

**DISTRICT 6860**  
**DISTRICT LEADERSHIP PLAN**  
**Version 5.0**  
**Approved January 28, 2023**



An Owners" Manual for District Leaders and Club Officers

**THIS EDITION OF THE 6860 DISTRICT**

**LEADERSHIP PLAN**

**IS DEDICATED TO THE MEMORY OF**

**PAST DISTRICT GOVERNOR**

**GARY ANDREW**



**A CONSUMATE PROFESSIONAL**

**We are building on his contributions to the DLP.**

**November 19, 1941-February 27, 2022**

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## Common Abbreviations

AG	Assistant Governor
AGI	Assistant Governor Institute
APF	Annual Programs Fund
CLP	Club Leadership Plan
COG	Council of Governors
COL	Council on Legislation
DACdb	District and Club Database
DCO	District Communications Officer
DDF	District Designated Funds
DG	Current serving District Governor
DGE	District Governor Elect
DGL	District Governor Line Committee
DGN	District Governor – Nominee
DGND	District Governor - Nominee Designate
DGSC	District Grants Subcommittee Chair
DLP	District Leadership Plan
DRFC	District Rotary Foundation Committee
DRFCC	District Rotary Foundation Committee Chair
EREY	Every Rotarian Every Year
GETS	Governor-Elect Training Seminar
GNATS	Governor-Nominee Training Seminar
GGSC	Global Grants Subcommittee Chair
IPDG	Immediate Past District Governor
MSPETS	Mid-South PETS
MOP	Manual of Procedure
MOU	Memorandum of Understanding
PDG	Any previous DG
PETS	President Elect Training Seminar
RCC	Rotary Code of Conduct
RCP	Rotary Code of Policies
RLI	Rotary Leadership Institute
RLI-HOA	Rotary Leadership International- Heart of America Division
RRFC	Regional Rotary Foundation Coordinator
RYLA	Rotary Youth Leadership Awards
RI	Rotary International

## Common Abbreviations continued

RY.....Rotary Year  
SHEM..... Spain – Hickman – Estess- Maloney  
TRF.....The Rotary Foundation  
VG ..... Vice Governor  
VTT .....Vocational Training Team  
Z30/31..... R.I. Zones 30 and 31

## Table of Contents

<b>1. INTRODUCTION .....</b>	<b>7</b>	<b>F. District Visioning Committee.....</b>	<b>23</b>
<b>A. District Vision .....</b>	<b>7</b>	<b>G. DLP Review Committ.....</b>	<b>23</b>
<b>B. District Mission .....</b>	<b>8</b>	<b>H. District Membership Committee.....</b>	<b>24</b>
<b>C. District Core Values.....</b>	<b>8</b>	<b>I. District New Club Develop. Comm.....</b>	<b>25</b>
<b>2. ORANIZATION.....</b>	<b>9</b>	<b>J. Public Image Committee .....</b>	<b>25</b>
<b>3. DISTRICT OFFICERS.....</b>	<b>10</b>	<b>K. District Rotaract Committee.....</b>	<b>25</b>
<b>A. District Governor.....</b>	<b>10</b>	<b>L. District Interact Committee.....</b>	<b>26</b>
<b>B. District Governor Elect.....</b>	<b>11</b>	<b>M. Rotary Youth Leadership Award.....</b>	<b>26</b>
<b>C. District Governor Nominee.....</b>	<b>12</b>	<b>N. District Youth Services Committee.....</b>	<b>26</b>
<b>D. District Governor Nominee Designate</b>	<b>12</b>	<b>6. DISTRICT ELECTIONS/SELECTIONS.....</b>	<b>28</b>
<b>E. District Governor Line .....</b>	<b>13</b>	<b>A. Elected officers/Rep of District.....</b>	<b>28</b>
<b>F. Vice Governor.....</b>	<b>13</b>	<b>B. Conduct of Elections.....</b>	<b>28</b>
<b>G. District Executive Director.....</b>	<b>14</b>	<b>C. Campaigning, canvassing,     electioneering.....</b>	<b>28</b>
<b>H. District Secretary.....</b>	<b>14</b>	<b>D. Nominating Committee option. ....</b>	<b>29</b>
<b>I. District Treasurer .....</b>	<b>15</b>	<b>E. District Conference option. ....</b>	<b>31</b>
<b>J. Assistant Governor Coordinator.....</b>	<b>16</b>	<b>F. Club Ballot Option.....</b>	<b>32</b>
<b>K. Assistant Governors.....</b>	<b>16</b>	<b>G. Selection of District Governor. ....</b>	<b>34</b>
<b>L. District Parlaimentarian.....</b>	<b>17</b>	<b>H. Selection of Vice Governor.....</b>	<b>35</b>
<b>M. District Historian .....</b>	<b>18</b>	<b>I. Election of Representative and     Alternate Reresentative of COL .....</b>	<b>35</b>
<b>N. District Insurance Representative .....</b>	<b>18</b>	<b>J. Election of Member and Alternate     Member of the Nominating Committee     for Director of Rotary     International.....</b>	<b>35</b>
<b>4. DISTRICT COMMITTEE GUIDANCE.....</b>	<b>19</b>	<b>7. DISTRICT FOUNDATION COMMITTEE.....</b>	<b>36</b>
<b>A. Overview.....</b>	<b>19</b>	<b>A. District Rotary Founation Chair.....</b>	<b>36</b>
<b>B. Committee Appointments.....</b>	<b>19</b>	<b>B. District Rotary Foundation     Subcommittees.....</b>	<b>38</b>
<b>C. Committee Guidelines.....</b>	<b>19</b>	<b>8. ROTARY PROGRAMS.....</b>	<b>51</b>
<b>D. Training Requirements .....</b>	<b>20</b>	<b>A. Rotary Fellowships Committee .....</b>	<b>51</b>
<b>5. ADVISRY/SPEC PURPOSE COMMITTEES....</b>	<b>21</b>	<b>B. Family of Rotary Committee.....</b>	<b>51</b>
<b>A. Council of Governors.....</b>	<b>21</b>	<b>C. District Humanitarian     Advised Committee .....</b>	<b>51</b>
<b>B. Finance Committee.....</b>	<b>21</b>		
<b>C. Awards Committee.....</b>	<b>21</b>		
<b>D.. District Audit Committee .....</b>	<b>21</b>		
<b>E. District Stra Pln.&amp; Impl. Committee....</b>	<b>23</b>		

D. Spain, Hickman, Estess, Maloney Scholarship Committee.....	52	F. Financial Compliance.....	69
<b>9. COMMUNICATIONS.....</b>	<b>53</b>	G. Failure to Report on Finances.....	69
A. District Communications Team.....	53	H. Budget Procedures.....	70
B. District Communications Officer.....	53	I. Receipts, Deposits and Expenditure.....	71
C. District Newsletter.....	53	J. Insurance.....	71
D. Social Media.....	53	K. Risk Management.....	71
E. Webmaster.....	53	<b>13. DISTRICT WIDE MEETINGS and PROJECTS.....</b>	<b>72</b>
F. District Directory.....	54	<b>14. DISTRICT POLICIES.....</b>	<b>73</b>
<b>10. TRAINING.....</b>	<b>55</b>	A. Background.....	73
A. District Training Committee.....	55	B. Amendments to the District Leadership Plan.....	73
B. District Trainer.....	55	C. Conflict of Interest.....	73
C. Mid South PETS and Pre-PETS.....	56	<b>15. DISTRICT RECORDS and PROPERTY.....</b>	<b>75</b>
D. Assistant Governor Institute.....	56	A. District Governor Records.....	75
E. District Training Assembly.....	56	B. Committee Records.....	75
F. District Conference.....	56	C. District Property.....	75
G. District Trip to Evanston.....	57	<b>16. APPENDICES.....</b>	<b>76</b>
H. District Leadership Meeting.....	57	Appendix A – Emergency Communication Plan.....	77
I. Rotary Leadership Institute.....	57	Appendix B – Risk Management .....	78
<b>11. CLUB PURPOSE, ORGANIZATION, AND AVENUES OF SERVICE.....</b>	<b>60</b>	Appendix C – Rotary International and District Fees and Payment Policy .....	85
A. Purpose.....	60	Appendix D – Youth Protection Policy.....	87
B. Organization.....	60	<b>APPENDIX E – Global Grant Funding Chart for Rotary Foundation Grants .....</b>	<b>94</b>
<b>12. FINANCE COMMITTEE.....</b>	<b>64</b>	<b>APPENDIX F Organization Chart .....</b>	<b>108</b>
A. Composition and Responsibilities.....	64	Electronic Index Instructions.....	109
B. Meetings.....	65		
C. Sources of Revenue.....	65		
D. Types of Funds.....	65		
E. Club Arrears.....	67		

# 1. INTRODUCTION

Rotary District 6860 is a group of Rotary and Rotaract clubs organized by areas 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 and Rotaract Clubs advance the Object of Rotary and should not diminish services provided by Rotary Clubs and individual Rotarians at the local level.

