Children's Hospital.

Spain – Hickman – Estess Scholarships

The Spain-Hickman-Estess Scholarships are awarded annually to three deserving students, one each from the University of Alabama, University of Alabama at Birmingham, and Jacksonville State University. The scholarships are awarded in memory of the three distinguished Rotarians who have served as President of Rotary International. They are Frank Spain, Roy Hickman, and Glenn Estess, Sr. Specific criteria for award of the scholarships are set by the universities. The district budgets \$3,500 for each scholarship annually.

16. DISTRICT ELECTIONS

A fundamental principle of Rotary is that the best qualified candidate should be selected for service in elective offices. Therefore, election procedures in District 6860 will follow Article 13 of the RI Bylaws as described in this section. The Bylaws prohibit any effort by a candidate, a candidate's supporter, or any Rotarian to influence the selection process in a positive or negative manner, including but not limited to campaigning or canvassing. Rotarians must avoid any actions designed to gain visibility, publicize candidate names and achievement, or give anyone an unfair advantage over another.

District Nominating Committee

The Immediate PDG shall chair the nominating committee. The nominating committee shall be composed of at least two additional PDGs, and a representative from each of the District 6860 Assistant Governor Groups. No two members may be from the same AG Group. The current DG shall appoint the nominating committee. Members serve a one year rotating term.

The DG shall issue, or cause to be issued, in the name of the nominating committee, an announcement inviting any club to submit its suggested candidate for consideration. In order to receive such consideration, such suggestion must reach the nominating committee before a date to be determined and announced by the DG. Such announcement by the DG shall be made to the clubs in the district at least two months prior to the cut-off date and include the address to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted at a regular board meeting of the club naming the suggested candidate and properly certified by the club secretary.

The nominating committee will deliberate and select a nominee without others present during the voting. However, it is reasonable that District Leaders will discuss with other Rotarians the strengths and weaknesses of candidates without the appearance of campaigning or choosing a "favorite son or daughter".

Selection of District Governor

- 1. The nominating committee for DG shall seek out and propose the best available candidate for DGN. This committee must select the nominee for DG not more than 36 months, but no less than 24 months, prior to taking office.*
- 2. The nominee selection shall be in accord with the current RI MOP and the RI bylaws.*
- 3. In making a selection, the nominating committee for DG shall not be limited in its selection to those names received from the clubs in the district but shall nominate the best qualified Rotarian available to perform the functions of the office of DG.*
- 4. Upon making its selection, the nominating committee shall promptly notify the DG of the name and club of the candidate selected. The DG shall then publish to the clubs of the district the name and club of that nominee.*
- 5. 72 hours after the adjournment of the nominating committee the DG will send an email to each club President and Secretary announcing the name of the DGN-Designate and the name of his/her Rotary club.*
- 6. Clubs have 14 days to file properly adopted resolutions proposing a challenging candidate. (Special rules apply to clubs that have been in existence less than 1 year)*

7. *The DG will notify all clubs within seven days (if a valid challenging nomination has been received).
The notification will include the name and qualifications of each candidate and the names of the challenging and concurring clubs.*

Selection of District Representative and Alternate to Council on Legislation

1. *The nominating process for district representative to the Rotary International Council on Legislation is constituted in accordance with the current Rotary International Manual of Procedure.*
2. *In the Rotary year two years before each Council, the clubs in each district select a Rotarian to represent them at the Council. This representative, who is selected at the district conference, is a voting member of the Council. An alternate is also chosen, at that time, to serve in case the representative cannot attend. The representative and alternate representative of the clubs shall have served as District Governor.*
3. *The District Executive Director leads this process.*

Selection of Nominating Committee Member for Zone Director

1. *Every four years it is the responsibility of the Rotarians in our district to select a member to the nominating committee for RI Director from Zone 30. The qualifications and procedures are as follows.*
2. *The member and the alternate must be a PDG who is a member of a club in the zone and shall have attended at least two Rotary institutes and one convention in the past three years prior to serving on the committee. No Rotarian who has served twice as a member of such committee shall be eligible for service again (see RI bylaws section 12.020.2.)*
3. *Any club may nominate a qualified member where such member has indicated a willingness and ability to serve. Such potential member must be able to attend a nominating committee meeting. The club shall certify such nomination in writing and certify the years the candidate attended institutes/conventions. Such certification must include the signatures of the club president and secretary. Such nomination shall be forwarded to the DG for presentation to the electors at the district conference.*
4. *The candidate receiving the majority of the votes cast shall be the member of the nominating committee. The candidate receiving the second highest number of votes shall be declared the alternate, and shall serve only in the event the member is unable to serve.*
5. *No member, alternate member, or candidate for membership on a nominating committee, whether elected or not, nor any candidate who is elected and subsequently resigns from such committee, nor any spouse, child, or parent of any such person, shall be eligible to be nominated for the respective office in the year in which the committee serves.*
6. *The District Executive Director leads this process.*

Selection of the Vice District Governor

1. *The Nominating Committee shall annually select one of the five most recent Past District Governors to serve as Vice District Governor for the District.*
2. *The elected Vice District Governor must be prepared, at the request of the Council of Governors, to replace the governor in the event the governor becomes temporarily or permanently disabled.*

17. DISTRICT POLICIES

Background

District 6860 has made a series of decisions over time. Some have been published and subsequently amended; others continue, embedded in tradition and precedent. This DLP includes all known District 6860 policies as specific content or Appendices to this document. As future policies are developed they will be included in the DLP and published on the district website.

Amendments to the District Leadership Plan

Proposed amendment to the DLP may be submitted in writing by any club to the District Secretary for review, coordination, and possible inclusion in the next revision of the DLP. The DLP and subsequent revision will be approved by a delegate vote at the annual District Conference. The COG will provide comments and possible endorsement of the changes prior to approval by the District Conference Delegates.

Conflict of Interest

Whenever a member of the district leadership, including the DG has a financial or personal interest in any matter coming before any district committee, the chair of that committee shall ensure that:

- 1. The interest of the individual is fully disclosed to all members of the committee.*
- 2. No interested committee members may vote or lobby on this matter when such matter is voted upon.*
- 3. Any transaction in which a committee member has a financial or personal interest shall be duly approved by the members of the committee not so interested or connected as being in the best interests of the organization.*
- 4. Payments to the interested committee members shall be reasonable and shall not exceed fair market value.*
- 5. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.*

18. DISTRICT RECORDS AND PROPERTY

DG Records:

The DG shall turn over any requested club records over to the DGE immediately following the end of the DG's term. The District Administrator shall be the archivist of the district official records.

Committee Records

Individual committees may maintain the district records with the permission of the DG. When the chair of a committee maintaining their own records changes, all records and district property will be passed to the successor and a report will be made to the district administrator that this transfer has been completed.

District Property

The district Executive Director shall be responsible to maintain an inventory of all district equipment including, but not limited to, fax machines, computer software and office equipment.

19. CLUB LEADERSHIP PLAN

A required component of the DLP is a defined plan for assisting clubs in the implementation of a corresponding club leadership plan (CLP) and Strategic Plan. The district CLP/Strategic Plan implementation plan is:

- 1. Assist clubs develop a strategic vision by conducting individual club workshops. This is the first step in implementing the Club Leadership Plan and Strategic Plan*
- 2. Follow-up with those clubs that have developed this vision to determine if they need assistance in implementing CLP and Strategic Plan*
- 3. Promote CLP and Strategic Planning at district training sessions such as Pre-Pets, PETS, District Training Assembly, etc.*
- 4. Require AGs to discuss CLP and Strategic Planning with club presidents during regularly scheduled visits.*

To implement the Club Leadership Plan in their own club, current, incoming, and past club leaders should