All districts are required to develop and adopt a Leadership Plan in conformity with the Rotary Governing Documents.

The DLP has these required components:

- Common terminology for enhanced communications with the district such as assistant governor, district trainer, and district committees.
- Defined responsibilities and duties for all leadership roles including officers, committees, committee chairs, and committee members.
- District committees that ensure continuity of leadership within the district
- A clear statement of the duties and responsibilities of the DG that can and cannot be delegated.

District 6860 developed the District Leadership plan to:

- Provide a standard reference for the District organization and how it operates in support of District Rotary Clubs.
- Provide continuity of operations from year to year.
- Provide a standard reference for current and future District Leaders.
- Provide standard operating procedures for the District Governor and staff.
- Incorporate the District Leadership Plan and appropriate linkage to the District Action 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 between this document and the RI Governing Documents, The RI Governing Documents prevail.

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

## A. DISTRICT VISION

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

## **B. 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.

## **C. DISTRICT CORE VALUES**

The Core Values of Rotary International represent the guiding principles of the culture of District 6860. They guide our members' priorities and actions within the district. They are:

- **SERVICE**

We believe that our service activities and programs bring about greater world and community 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.

- **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 divisive differences and boundaries.

- **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.

- **INTEGRITY**

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

- **LEADERSHIP**

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 and implementing our core values.

See the complete Rotary International Action Plan at

<https://www.rotary.org/actionplan>



## **2. ORGANIZATION**

The organization for District 6860 is located in Appendix F. It is a flexible document with designated permanent positions, (Finance, Membership, Public Image, Rotary Foundation and Training) and with other variable positions which may be appointed. Each Governor has the authority and flexibility to appoint additional district committees when they serve a specific function as identified by the governor and the district leadership team.

### **3. DISTRICT OFFICERS**

#### **A. DISTRICT GOVERNOR**

The governor is the officer of RI in the district, functioning under the general control and supervision of the board. The governor shall inspire and motivate the clubs in the district. The governor shall ensure continuity within the district by working with past, current, and incoming district leaders. The qualifications, duties and responsibilities are shown below. See RI Bylaws section 16.030.

##### **Qualifications**

Unless excused by the R.I board, a governor, when taking office, must have attended the international assembly for its full duration, and been a Rotarian for at least seven years.

See R.I. Bylaws section 16.01

##### **Duties & Responsibilities**

The governor is the officer or RI in the district functioning under the general control and supervision of the board. The governor shall inspire and motivate the clubs in the district. The governor shall ensure continuity within the district by working with past, current, and incoming district leaders. The governor is responsible for:

- Organizing new clubs,
- strengthening existing clubs,
- promoting membership growth,
- working with district and club leaders to encourage participation in a district leadership plan as developed by the board; furthering the Object of Rotary by providing leadership and supervision of the clubs in the district,
- Supporting TRF,
- promoting cordial relations among the clubs and Rotaract clubs and between the clubs, Rotaract clubs, and RI,
- planning for the presiding at the district conference and assisting the governor-elect in planning and preparing the PETS and the district training assembly,
- conducting an official visit to each club, individually or in multi-club meetings, that maximizes the governor's presence to:
- focus attention on important Rotary issues,
- provide special attention to weak and struggling clubs,
- motivate Rotarians to participate in service activities,

- ensure that the club constitution and bylaws comply with the constitutional documents, especially following councils on legislation; and
- personally recognize the outstanding contributions of Rotarians in the district,
- issuing a monthly communication to each club,
- reporting promptly to RI as required by the president or the board,
- providing the governor-elect, before the international assembly, full information about the condition of clubs and recommended action to strengthen them,
- assuring that district nominations and elections comply with the constitutional documents and RI's established policies
- inquiring regularly about the activities of Rotarian organizations in the district
- transferring district files to the governor-elect and
- performing and other duties as are inherent of an RI officer.

**Specific Duties and Responsibilities the DG may NOT delegate are:**

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

**B. 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 at DG on July 1<sup>st</sup> of the next Rotary year.

**Qualifications**

In addition to the above the selected candidate should have been a Rotarian for 6 years in order to meet 7 years of service qualification at the time of becoming Governor.

**Duties & Responsibilities**

The DGE is responsible for becoming fully informed and prepared to assume the duties of DG (see above) for the next Rotary year. The governor-elect is responsible for appointing committee members for the next Rotary year to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. The DGE will take on assignments as directed by the Governor. Duties are listed below:

- Prepare for DG assignment in close coordination with the current DG and other district leaders,
- Organize and conduct the District Training Assembly for incoming club officers to prepare these officers to assume their responsibilities in club leadership,
- Participate in the training program of Presidents-Elect and Assistant Governors,
- Participate GETS and International Assembly to prepare for the coming Rotary year,

- Promotes activities to encourage and stimulate participation in the next Rotary International Convention.

### **C. DISTRICT GOVERNOR NOMINEE**

The District Governor Nominee (DGN) is the Rotarian who has been nominated by District 6860 to succeed the District Governor-Elect and will be elected to Rotary International as DG at the next international convention prior to the end of the DGN year. 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**

Continue to satisfy the qualifications of a district governor nominee designate at the time of selection. In addition to the above the selected candidate should have been a Rotarian for 5 years in order to meet 7 years of service qualification at the time of becoming a Governor.

#### **Duties & Responsibilities**

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

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

As part of this preparation process, seek opportunities in close coordination with the current DG and other district leaders as an active participant and observer of:

- District committees or district organization and district meetings,
- district conference organizing committee,
- all strategic planning efforts and long-term appointments in the district Mid-South President-Elect Training Seminar and Assistant Governor Institute,
- Governors-nominee Training Seminar (GNATS) offered by Rotary Zones 30-31.

### **D 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. 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.

At the time of selection, a DGND must:

- Be a member in good standing of a functioning club in the district,
- 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,
- Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of DG.

- 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.

In addition to the above the selected candidate should have been a Rotarian for 4 years in order to meet 7 years of service qualification at the time of becoming a Governor.

### **Duties & Responsibilities**

As a future incoming officer of RI, the DGND should:

- Begin to prepare for the role of DG,
- Foster continuity by working with past, current, and incoming district leaders to support effective clubs,
- 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,
- Review the district organization (DLP) and club administrative framework (Club Leadership Plan),
- Attend district meetings, when possible, at the invitation of the DG or DGE
- Participate in district committees or other activities, as may be suggested by the DG and DGE.

## **E. DISTRICT GOVERNOR LINE**

The District Governor Line includes the district governor, district governor-elect, district governor nominee, and the district governor nominee designate(when selected)

A DG Line committee(DGL) chaired by the Governor will operate each Rotary year. At the start of a Governor's year, the Governor will initiate line communications and start periodic meetings (at least once per quarter) to ensure the future governors are being prepared for their year in office. Each governor is encouraged to develop a well thought out communications plan with the leadership team and club leadership to foster unity.

## **F. VICE GOVERNOR**

The Vice Governor (VG) is a Past District Governor, who is recommended by the DGE to the District Nominating Committee, to serve the District in the event the DG is temporarily or permanently disabled. The nominating committee for governor shall select a past governor, proposed by the governor-elect, to be vice governor, who shall serve during the year following section. If the nominating committee makes no selection, the governor-elect shall select a past governor to be vice governor. The role of the vice governor is to replace the governor in case of a temporary or permanent inability to perform the governor's duties.

### **Permanent Vacancy in the Office of Governor**

If there is no vice governor, the RI board will elect a past governor, preferably from the same district, to fill a governor's vacancy for the unexpired term. Until the board acts, the president may appoint a past governor, preferably from the same district, as acting governor.

### **Temporary Inability to Perform Duties as Governor**

If a governor temporarily cannot perform the duties of the office and there is no vice governor, the president may appoint a past governor, preferably from the same district, as acting governor.

#### **Qualifications**

- Successfully completed full term as District Governor

#### **Responsibilities**

- Be prepared to replace the governor in the event the governor becomes temporarily or permanently unable to perform the duties.

### **Activation of Vice Governor to Governor**

A Vice Governor can be activated to Governor by voluntary or involuntary conditions. In either case, the activation process starts with a notification to RI for approval and documentation of all records.

When a Vice Governor is activated to District Governor, the vacant position of Vice Governor will be filled by the newly appointed District Governor using the qualifications outlined for the position. A notification to RI of the selection will be made.

The Governor will address the future rotation assignments to determine the nominating committee, finance committee and COG chairs.

If the DG is unwilling or unable to accept the rotational chair roles, the DG will so inform the DGE immediately following such determination. The DGE shall first ask the current chairs to remain in the roles for one additional year thus permitting the rotations to continue smoothly the following year and in the event that the current chairs are not able or willing to extend one year then the DGE shall make the necessary appointments from willing and able PDGs.

## **G. DISTRICT EXECUTIVE DIRECTOR**

The District Governor may name an executive director to provide support throughout the Rotary year. If a director is being used, the role of the director involves a supporting role to enable the Governor to maintain a broad view of the district rather than handling all of the detailed work alone.

The term of an executive director is one year. An executive director can be reappointed for additional terms, not to exceed three years, without a break in service.

## **H. DISTRICT SECRETARY**

The District Secretary is appointed on an annual basis.

#### **Qualifications**

Holds active membership, in good standing, in a club in District 6860 for at least three years.

The Position can serve as a development assignment for a future district leader and as such a past club president is suggested.

### **Duties and Responsibilities**

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.

Prepare and provide reports as requested by the DG.

Assist district officers as necessary.

Provide training for Club Secretaries at District Training Assembly and individually as needed.

Serve as an ex-officio non-voting member of the Finance Council.

The incumbent is also responsible for ensuring that the DLP is updated with changes and approved, if no one else is assigned.

## **I. DISTRICT TREASURER**

The District Treasurer will administer and account for district funds and maintain the required financial records. The DG may delegate certain financial administrative tasks. The District Treasurer shall be a Rotarian appointed by the DG on an annual basis.

### **Qualifications**

Must have an understanding of accounting principles and systems.

### **Duties and Responsibilities**

Supervise and ensure maintenance of district financial records (except those of committees authorized to maintain individual accounting)

Supervise procedures for the receipt, deposit, and disbursement of all funds.

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.

Issue monthly financial statements to the DG, DGE, and the finance committee chair.

Supervise payments that have been approved by the appropriate committee chairs or district officers within the parameters of the approved district budget.

Assist in an annual, independent review of the district financial records.

Ensure tax returns are submitted in collaboration with the finance committee.

Provide independent oversight and review for those committees maintaining.

Serve as ex-officio voting member of the financial committee.

Issue invoices to clubs for annual dues and Mid-South PETS assessment as required in accordance with approved amounts.

Maintain the financial records on the district laptop using the programs provided. Transfer the computer to the incoming District Treasurer with complete records.

## **J. 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**

Successful experience as club president

Successful experience as an assistant governor is preferred. However, this position may also be used as a developmental assignment when the individual has not served as an Assistant Governor.

### **Duties & Responsibilities**

Supervise Assistant Governors in the district.

Coordinate activities of Assistant Governors and periodically meet with them.

Assist the DG, DGE, and DGN with information that could assist in the selection and assignment of Rotarians for key positions within the district

Ensure timely collection of required reports from Assistant Governors and Club presidents.

Coordinate the collection/dissemination of information related to the DG's visit to each club.

Assist the Treasurer and District Governor in responding to clubs in arrears.

Follows-up, as required, on the timely progress of district plans and programs.

Handle other special assignments as requested by the DG

Assist the DG in holding the mid-year district Leadership meeting each year. This meeting addresses pressing issues and fine-tunes action plans, as necessary. Assistance includes developing agendas and publishing meeting information to all Assistant Governors and Clubs Presidents

## **K. 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 should serve more than three one-year terms.

District 6860 is divided into geographic areas each consisting of 3 to 5 clubs. An AG will be appointed to assist clubs within each area and 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**

Membership, other than honorary, in good standing in a club in the district for at least three years

Service as president of a club or 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

Willingness and ability to accept the responsibilities of AG

## **Duties & Responsibilities**

Attend the AG Institute training program

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.

Attend each club's assembly associated with the DG's official visit and coordinate their visits with Foundation and Membership Chairpersons.

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.

Assist club leaders in scheduling and planning for the DG's official visit.

Keep the DG informed on progress of the clubs and suggest ways to enhance Rotary development and address problems.

Encourage clubs to follow through on requests and recommendations of the DG.

Ensure that clubs submit required reports in a timely manner.

Coordinate training at the club level with the appropriate district committee.

Promote the DLP and Club Leadership Plans and assist with District Strategic Planning.

Advise the incoming DG on district committee selections.

Attend and promote attendance at the district conference and other district meetings.

Participate in district activities and events, as necessary.

Attend club meetings, assemblies, or events, as invited.

Participate in the district training seminar.

Attend the presidents-elect training seminar and the District Training Assembly.

Complete the Annual Evaluation of assigned Clubs in Rotary Club Central (RCC).

Identify, inform, and train a replacement Assistant Governor during their term as AG.

## **L. 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, the interpretation of bylaws and rules of order, and the planning and conduct of meetings

**M. DISTRICT HISTORIAN**

Gather and maintain archival records of District 6860 and its previous district identifications. Make the historical record available to Rotarians both in and out of the District.

**N. DISTRICT INSURANCE REPRESENTATIVE**

Review and distribute Rotary international insurance requirements to clubs and the District Leadership

## **4. DISTRICT COMMITTEE GUIDANCE**

### **A. OVERVIEW**

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 "Financial Committee" in section 12

The DG is an ex-officio member of each committee

### **B. COMMITTEE APPOINTMENTS**

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

### **C. COMMITTEE GUIDELINES**

Committees will meet the standards set out in the DLP. Committees shall use, as applicable, the RI available documentation for committees and the RI Learning Center to prepare and execute their work.

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 and this DLP

## **D. TRAINING REQUIREMENTS**

District committee chairs and members are expected to attend District Training Assembly and other district meetings, as appropriate.

Prior to the start of each Rotary Year, District Committee chairs should submit their proposed plan of activities for the upcoming year. This plan may be shared at District Training Assembly.

By the close of each Rotary year, committee chairs will submit a written report including achievements, upcoming opportunities, and any unfinished business.

## **5. ADVISORY AND SPECIAL PURPOSE COMMITTEES**

### **A. Council of Governors (COG)**

The COG is composed of all PDGs, DG, DGE, and DGND who are members of the Rotary clubs within the district. A PDG chairs at least one meeting of the Council annually. One such meeting should preferably follow 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.

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.

### **B. FINANCE COMMITTEE**

The District Finance Committee and District Treasurer work together to ensure the overall financial health of the District. Specific responsibilities of the District Governor, Finance Committee and Treasurer are found in Section 12, "Finance Committee".

The Past District Governor, two years removed, chairs the Finance Committee

### **C. AWARDS COMMITTEE**

The 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.

### **D. DISTRICT AUDIT COMMITTEE**

#### **CHARGE/PURPOSE**

To complete the R.I. required review of district financial procedures and transactions

To complete the required review of the annual Statement and report of District Finances

To provide a report to the District Finance Committee and the DG of the committees' review findings with the change recommendations, if appropriate

## **COMPOSITION**

The committee shall be comprised of three(3) members.

Each member shall be an Active member of a District 6860 club in good standing.

No two members shall be from the same club of the district.

No member shall be a current DG, a current district Treasurer, a current signatory of any district bank account or a current member of the district Finance Committee

One member shall be a Past District Governor or an independent, financially literate person

## **TERMS of REFERENCE**

Committee members shall be appointed for staggered terms of three years each. Terms shall begin July 1 of the first Rotary year of service and end June 30 of the third Rotary year of service

## **SELECTION/APPOINTMENT**

The DGE shall, prior to the July 1 that they become DG, appoint an active Rotarian to serve on the committee for a three-year term commencing simultaneously with the service of the DGE as DG

In the event that, for whatever reason, a member is no longer willing or able to serve, the officer who initially made the appointment, if willing and able, shall appoint a replacement to serve the remainder of the term.

If the initial officer does not make the appointment then it shall be the responsibility of the current Chair of the District Finance Committee to do so.

The DG, either prior to or as soon as possible after the commencement of their term, appoint a Chair from the committee members serving concurrently with the DG

In the event that after appointment, for whatever reason, the Chair is no longer willing or able to serve, the DG shall appoint a replacement to serve the remainder of the term

## **MEETINGS**

Meetings of the committee shall be at the discretion and call of the Chair subject of the following:

- An initial annual organizational meeting shall be held no later than September 1 and may include but not be limited to:
  - Adoption of timetable and process of the review
  - Scope of review
  - Overview of district finance procedures
    - As furnished by the District Finance Committee
    - Current Guide for District Finance Committee
    - As contained in the DLP
    - As generally accepted by the accounting industry
      - Discussion of access and availability of district books(QB On-line, etc.)
      - Discussion of roles and assignments of each member.

- DG and District Finance Committee requests
- May be held in-person, hybrid or virtual only, as appropriate
- Completion of the 'Charge' of the committee and reported by the District in sufficient time that the Annual Statement and Report of District Finances as reviewed by the committee can be provided to the clubs, approved by the clubs, and submitted to R.I. no later than June 30 of the rotary fiscal year.

#### **E. DISTRICT STRATEGIC PLANNING AND IMPLEMENTATION COMMITTEE**

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

#### **F. DISTRICT VISIONING COMMITTEE**

The District Visioning Team prepares clubs within out Rotary District for the future by working with club members to identify their club vision which will ultimately lead to a strategic plan for each club with the district.