- o Develop a long-range plan that addresses the elements of an effective club*
- o Set annual goals using the Rotary Club Central program in harmony with a club's
 - long-range plan and Strategic Plan**
- o Conduct club assemblies that involve members in the planning process and keep them informed of the activities of Rotary*
- o Ensure clear communication between the club president, board, committee chairs, club members, DG, AGs, and district committees*
- o Provide for continuity in leadership, including the concept of succession planning to ensure development of future leaders*
- o Amend bylaws to reflect the club committee structure and roles and responsibilities of club leaders*
- o Provide opportunities to increase fellowship among members of the club*
- o Ensure that every member is active in a club project or function*
- o Develop and implement a comprehensive training plan that ensures:*
 - 1. Club Committee Chairs and Club leaders attend District Training Assembly before serving as chair*
 - 2. Orientation is consistently and regularly provided for new members.*
 - 3. Ongoing educational opportunities are available for current members.*
 - 4. A leadership skills development program is available for all members.*

Club leaders should implement a Club Leadership Plan and Strategic Plan. The club should review its plans annually (MOP 2010 pg 5).

20. APPENDICES

- A. *Emergency Communication Plan***
- B. *Risk Management***
- C. *District Fees and Payment Policy***
- D. *Youth Protection Policy***

Appendix A – Emergency Communication Plan

The DG announces implementation of the Emergency Communication Plan to the District Executive, Vice-District Governor, Assistant Governor Coordinator, Family of Rotary chair and AGs via email or other means including, landline telephone, cell phone, or courier. The Assistant Governor Coordinator calls each AG as a backup plan in case email is not working.

Assistant Governors contact club presidents via phone call and email within 24 hours. If it is too early to gather sufficient information, they make contact again within 48 hours.

The Assistant Governors then compile the information and call the DG with information about affected clubs. The AGs also send an email to the DG, copying the District Executive, the Assistant Governor Coordinator, and the Family of Rotary chair.

The District Executive will provide the District Governor with any supplementary information that they receive during the event. He may also provide public service radio announcement focused on Rotary District support operations including times and places to report.

The DG calls affected club presidents and also contacts the RI zone director to inform them of the situation.

The DG issues a memo to the district within 48 hours of implementation. The purpose of this memo is to make people aware that work is being done. It may include an official position on how assistance can be provided to those in need (if that is known at this early stage).

The Assistant Governor Coordinator compiles a complete list of affected clubs and members, if appropriate. This information is then shared with the DG, Vice-District Governor, District Executive, and the Family of Rotary chair.

The Assistant Governors visit their affected clubs as soon after the event as possible. The DG will try to visit as many affected clubs as possible.

The DG issues a summary newsletter to the district at the conclusion of the event. This action will close out the Emergency Communication Plan.

Appendix B – Risk Management

Since Rotary's inception Rotarians have been involved in thousands of successful projects with minimal negative results or negative feedback. We are involved in activities worldwide with very positive results for the community, Rotary and Rotarians. However, we are living in a world that perceives the need for more accountability. Thus, there is a need for audit trails of the decision making processes, particularly where there are risks, real or perceived.

District Committees and Rotary clubs with a risk management strategy can better manage their projects and activities. They can be more comfortable that they have done their best to avoid, mitigate and/or manage risks and know that there is an audit trail proving this. Members can be organizers and participants in projects and activities knowing that the likelihood of being involved in claims of any nature is minimal.