#### **G. DISTRICT LEADERSHIP PLAN REVIEW COMMITTEE**

The District Leadership Plan Review Committee shall be comprised of three (3) to six (6) members who are Past District Governors of this district. The terms of members shall be three (3) years on a staggered year basis. Either one (1) or two (2) members may be appointed by the DGE who will serve as DG for the first year of the member's term. It is strongly recommended, but not required, that the DGE have concurrence of the DGN and the DGND. A member may be reappointed at the discretion of the appointing Governor.

In the event of loss of a member for any reason(s) the vacancy shall be filled by appointment of an eligible PDG by the current DG for the unexpired portion of the member's term.

#### **NOTE**

[As reference as of xx/xx/xxxx - The initial full terms commenced July 1, 2020 with 4 members appointed with terms of one year, two years, three years, and three years respectively. At the conclusion of the term of the initial 1 year(July 2020- June 2021) appointment, that member was reappointed for a full three (3) years term and at the conclusion of the two year initial term (2020- 2022) a member will be appointed/reappointed for a full three (3) years term. At the conclusion of the initial members with three (3) year terms (2020 – 2023) two (2) members will be appointed/reappointed for full three (3) year terms. This reference may be removed June 30, 2024 at which time the staggered rotation should be fully implemented with all appointing DGEs having had an opportunity to appoint up to (2) members...]

## **H. DISTRICT MEMBERSHIP COMMITTEE**

### **DISTRICT MEMBERSHIP CHAIR**

The DG in office at the time a new three-year strategic plan is adopted for the District appoints a Membership Chair who serves a three-year term. Over the course of the three years, the Membership Chair works with three DGs and District leadership teams. The Membership Chair brings continuity necessary to accomplish the membership-specific goals and objectives set forth in the original over-arching Strategic Plan. The Membership Chair also modifies and/or adopts and carries out new objectives and responsibilities necessary to accomplish the goals set forth by each of the three individual DGs during their respective term,

### **THE MEMBERSHIP CHAIR GENERAL RESPONSIBILITIES**

With the DG and District Leadership team, develop a membership plan to support the strategic goals and objectives as set forth by RI, Zone 30 and District 6860.

Establish an organization structure necessary to accomplish membership plan

Provide as informed and indicated by membership plan:

- Member attraction and engagement dialogue and consultation
- Formal training (typically as initiated by Zone 30)
- Resources (from RI, District, club best practices, etc.)
- Membership status updates to clubs
- New club formation assistance
- RI Membership Leads prospect management

Attend and actively participate in all meetings and assemblies requested by the DG in order to be effective in role.

Collaborate regularly with DG and other District leaders to maintain momentum

### **MEMBERSHIP MENTORS** (May be established by the District Governor)

The membership chair, in consultation with the DG, may 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 membership training conducted by Zone 30.

### **MEMBERSHIP SEMINAR**

The Membership Chair will assure that an annual membership seminar will be held. The purpose of this seminar is to develop club and 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.



## **I. NEW CLUB DEVELOPMENT COMMITTEE**

District 6860 is interested in the organization of new Rotary Clubs, including Rotaract Clubs, Satellite clubs and 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. Under the direction of the DG, the new club development committee shall develop and implement a plan to organize new 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 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 a different dues structure and meet at different times but all activities meetings, contracts, etc., are in the same name of the Sponsoring club.

## **J. PUBLIC IMAGE COMMITTEE**

The Public Image Committee consists of one or more Rotarians experienced in Public image 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

- Provide resources to present, explain, and promote Rotary to the public cooperation with clubs
- Assist clubs of the district in their public image efforts and responsibilities
- Provide a district PR training opportunity

## **K. ROTARACT COMMITTEE**

The District Rotaract Committee promotes Rotaract, encourages new clubs to form, and provides local support for clubs. District Rotaract Committee members include an equal number of Rotarians and Rotaractors. The committee is co-chaired by a district Rotaract chair who is a Rotarian appointed by the District governor, and a district Rotarian representative who should be elected by Rotaract clubs in the district.

### ***DUTIES AND RESPONSIBILITIES***

Promote and administer Rotaract in the district

Serve as liaison between Rotaractors and Rotarians

Serve as a resource for club officers in the district

Provide guidance and leadership to committee members and district Rotaract clubs

Set goals for the committee

Facilitate communication among Rotaract clubs in the district through newsletters or other channels

Coordinate districtwide service projects

Support the formation of new Rotaract clubs and increase membership

Communicate with the club sponsors and Rotaract club presidents to update officer and member information in DACdb and RI on an annual basis.

Train clubs and sponsors in updating club and member information

## **L. DISTRICT INTERACT COMMITTEE**

Interact provides opportunities for youth ages 12-18 a chance to connect with other younger people in the community or school while developing their leadership skills. The District Interact Committee promotes interact and fosters collaboration between interact clubs and their sponsor clubs. The District Interact chair administers the interact program and ensures that all clubs submit contact information to Rotary International every year. The Interact chair finds innovative ways to connect interact clubs with one another and to strengthen the link between Interact and Rotary Committee responsibilities:

- Keep program participants connected with Rotary and help them transition from one program or activity to another
- Protect youth from physical, sexual, and psychological abuse by following the guidelines in the Interact Handbook.
- Provide encouragement and inspiration to Interact clubs in the district.
- Support the formation of new Interact clubs and help current clubs increase their membership
- Coordinate district wide interact events.
- Promote the work of Interact clubs across the district.
- Coordinate training for Interact club officers, club committee chairs, club advisers and faculty.

## **M. 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 Sophomores, Juniors and/or Seniors in high school and are recommended by their sponsored clubs. 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.

## **N. ROTARY YOUTH SERVICES COMMITTEE**

The Youth Exchange Program provides students from the District the opportunity to live and study overseas. In today's global economy, this program provides hands-on experience in another country and language. Seeds are planted for a lifetime of International understanding. Youth, ages 15-19 are provided with an opportunity to visit or study in a country other than their own. The district supports the following 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 are strongly encouraged to consult legal counsel regarding liability issues before undertaking Youth Exchange Activities, including advice on securing liability insurance.

## **6. DISTRICT ELECTIONS/SELECTIONS**

### **A. ELECTED OFFICERS AND REPRESENTATIVES OF THE DISTRICT**

The following, in accordance with appropriate articles and sections of RI governing documents and this District Leadership Plan are determined through election and/or selection procedures within this district

- District Governor (Including the titles/roles of District Governor Elect (DGE); District Governor Nominee (DGN); District Governor Nominee Designate (DGND)/ Vice Governor.
- Representative and alternate representative of the district to the council on Legislation.
- Representative and alternate representative of the district to serve as a member of the nominating committee for RI Director.

### **B. CONDUCT OF ELECTIONS**

In accordance with appropriate articles and sections of RI governing documents, elections shall be conducted within the district following one of three procedural options:

- Nominating Committee
- Club Ballot (Ballot by Mail)
- District Conference

The choice of such option for each office, representative position, or other matter to be determined by one of those procedures shall be decided by resolution adopted at a district conference by a majority of the votes of the electors of the clubs present and voting.

### **C. CAMPAINING, CANVASSING, AND ELECTRONEERING**

In order that the best qualified Rotarians are selected for RI's elective offices, any effort to influence the selection process for an elective in any manner, including campaigning, canvassing, or electioneering, is prohibited. Rotarians shall not campaign, canvass, or electioneer for elective position in RI, or allow such activity, for either themselves or others. Unless expressly authorized by the board, this prohibition includes any

distribution circulation by themselves or others of brochures, literature, letters, materials, electronic media, or other communications to any clubs or members of clubs. If a candidate learns of any prohibited activity, they shall immediately express disapproval and instruct the activity to be stopped.

## **D. NOMINATING COMMITTEE OPTION**

### **CHARGE**

The nominating committee shall seek out and nominate the best qualified Rotarian who is available and willing to serve in the office or position for which the committee is considering and the committee is not limited to those names submitted by clubs in the district.

### **COMPOSITION**

The nominating committee shall be composed of one member-representative from each of the district areas, as defined elsewhere in this document, and a chair. The chair shall be the immediate past District Governor. At least two of the members, in addition to the Chair, must be a Past District Governor(PDG).

### **APPOINTMENT**

The members of the committee shall be appointed by the DGE prior to July 1 of the RY that the DGE will serve as DG. An alternate shall be appointed for each member at the same time as appointment of the member. Alternates shall carry out the duties of a member in the event they are unable to do so themselves. All Rotarians asked to serve shall be furnished a description of the role and duties of a member and the planned dates of meetings for their consideration prior to acceptance of the appointment. The names of all members so appointed shall be announced and published to the clubs no later than July 15 of each RY.

### **TERM OF SERVICE**

The term of service shall be July 1 to June 30 of the RY served. No member shall serve two consecutive years. However, as may be authorized by the DG, work as a member may commence on the official date of appointment.