- *Rotary is committed to providing a safe and secure club environment that enhances the achievement of The Object of Rotary.*
- *Risk management is the process of analyzing the organization's exposure to risk or loss and taking steps to minimize those potential (or real) losses to levels acceptable to the organization.*

Policy for District 6860 Committees

1. *It is a policy of Rotary District 6860 to implement a formal process of examination, assessment and management of risks associated with Rotary activities.*
2. *It is the Policy of Rotary District 6860 to offer and strongly recommend the adoption by Rotary Clubs of this Risk Management Procedure for Club Projects and Activities.*

Policy Objectives

- *To minimize the exposure of any person to personal and financial losses as a result of being involved in Rotary Activities.*
- *To provide Rotary Members with an appropriate Risk management tool.*
- *To protect and enhance the good name of Rotary throughout the community.*
- *To ensure that Rotary Activities comply with the legal obligations imposed on such organizations by Government regulations.*
- *To ensure that Rotary Activities comply with the Objects Policies and Procedures of Rotary International.*

There are three drivers for risk management:

1. *Reputation - all projects taken on by Rotary must enhance and continue Rotary's good name and high standing in the community.*
2. *Cost - unless risks are mitigated (and demonstrably so), the cost of liability insurance premiums will continue to rise which will result in increased costs to members. In the extreme, suitable insurance may not be available at all.*
3. *Compliance with Health, Hygiene and Safety regulations at Local, State and Federal Government levels.*

Risk management demonstrates to the community that Rotary is a professional organization that values the safety and security of all involved in a project. Risk management

demonstrates to insurers and others that Rotary is conscious of the need to manage its affairs in a responsible manner with the ultimate aim of being a responsible and desirable client. Risk management demonstrates to government that Rotary is a reliable and responsible organization when seeking permits.

1. Risk Identification: What can go wrong?

- List each part of the project.
- Don't assume anything.
- Don't omit any potential risk

2. Risk Assessment:

- How likely is it? Would it be serious?
- Likelihood? Low, medium, high.
- Seriousness? Nil, slight harm, death.

The combination of these, leads to your plan

3. Develop the Plan:

- What should be done about the risks?
- Training, barriers, signs, covers etc.
- Give it to an expert to look after, perhaps.

If necessary, leave it out altogether!

4. Implement the Plan:

- Manage the risks
- Disseminate the plan.
- Order the gear, assign roles etc.
- Train volunteers as required in plan.

5. Monitoring:

- Check to ensure the plan is carried out
- Check to see all staff are in attendance.
- Check to see all measures are in place.
- Review the plan after the event, for future refinement and/or improvement.

A Risk Management Form is included in this section.

This form is a tool, allowing the Club or Committee to identify, assess and address risks associated with each project undertaken. Review comments should be included on the form after the project is completed so as to inform organizers of a similar project in the future.

Risk Management Officer

Clubs and Committees should assign the task of risk management to a particular person or to a small committee. As the task is to be carried out for each project, it is advisable to have a trained person or committee carry out this function because a trained person can often provide a new insight into project planning.

- Accident/Incident Reports

Details of accidents/incidents that have occurred at Rotary events should be recorded in writing and/or photography. Layman's language may be used (technical terms not required) including details of any witnesses and their contacts. Witness written statements should be attached. Record any use of medical staff, ambulance or hospitalization. Finally, detail any reports made to/or requested by outside authorities.

- *Record Keeping*

Risk Management documents prepared by Rotary Clubs and District Committees must be filed and stored securely after use. RM documents for District Committees are to be made available for perusal by the DG (or delegate) or the District Insurance Officer at any time.

- *Insurance*

Please check with the District 6860 office for any questions. In general terms, Rotary activities include activities such as meal meetings, BBQs, international and community projects and fund raising.

A description of the General Liability Insurance Program, including Directors and Officers, is available at this link: <https://www.rotary.org/myrotary/en/us-rotary-club-and-district-liability-insurance-program>

Classification of Risks

There are a number of “risks” associated with Rotary’s activities some of which are:

- *The risk that Rotary might injure someone, damage property or incur a liability through actual or perceived negligence (lack of due care) on the part of a Rotary Club, Rotary District or Rotary organization or its members. Some but not all of this risk may be covered by the District Insurance Policy.*
- *The risk that a particular project does not achieve its desired goal-or worse, that money is actually lost on the venture - sometimes called business or opportunity risk.*
- *The risk of personal injury or sickness for one or more of its members or associates whilst in Rotary service locally or elsewhere.*
- *The risk of damage to Rotary’s reputation and loss of goodwill from the public at large.*

“Risk” can be best managed by the proper use of a formal risk management procedure.