### **MEETINGS**

Face to Face, in-person meetings are preferred, however in extenuating circumstances with approval of the governor the meetings may be held utilizing video-conferencing technologies. In such cases all attendees shall be required to be seen and heard by all other attendees. The use of video conferencing technology, unless prohibited elsewhere in this document, shall be acceptable for all aspects of the meetings, including interviews, deliberations and voting.

### **QUORUM**

Eighty percent (80%) of committee members or alternates must be present and voting for official actions of the committee

### **ATTENDANCE**

All meetings of the committee may be attended by its members and, additionally, the current DG in an ex-officio, observation only, non-voting & non-participative role. Exception to this provision, for specific information/input from a guest or guests required by the committee, may be permitted with a 2/3 majority approval vote of the committee. Such guests may not be permitted to be present during interviews of the candidates, deliberations of the committee, or voting of the committee.

### **NUMBER AND DATE(S)**

The number of meetings of the committee shall be as recommended by the Chair and authorized by the DG. To the extent reasonable and possible, the dates of all meetings shall be posted to the district calendar prior to July 1 each RY.

### **CONFIDENTIALITY**

Members of the nomination committee, prior to and following the meeting of the committee, shall not discuss with other members of the committee or any other person the work of the committee, and shall at no time discuss or divulge any of the deliberations or discussions of the committee, except as they may participate in the deliberations of the committee at the time of its meeting. The confidentiality may be waived solely by the Board, or the RI Election Review Committee acting on its behalf, in order to investigate any duly filed election complaint.

### **ADHERENCE TO POLICY AND GUIDELINES**

As a first act of business for each meeting of the committee the Chair will assure that all members have access to copies of this DLP and appropriate RI governing documents, will entertain and secure passage of a motion for adoption of procedures and questions to be asked of candidates and will inquire whether any member of the committee has been contacted by or on behalf of any candidate, or is aware of any effort to influence any members of the nominating committee at this time. Any such matter brought to the attention of the committee shall be documented in writing and signed by all members.

### **CANDIDATE INTERVIEWS**

The committee shall conduct interviews of equal time and not to exceed 30 minutes per candidate. The candidates shall be interviewed in alphabetical (A – Z ) order of last name. The chair shall assure that a timing device is available and visible to all members and the candidate for the purpose of timing the candidates' responses. The set of questions asked shall be the same and in the same order for all candidates.

### **DELIBERATIONS**

Following the interviews and prior to any balloting, the committee shall discuss the qualifications, strengths and weaknesses of all candidates. Such discussion should be open, frank, focused on identification of the best candidate to serve and confidential.

### **BALLOTING**

Following the discussions of all candidates, the Chair shall distribute ballots with all candidates listed in alphabetical order by last name. If there are more than four candidates, the Chair shall instruct the members to vote for four candidates. If there are four three, or two candidates, the members will be instructed to vote for one less than the number of candidates. The ballots will be collected and counted by a balloting sub-committee appointed by the Chair. The four, three, two candidates receiving the top numbers of votes will be announced by the Chair and continue to the next round. Similar steps of discussion followed by balloting reducing the number of candidates by one will continue until finally one candidate of a remaining two candidates receives 60% of the vote and is selected. In the event of ties in voting for the final four, three, two candidates, the candidates involved in the ties shall proceed to the next round of discussions and voting. The committee Chair reserves the right to vote only to make or break a 60% vote total.

### **RESULTS**

Immediately following the selection, the Chair will advise all candidates of the selection and advise all of the requirement of confidentiality until an official announcement is made by the DG. The selected candidate will be presented to a committee, a report will be presented to the committee, A report of the committee's selection will be prepared and signed by the Chair, on behalf of all members, and be delivered along with all appropriately signed and executed paperwork to the DG within 12 hours of the decision of the nominating committee.

**ANNOUNCEMENT**

The DG, within 72 hours of receiving the decision, will notify the club presidents and the club secretaries of the decision of the committee. Simultaneously, the DG shall provide all the appropriate instructions and procedures for a challenging nomination.

**LACK OF VALID CHALLENGING CANDIDATE**

If there is no valid challenging candidate submitted by the deadline date set by the District Governor, the governor shall declare the committee’s candidate as elected/selected. The governor shall notify all clubs in the district of the nominee within 15 days.

**CHALLENGING CANDIDATES**

Any club in the district in existence for at least one year as of the beginning of that year may also propose a challenging candidate for election/selection but only if it previously suggested the candidate to the nominating committee. A club in existence for less than one year as of the beginning of that year may propose a challenging candidate if the candidate is a member of that club and was already suggested to the nominating committee. The name of the challenging candidate shall be submitted by a resolution of the club adopted at a regular meeting and filed with the governor by the date set by the governor, which shall be within 14 days of notification of the nominating committee selection.

**COCCURRENCE TO CHALLENGES**

The governor shall inform all clubs through a form prescribed by RI of any challenging candidate and ask whether any club concurs with the challenge. In order to concur, a club must adopt a resolution at a regular meeting and file it with the governor by the date set by the governor. A valid challenge requires concurrences by either 10 other clubs or 20 percent of the total number of clubs which have been in existence for at least one year as of the beginning of that year in that district, whichever is higher. A club shall concur with only one challenging candidate.

**CHALLENGING NOMINATIONS**

Within seven days after the deadline, the governor shall notify clubs that there is a valid challenging candidate. The notice shall include the name and qualifications of each challenging candidate, the names of the challenging and concurring clubs, and state that the candidates will be voted on in a club ballot or at the district conference, if the challenge remains valid for 30 days after the notice by the governor.

**E. DISTRICT CONFERENCE OPTION-NOMINATION/SELECTION**

When the District conference option is selected for electing/selecting officers or representatives of the district, the District Governor shall send every club a call for nomination or suggestions. Such call must be at least 60 days prior to the date of the conference

**MANNER OR FORM OF NOMINATION**

All nominations/suggestions must be in the form of a resolution adopted by the club either at a meeting of the membership or by the Board of the club in writing, signed and certified by the club secretary and the club president.

**DEADLINE**

The deadline date for club nominations/suggestions shall be established by the Governor and must be at least one month following the call

**NUMBER**

A club shall nominate/suggest only one of its own members

## **ELECTORS**

Each club shall select and certify at least one elector to its conference.

### **NUMBER**

A club with more than 25 members has one additional elector for each additional 25 members or major fraction thereof. That is, a club with a membership of up to 37 members is entitled to one elector, a club with 38 to 62 members is entitled to two electors, a club with 63 to 87 members is entitled to three electors and so on. Membership is entitled by the number of members in the latest applicable RI club invoice before the vote.

### **ELIGIBILITY**

Each elector shall be a member of the club. To vote, an elector must be present at the conference or legislation meeting. To participate in any voting by electors at the district conference, a club shall have paid the required district levy for the Rotary year in which the voting is taking place and shall not be indebted to the district. The financial status of the club is determined by the governor.

### **CERTIFICATION**

The governor approves shall send to the clubs a procedure for naming and certification of its elector.

### **PROXIES**

If the governor approves, a club may designate a proxy for an absent elector, who may be a member of any club in the district. The proxy designation must be certified by the club president and secretary. The proxy may cast votes for an absent elector in addition to any other vote the proxy may have.

### **BALLOTS**

Ballots shall be prepared by the Governor and sent to the clubs in advance of the conference with all candidates listed in alphabetical order. Electors should bring the ballots to the conference for casting of votes. Copies of the ballot shall be available at the conference, if needed.

## **F. CLUB BALLOT OPTION**

### **NOMINATIONS/SELECTIONS:**

When the club ballot option is selected for electing/selecting officers or representatives of the district, the District Governor shall send every club a call for nomination or suggestions.

### **MANNER OR FORM OF NOMINATION**

All nominations/suggestions must be in the form of a resolution adopted by the club either at a meeting of the membership or by the Board of the club in writing, signed and certified by the club secretary and the club president.

### **DEADLINE**

The deadline date for club nominations/suggestions shall be established by the Governor and must be at least one month following the call. All nominations/suggestions must be received by the governor by the deadline date to be eligible.

### **NUMBER**

A club shall nominate/suggest only one of its own members

### **ONE NOMINATION/SUGGESTION**



If only one candidate is suggested by the clubs, no ballot shall be required and the governor shall declare the candidate to the district's selection for the officer or representative position.

### **MULTIPLE NOMINATIONS/SUGGESTIONS**

If there are two or more candidates, the governor notifies clubs of the names and qualifications of each candidate and provides instructions for balloting process.

### **CLUB BALLOT PROCEDURES**

The governor shall prepare and send a ballot, which has been signed by all members of the balloting committee, to each club, listing all candidates in alphabetical order. Instructions, a deadline date for completion and the club's entitled number of votes shall be sent with each ballot. The deadline date established by the governor shall be between fifteen and thirty days following the date the ballots were sent to the clubs.

### **SINGLE VOTE BALLOT**

When only two candidates are listed, the club shall cast its vote(s) for one candidate only.