Acceptable Risk

The level of acceptable risk will vary from activity to activity and from person to person. In general however Rotary and Rotary members should not accept any risk that is greater than that acceptable to that individual in normal life.

If you have any doubts, go with caution and seek the advice of others.

Clubs will set minimum criteria for their activities based on their assessments of the risks. For some Club level activities, Districts may recommend certain levels of risk acceptance, but final decisions are made at Club Board level.

Responsibility for Managing Risk

The responsibility for managing risk ultimately rests with the chief executive of the organization. In Rotary District 6860 that responsibility can lie in two areas. For District Activities it is the DG. For Club Activities it is the Club President. The club President should seek assistance from their Legal Advisor. **The District does not have responsibility for Club-Level Risk Management. The District strongly recommends that the Club's Risk Manager be a Board position and that this responsibility be assumed by the President-Elect.**

Where more than one club is involved one president must take overall responsibility. At Club level the President may delegate risk management responsibilities to any member within the Club; however there is an expectation that a board member will be appointed to fulfill this role each year.

EXAMPLES

- **Example of a District Risk:**

- Risk Identification : District Conference could lose money
- Management: Who is authorized to commit and spend District funds? What are the limits of the authorization? For what purposes? With whom do they have to clear expenditures?
- Transfer: Can some of the risk of loss be assumed by the service providers? Hotels, food suppliers?
- Mitigation: Appoint an event planning sub-committee staffed by people with expertise in arranging for and managing major events. Among the experiences and skills will be: event planning, contract review, etc. The event chairs and event committees will continue to do the detailed work of planning and producing specific events, but this sub- committee would serve as consultants.

- **Example of Club Risk:**

- Risk Identification: Club wishes to take Interact students to Mexico. What are all the potential risks?
- Who is responsible for physical injuries, kidnapping, etc? Bad behavior on the part of children or adults? Damage to Vehicles or property?
- Management: Who is in charge? Who have they discussed this with?
- Transfer: Can risk be transferred through insurance? Mexican vehicle insurance? School health care?
- Mitigation: Have the adults gone through youth training? Are parents going to accompanying the children?

RISK MANAGEMENT FORM

ROTARY CLUB _____

1. *Describe the activity / project being undertaken.*
2. *Detail the people participating in the activity/project (does it involve non Rotarians, members of the public or other organizations?).*
3. *Have you required the other organizations, group or persons taking part in the activity to provide their own Liability Insurance? (Other organizations or groups should have their own Liability Insurance. Non Rotarians should have their own coverage or at least be made aware that they are not covered under Rotary Coverage unless specifically noted) Please specify details*
4. *Have you been asked by any other organization or person to indemnify them as a third party under the Rotary Insurance for the activity? (If yes, refer to the District Office for advice before entering into any agreement.)*
5. *Describe the potential hazards (or dangers to the general public and persons working on project).*
6. *Have there been prior incidents / accidents on this type of project? If "YES" please provide information regarding when, how, and results.*
7. *What steps can be taken to:*
 - a. *remove or eliminate the hazard or danger;*
 - b. *isolate the source of the hazard or danger;*
 - c. *reduce the likelihood of it happening;*
 - d. *reduce the seriousness of the impact if it does happen.*

INSURANCE- RELATED QUESTIONS CAN BE ADDRESSED WITH THE DISTRICT OFFICE IN ORDER TO OBTAIN PRIOR AGREEMENT FROM THE INSURER.

DON'T ASSUME YOU ARE INSURED. OBTAIN CONFIRMATION IN ADVANCE!!!

Appendix C – District Fees and Payment Policy

District Program Fees and Specific Program Costs

Current District Dues (Approved in 2010) payable to the District Treasurer upon receipt of invoice in July each year

Mid-South Presidents-Elect Training Seminar (MS-PETS) fees Are payable to the District Treasurer upon receipt of invoice January each year

Rotary Youth Leadership Awards (RYLA) Program

Rotary Leadership Institute (RLI)

INTERACT Conference

District Training Assembly

District Grant Training Seminar

District Sponsored Program

*Spain – Hickman –Estess Grant
South Central Rotary Youth Exchange Annual Dues
Peace Scholars*

District Sponsored Events

Annual Foundation Dinner

District Conference Registration

Club Sponsored Program

Rotaract Start-up

Interact Start-up

Club Pays

\$25.00 /active member as of June 30, previous Rotary Year

\$195.00 / Club President-elect whether they attend MS-PETS or not.

\$275.00/ per Club Sponsored participant

\$70.00/attendee

Registration Fee

Registration Fee

Registration Fee

District Pays

*3 awards at \$3,500 each
\$425
TBD*

Individual Pays

Dinner Fee

Registration, Housing, Meals, & Transportation

Club Pays

Full

Full

Statement of Conduct for Working with Youth

Rotary District 6860 strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses, and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse

Definitions

Staff - all officials and program volunteers that have any contact with youth or access to facilities

Youth - individuals 17 years of age or younger

Responsibilities

The District Governor is responsible for the supervision and control of all Youth Programs within the district. The District RYLA Coordinator, Youth Exchange Officer, and the Youth Service Chair are under the supervision of the District Governor. The appointed District Youth Protection Officer is under the supervision of the Youth Service Chair.

The Youth Service Chair will ensure parents receive regular written information about the programs content and schedules; feedback regarding their child's participation in program including behavior and general health; and an introduction to the program staff.

The Rotary District 6860 will promote positive values and youth protection strategies in its programs, facilities, with parents and in the community. The Rotary District 6860 Youth Protection Officer may offer educational information and resources for the community, parents and youth through workshops, programs, and the use of printed and/or audio-visual resources.

Sexual Abuse and Harassment Prevention Guidelines

All Rotarians and Clubs should follow the above statement of conduct for working with youth and the following Rotary International guidelines for abuse and harassment prevention established by the general secretary.

- 1. Rotary International has a zero-tolerance policy against abuse and harassment.*
- 2. All potential youth program staff must complete and sign a written application form that includes a release allowing the Rotary District 6860 to conduct a background information search, if necessary. The application will request basic information from the applicant and will inquire into previous experience with children, reference, and employment information.*

3. *A personal interview will be conducted with the applicant by Club President to discuss the position and the applicant's talents, qualifications and abilities. Multiple and/or group interviews may be conducted as appropriate.*
4. *All staff will receive an orientation that includes review and receipt of the Rotary District 6860 Code of Conduct, review of policies related to safety, transportation, prevention and reporting of child abuse and emergency procedures. Staff training and orientations will be updated and refreshed each year. Documentation of all training will be maintained in each individual's personnel file.*
5. *Supervision of youth, programs, facilities and staff will be designed to protect youth and staff at all times. (i.e.) A minimum of two staff should be assigned to each program and operating site.*
6. *Parents will be allowed to observe programs at any time, as appropriate.*
7. *An independent and thorough investigation must be made into any claims of sexual abuse or harassment.*
8. *Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.*
9. *Any allegation of abuse must be immediately reported to the Parents or legal guardians, the District Governor, the Youth Protection Officer, and the appropriate local authorities in accordance with RI's zero-tolerance policy.*
10. *A club must terminate the membership of any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment. (Upon obtaining information that a club has knowingly failed to terminate the membership of such a Rotarian, the RI Board will take steps to have the Rotarian's membership terminated, including action to terminate the club's charter for failure to comply).*
11. *If an investigation into a claim of sexual abuse or harassment 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 contact. If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. It can also benefit the adult in preventing additional accusations from other youth. A person who is accused but 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.*