### **SINGLE TRANSFERRABLE BALLOT**

When three or more candidates are listed, the club shall indicate a preference ranking for each candidate. A club's first choice preference is ranked as "1", its second choice preference as "2", its third choice preference as "3", and so on through the full list of candidates.

### **CLUB VOTING**

The club shall cast all its votes for the same candidate and each ballot shall be certified by the club president and secretary.

### **NUMBER OF VOTES**

Each club is entitled to at least one vote. A club with more than 25 members has one additional vote for each additional 25 members or major fraction thereof. That is, a club with a membership of up to 37 members is entitled to one vote, a club with 38 to 62 members is entitled to two votes, a club with 63 to 87 members is entitled to three votes and so on. Membership is determined by the number of members in the latest applicable RI club invoice before the vote.

### **THE BALLOTING COMMITTEE**

The Governor shall appoint a balloting committee comprised of three members

### **CERTIFICATION/VALIDATION**

The balloting committee shall certify the authenticity and accuracy of the ballots returned by the clubs. The certification process shall be completed separately from and prior to the counting process.

### **COUNTING**

The governor shall announce the date, time, and place for counting of the ballots by the balloting committee. The committee shall make arrangements to safeguard the secrecy of the ballots and to allow each candidate or each candidate's representative to be present to observe the counting of the ballots. Certification/validation of the ballots shall be undertaken separately from the counting:

### **SINGLE VOTE BALLOTS**

All votes for each candidate are totaled to determine which candidate has received the majority of votes cast.

### **SINGLE TRANSFERRABLE BALLOTS**

All ballots are separated into piles of first choice candidates. Each candidate's piles are then totaled. If no candidate has a majority of all votes cast, the candidate with the lowest total of votes is eliminated and all ballots in that candidate's pile are then redistributed based on the second choice preference. The votes of each candidate are then retotaled. If again, no candidate has a majority of the total votes cast, the low candidate is eliminated and the process repeated as before with the eliminated candidate's ballots being redistributed to the other piles based on third choice preferences. This process of count, eliminate and redistribute continues until one candidate receives a majority of all votes cast.

#### **REPORT OF THE BALLOTING COMMITTEE**

The balloting committee shall promptly report the results to the governor as soon as a candidate receives a majority vote, including the number of the votes for each candidate. The candidate receiving a majority of the votes cast shall be declared selected/elected by the district. In the event of a tie vote, if a nominating committee's choice is one of the candidates involved in the tie, that candidate shall be declared selected/elected. If no nominating committee choice is involved the district governor shall select one of the tied candidates as the district's choice.

#### **BALLOT RETENTION**

The balloting committee shall retain all ballots for 15 days after the governor's notification to the candidates and clubs. The ballots shall be open to inspection by any club during this period. The chair of the balloting committee shall destroy the ballots following the 15- day period.

#### **RESULTS**

Immediately following the selection, the governor will advise all candidates of the selection and advise all of the requirement of confidentiality until an official announcement is made.

Announcement:

The DG, within 72 hours of receiving the results, will notify the club.

### **G. SELECTION OF DISTRICT GOVERNOR**

#### **SELECTION OPTION**

By resolution of the clubs of District 6860 at District conference, the nominating committee option has been chosen for selection of the nominee for District Governor.

#### **TIMING**

The district shall select a nominee for governor, not more than 36 and not less than 24 months, prior to the day of taking office.

#### **ELECTION**

The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the International Assembly. Nominees so elected shall serve a one-year term as District Governor- elect and assume office on 1 July in the calendar year following elections.

#### **TITLE**

From the date the selection of the nominating committee or a challenging candidate becomes the official nominee until the following 30 June the nominee shall serve as **District Governor-Nominee-Designate**

From 1 July immediately following selection until 30 June of the next year the nominee shall serve as **District Governor-Nominee**

From 1 July immediately following the one-year term as District Governor-nominee until 30 June of the next year, the nominee shall serve as **District Governor-elect**.

On 1 July immediately following the one-year term as District Governor-elect, the nominee shall officially begin serving as **District Governor**.

#### **H. SELECTION OF VICE GOVERNOR**

The Vice Governor shall be recommended by the District Governor-elect and selected by vote of the nominating committee serving for the Rotary year concurrent with the District Governor-elect.

#### **I. ELECTION OF REPRESENTATIVE AND ALTERNATE REPRESENTATIVE of the DISTRICT to the COUNCIL ON LEGISLATION SELECTION OPTION**

By resolution of the clubs of District 6860 and approved using the ballot by mail procedure, the nominating committee option has been chosen for election of the representative and alternate representative of the district to the RI Council on Legislation.

#### **J. ELECTION OF MEMBER AND ALTERNATE MEMBER OF THE NOMINATING COMMITTEE FOR DIRECTOR OF ROTARY INTERNATIONAL SELECTION OPTION**

By resolution of the clubs of District 6860 and approved using the ballot by mail procedure the nominating committee option has been chosen for election of the district's member and alternate member on the nominating committee for Director of Rotary International.

## **7. DISTRICT ROTARY FOUNDATION COMMITTEE**

**References for this section include the Article 25 TRF Code of Policies, TRF Guide to Global Grants, and Lead Your District: Rotary Foundation Committee 2018-2021.**

The district Rotary Foundation committee (DRFC) assists in educating, motivating, and inspiring Rotarians to participate in Foundation grant and fundraising activities in the district. The committee is comprised of the chairs of each of the district Rotary Foundation subcommittees and the district Rotary Foundation committee chair. The district governor is an ex-officio member of the committee.

### **A. DISTRICT FOUNDATION CHAIR**

#### **CHAIR QUALIFICATIONS**

Given their critical role in supporting grant activity within the district, district Rotary Foundation committee chairs should have a working knowledge and experience of the Foundation's programs, areas of focus, and grants.

#### **COMMITTEE QUALIFICATIONS**

It is recommended that Rotary Foundation committee members be past district governors, past assistant governors, effective past district subcommittee members, or experienced Rotarians. Committee members should be appointed based on their program participation, Foundation expertise and giving.

#### **TRAINING REQUIREMENTS**

All members of the district Rotary Foundation committee are expected to attend a Rotary Foundation seminar conducted by a regional Rotary Foundation coordinator (RRFC). In addition, all committee members are expected to attend and participate in the district team training seminar and other district training meetings.

#### **APPOINTMENT AND TERM OF DISTRICT ROTARY FOUNDATION COMMITTEE CHAIR**

To be effective, the district Rotary Foundation committee must have continuity of leadership; therefore, the district Rotary Foundation committee chair shall be appointed for a three-year term, subject to removal for cause. The district governors scheduled for each of the years of the three-year term for the DRFC chair will jointly select the DRFC chair. If the governor scheduled for the third-year of the DRFC chair has not been elected yet, the other two governors may jointly select the DRFC chair and the third-year governor must accept and abide by this decision. This selection

should take place and be reported by the district governor-elect no later than 31 December before taking office on 1 July of the following calendar year. However, if neither the second nor the third-year governor has been selected, the DRFC chair selection must wait until either the second or third-year governor can jointly agree with the first-year governor on the DRFC chair selection and the third governor not yet elected must agree to abide by the selection. The district Rotary Foundation committee chair must have significant knowledge of, commitment to, and experience with Rotary Foundation activities. Districts will not have access to the District Designated Fund until the DRFC chair is appointed.

#### **DUTIES AND RESPONSIBILITIES OF THE DISTRICT ROTARY FOUNDATION COMMITTEE CHAIR**

The District Rotary Foundation committee chair shall:

- Serve as ex-officio member of all subcommittees of the district Rotary Foundation committee
- Report to the district governor on all district Foundation activities monthly, including qualifications status of clubs and district.
- Provide reports to the Finance Committee and Council of Governors at their meetings on the status of District Designated Funds including beginning balance, distribution of DDF for global grants, PolioPlus, district block grant, and any endowments or special requests made by Zone 30 for DDF allocations, The report should include the amount of DDF available, DDF allocated/committed, and the balance available for future use.
- Together with the district governor, provide one of the two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the district Rotary Foundation committee.
- Confirm that global grant applications are completed and oversee and confirm that the sponsor clubs are qualified.
- Serve as the primary contact for district grants.
- Oversee the district qualification process and compliance with the requirements of qualifying, including ensuring that the annual financial assessment of the financial management plan and its implementation is properly distributed to the clubs in the district.
- Work with the district governor, district trainer, and the district training committee to plan, organize, and promote district seminars, the district training assembly, presidents elect training seminar, and grant management seminars, focusing on agenda and content.
- Assist the governor-elect in obtaining input from Rotarians before establishing district Foundation goals for implementation during his/her term as governor.
- Ensure Rotary Foundation grant activities are reported on at a district meeting to which all clubs are invited or eligible to attend, as required by the terms and conditions of Foundation grants.
- Coordinate and promote all district fundraising and program participation.
- Encourage annual and major gifts to the Foundation.
- Encourage clubs to set fundraising goals in Rotary Club Central
- Help choose qualified recipients for Foundation awards
- Encourage each club to establish a club Rotary Foundation committee.

#### **AUTHORITY TO REMOVE DISTRICT ROTARY FOUNDATION COMMITTEE CHAIR**

If the assigned Trustee, governor, governor-elect, and governor-nominee all agree, the District Rotary Foundation committee chair may be removed for cause when there are significant issues that cannot be resolved.

## **B. DISTRICT ROTARY FOUNDATION SUBCOMMITTEES**

Rotary Foundation subcommittees support programs grants and fundraising. Subcommittees shall be appointed to manage the following Rotary Foundation operations:

- PolioPlus
- Grants
- Stewardship
- Fundraising
- Rotary Peace Fellowships
- Global Scholarships

### **OPTIONAL SUBCOMMITTEES**

The district governor may appoint additional district Rotary Foundation subcommittees to adapt to the district's needs.

The governor-elect shall appoint members for the open positions of the district Rotary Foundation subcommittees for his/her year in office. It is recommended that subcommittee chairs serve three-year terms to help ensure continuity.

### **POLIOPLUS SUBCOMMITTEE**

#### **PURPOSE**

The district PolioPlus subcommittee is responsible for supporting Rotary's commitment to polio eradication and for participation in PolioPlus activities by all Rotarians. The focus of this subcommittee will vary from district to district because of the presence or absence of polio in the district and the districts and nation's stage in the polio eradication process.

#### **QUALIFICATIONS OF MEMBERS**

In appointing members of the district PolioPlus subcommittee, preference should be given to Rotarians with club-level experience with the PolioPlus program. At least one member of the committee should be a professional in a relevant field, such as public health, marketing, or transportation.

#### **DUTIES AND RESPONSIBILITIES**

The PolioPlus Subcommittee shall:

- Encourage donations from Rotarians, clubs, the district, and donations of DDF for PolioPlus.
- Organize at least one PolioPlus district activity during the year.
- Work with the District Rotary Foundation chair, district public image committee, and the governor to ensure appropriate recognition of exemplary polio eradication club and district activities.

- Assist the governor and the district trainer on the presentation of PolioPlus as part of Rotary Foundation training at district meetings.
- Coordinate with national and/or regional PolioPlus committees and governmental and other agencies in the implementation of polio eradication activities.
- Provide input on DDF distribution

## **GRANTS SUBCOMMITTEE**

### **PURPOSE**

The grants subcommittee is responsible for managing, promoting and encouraging implementation of district grants and global grants, and for providing training and oversight of the club qualification process. The subcommittee advises clubs participating in educational, vocational, and humanitarian activities. Members shall serve a three-year term.

The committee is comprised of the district Rotary Foundation chair, District Governor, global grants subcommittee chair, district grants subcommittee chair and club qualification subcommittee chair. Additional at-large members of each subcommittee will be appointed as needed.

### **CHAIR QUALIFICATIONS**

District grants subcommittee chairs should have working knowledge and experience of the Foundation's programs, areas of focus, and grants.

### **DUTIES AND RESPONSIBILITIES**

The Grants Subcommittee shall:

- Serve as a district expert and resource on all Rotary Foundation grants.
- Create and enforce a district policy that outlines the distribution of grant funds for clubs and the district.
- Provide input on DDF distribution.
- Abide by, follow, enforce, disseminate, and educate clubs on the terms and conditions of grant awards for district and global grants.
- Work with the district Rotary Foundation committee chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.
- Establish and maintain appropriate grant management record keeping systems.
- Conduct orientation (at the multidistrict level, when possible) for all scholar, and vocational training team recipients before their departure or upon their arrival.
- Oversee qualification of clubs including offering training in grant management.
- Ensure implementation of stewardship practices, including reporting to the Rotary Foundation on all grants.
- Follow and enforce the terms and conditions of grant awards for district and global grants; disseminate and conduct club education on terms and conditions of foundation grants.
- Report any potential misuse or irregularities in grant-related activity to the District Governor and The Rotary Foundation and conduct the initial local investigation of any report of misuse.

## **GRANTS SUBCOMMITTEE**

District 6860 organizes the Grants Subcommittee under the following areas:

- Global Grants
- District Grants
- Club Qualification

Duties for each of the areas of responsibility relate back to the duties and responsibilities of the Grant Subcommittee listed above. A chair for each area will be named by the District Governor, in collaboration with the district Rotary Foundation committee chair.

### **GLOBAL GRANTS**

Global grants that are developed by clubs and districts will receive a match from the Foundation's World Fund. These grants can be used to support humanitarian projects, global scholars or vocational training teams. Qualified districts/clubs must sponsor global grant projects with other qualified districts/clubs. Non-qualified clubs/districts are not eligible for global grant funds.

A sponsoring club is encouraged to seek assistance and group collaboration from other clubs within the district. Only one club can be the lead and that club must be qualified to submit and manage a global grant.

### **GLOBAL GRANT FUNDING AND ALLOCATION OF DDF**

Clubs wishing to apply for Global Grants must consult with the DG and district Rotary Foundation Committee chair before DDF funds will be committed for a Global Grant project. District 6860 will match club cash contributions 25 cents to the dollar with DDF contingent upon the availability of DDF and upon approval by the program year District Governor. The District Governor has the discretion to allocate additional DDF, contingent upon availability of DDF.

Requests for DDF in support of global grants must be made in writing to the District Governor and District Rotary Foundation Chair by the Club President. Provide a brief description of the project, list partner club(s) name(s) and district number(s), amount of DDF requested, and verification that the club has raised funds for a cash contribution to the project. If other clubs in D 6860 are contributing cash contributions to the project in support of the DDF request, list the clubs and amounts they are each providing.

Clubs with a current open global grant may request DDF for an additional global grant. Requests for an additional global grant must follow existing procedures as outlined herein. Funding with DDF is subject to the discretion of the District Governor and district Rotary Foundation Committee chair.

Global grants have a minimum budget of \$30,000 and a maximum World Fund match of \$400,000. Grant sponsors can use a combination of District Designated Funds (DDF), cash, and/or directed gifts and endowment earnings to fund a global grant. There is no minimum World Fund match. District 6860 will match club cash contributions up to 400 percent, depending on availability of DDF. The Rotary Foundation assesses a five percent administrative fee for cash contributions that is automatically built into the grant budget. The club is responsible for paying the administrative fee, in addition to the cash contribution.

Appendix E is a chart that provides examples of how this Global Grant Funding works for different total grant values beginning with the minimum amount of \$30,000. Clubs should contact the global grants subcommittee chair for specific information for funding their Global Grant if the total grant value is not reflected in the chart.

### **GLOBAL GRANT APPLICATION REVIEW PROCEDURES**

Applications are accepted by The Rotary Foundation only through the on-line web portal on a rolling basis throughout the year. It is strongly suggested that clubs consult with the district's Global Grants Subcommittee Chair and DRFC chair throughout the process to help ensure the



project meets the guidelines established by TRF and the district. Even though applications are submitted to TRF for approval; the DG and DRFC chair have final approval of DDF funds provided in support of the project and must authorize the grant application.

### **ADDITIONAL ITEMS FOR GLOBAL GRANTS**

Clubs must be current with Rotary International and District dues and any other district financial obligations.

Clubs must be current on all Global Grant and District Grant reports.

Minimum overall project size is \$30,000.

Application must follow all TRF grant requirements and timelines.

Club must be qualified with a current MOU on file at the district level.

Global Grant requests can only be submitted through the on-line RI website portal.

Guidance from the Global Grant Subcommittee prior to and throughout the application process is highly encouraged

The club must request DDF in writing to the DG and DRFC chair.

The Host Country Club and Host Country District must both be qualified as stated under the Terms and Conditions for District Grants and Global Grants and Club MOU.

### **DISTRICT GRANTS**

District grants fund small-scale, short-term activities that address needs in your community and communities abroad. Each district chooses which activities it will fund with these grants. For international projects, Clubs are encouraged, but not required to partner with a local host district or club.

#### **NOTE:**

District grants may be used to fund a variety of district and club projects and activities including:

- Humanitarian projects, including service travel and disaster recovery efforts.
- Scholarships for any level, length of time, location, or area of study.
- Vocational training teams, which are groups of professionals who travel abroad either to teach local professionals about a particular field or to learn more about their own

### **DISTRICT GRANT FUNDING ALLOCATION POLICY**

The district will request up to the maximum amount allowed for District Grants (currently 50% of the SHARE amount). In order for the district to obtain the maximum amount, clubs will be required to submit applications to the District Grants Committee by July 15 of the program year.

Qualified clubs in our district may apply for district grants on an annual basis according to criteria outlined in this document.

### **THE DISTRICT GRANT APPLICATION PROCESS**

Only qualified clubs may apply for district grants (see section on Club Qualification in this District Policies and Procedures Supplement).

Clubs may submit more than one application. The combined total request for all grants may not exceed the maximum award limit established for each club.

Clubs should submit final reports for the grants as soon as completed. All projects must be completed and reported on by June 15 of the program year in which the grant was awarded.

Clubs may begin planning, but must not incur any reimbursable expense prior to official notification by the District Grant Subcommittee that their project has been approved for funding by The Rotary Foundation. Expenses incurred prior to approval of the grant will not be reimbursed

District Grant Applications for DDF will be evaluated and recommended on the following:

- Project supports the mission of The Rotary Foundation.
- Adherence to the Terms and Conditions for Rotary Foundation District Grants Qualification of proposing Club by the District.
- Qualification of proposing Club by the District.
- Impact on the community.
- Per capita giving to the Annual Fund.
- Involvement of Rotarians, Rotaract and Interact clubs in the project.
- Proportion of Club funds that will be contributed to the project in relation to the amount of DDF requested.
- Promotion of Rotary awareness locally.

#### **USE & REPORTING OF DISTRICT GRANT FUNDS**

District Grant funds may only be used for expenses as approved in the club's district grant application. Any changes in the intended use of grant funds must be approved in advance by the District Grant Subcommittee Chair, DRFC chair, DG and TRF.

A final report is due for each grant within 30 days of the date that the project is completed, using the DaCdb grant module. Paid receipts, copies of checks and all other financial documentation must be presented with the Final Report to equal the value of the grant award.

All projects must be completed and reported on **no later than June 15 of the program year in which the grant was awarded**. Clubs that do not meet this deadline must agree to reimburse the District for the grant amount unless an extension has been approved by the district Rotary Foundation committee chair. Failure to provide the proper documentation as outlined in the TRF A Guide to Global Grants can result in a Club being required to return the Grant Award to the District and disqualification in the next program year for receiving a Grant.

#### **REPORTING AND RESOLVING MISUSE OF GRANT FUNDS**

All reports of misuse of Grant Funds will be tracked, investigated and resolved by the District Rotary Foundation Chair in collaboration with the District Grant Audit Committee. The procedure used will be as follows:

- All reports of misuse of Grant Funds must be signed by one or more individuals involved or having knowledge of the District's grant activities. The District Rotary Foundation Chair will conduct an investigation into all reports of misuse of grant funds.
- The district Rotary Foundation committee chair will acknowledge receipt of the written report of misuse in writing and copy the District Governor and the District Grant Audit Committee Chair.
- The district Rotary Foundation committee chair and District Grant Audit Committee will conduct an investigation and produce written progress reports not less frequently than monthly after its receipt of the report of misuse, with a final written report within ninety (90) days of the receipt of the misuse of funds unless an extension of thirty days or less for filing is authorized by the District Governor for good cause.
- This report shall be submitted to the District Governor and to the person or persons who made the Report of Misuse.

- In the event that the district Rotary Foundation Committee chair and District Grants Audit Committee determine that there was misuse or irregularities in any grant related activity, the Final Report must be submitted to The Rotary Foundation to include a determination as to how the District should act to fairly and equitably resolve the situation.
- No new grant applications will be approved for any club, individual, or organization with reported misuse of funds or irregularity until the situation has been resolved.
- For grants paid through the District Grant Account, payment will be stopped for activities, clubs' individuals or organizations with reported misuse or irregularity until the situation has been resolved.
- After investigating and determining consequences, the District Rotary Foundation Chair will report any potential misuse or irregularities in grant-related activity to TRF and indicate how the district will act to resolve the situation.
- After a 6-month period, unresolved cases will be reported to TRF for action.

#### **REPORT ON USE OF GRANT FUNDS TO THE DISTRICT**

The district's grant subcommittee chairs (Global Grants and District Grants) will maintain detailed reports from clubs on the use of District Grant and Global Grant funds.

The District Rotary Foundation Chair shall provide a report annually at District Conference, and members of all clubs are invited to attend. The report will include a summary of expenditures for each club and project that received funding. In addition, this information will be posted on the district website. The report will include the following for each project:

- Name of the project
- How much money was awarded
- Total expended
- Brief description of each project
- Sponsoring and Cooperating District 6860 Clubs
- Cooperating Host District and Host Country Club(s)

In addition, the DRFC chair will submit a summary of the breakdown of the expenditure of Global Grant DDF in a report which will include a summary of the carryover of District Grant Funds as follows:

- Beginning Carryover
- New Grant Fund Allocation
- Grant Funds Expended
- Ending Carryover

Additionally, the DRFC chair will provide written reports for all district finance committee, all Council of Governors, and all general district leadership meetings. Reports to Finance Committee and Council of Governors should be submitted to the chair of each of these committees prior to the leadership meeting. Reports should include a summary of the use of DDF available, DDF funds used, and DDF funds committed for the program year.

#### **CLUB QUALIFICATION**

A Club cannot participate in District Grants or Global Grants unless it is qualified. Qualification is required annually due to turnover leaders. The district Rotary Foundation committee chair will maintain a list of qualified clubs. For District 6860 there will be two levels of club qualifications:

### **GLOBAL GRANTS**

If a club wishes to apply for global grants, the president and president-elect must:

- Agree to the club qualification MOU
- Complete the grant management seminar training as outlined by district 6860, either in person or online, or a combination of both
- Be current on all Rotary International and District dues at the time of qualification
- Be current on all Grant reporting requirements.
- Complete any additional steps that district 6860 requires

**Clubs must qualify annually to participate in global grants.**

### **DISTRICT GRANTS**

If a club wishes to apply for district grants, the president and president-elect must:

- Complete the grant management seminar training as outlined by district 6860, either in person or online, or a combination of both
- Be current on all Rotary International and District dues at the time of qualification
- Be current on all Grant reporting requirements.
- Complete any additional steps that district 6860 requires

**Clubs must qualify annually to participate in district grants**

### **DISTRICT QUALIFICATION**

The District Governor, District Governor-elect and district Rotary Foundation committee chair shall hold primary responsibility for district qualification, in addition to overseeing the implementation of TRF grants.

To participate in district, global, and programs of scale grants, the district shall complete an online qualification process, agreeing to implement the financial and stewardship requirements in the memorandum of understanding (MOU) by completing the MOU through the RI Grant Application Tool. By successfully completing these requirements, a district becomes qualified, and eligible to participate in Rotary Foundation (TRF) grants. Succeeding District Governors must submit their MOU authorizations no later than 30 days after the start of their terms.

### **TRAINING**

The primary trainers will be the district Rotary Foundation committee chair and members of the global grant's subcommittee and district grants subcommittee. They will develop an agenda that will cover training requirements set forth in the District MOU and Rotary Foundation Terms and Conditions for District Grants and Global Grants. Additional elements will include materials from the District 6860 Leadership Plan, Club Memorandum of Agreement and general best practices. Additional elements will be added as deemed necessary for successful club qualification.

**The District Grant Club Qualification Seminar** is intended for Clubs that wish to apply ONLY for District Grants. The seminar will count toward a Club's qualification in District Grant participation provided the club meets all other requirements as outlined under the Club Qualification section of this document. The primary audience for the training is the club president-elect, club Foundation chair, and club members who will be responsible for coordinating district grant projects. Club training will include hands-on training for use of the grant module through DaCdb. Seminar attendees should have a basic knowledge of DaCdb prior to the seminar and should bring their laptops with them to the training seminar.

**The Grant Management Seminar** is required for those clubs that will participate in Global Grants. This seminar will also meet the training requirement related to club qualification for clubs applying only for District Grants. The primary audience for the training is the club president-elect, club Foundation chair, and club members who will be responsible for coordinating global and/or district grant projects.

## **FINANCIAL MANAGEMENT**

### **Bank Account for TRF Grant Funds (DDF Account)**

The District will maintain a bank account referred here as the DDF Account, with a federally insured financial institution, in accordance with applicable law, to be used only for TRF Grant Funds.

All source documents related to DDF will be retained by the Treasurer, and will include but not be limited to:

- A copy of the District 6860 action approving expenditures from DDF
- Receipts for all expenditures from the account
- All deposit tickets or notices of direct deposits by wire or other transfers into the DDF Account
- All notices from the bank
- Documents for the establishment of the account
- Copies of the initial and all successive signature cards establishing the signatories on the account

Funds received from TRF from the 50% allocation of DDF funds for District Grants will be deposited into this account as well as any other funds related to District Grants that may come into the possession of D6860 if any should be received.

The account signatories will be the District Governor, the District Rotary Foundation Committee Chair and the District Treasurer.

The signature of two of the three signatories is required on every check and withdrawal from this account.

Disbursements under \$500 may be issued with a single signature if approved in writing, including email, by one of the other two signatories.

Funds will be disbursed from this account, only as appropriate, for grants approved by the District Grant Committee in accordance with TRF and D6860 policies and as approved in the Grant Application.

Proposed changes in the use of District Grant funds will be submitted in writing to the District Grant Committee for approval prior to any expenditure that is not in accordance with an original DDF Grant Application.

Grant funds not disbursed pursuant to approved District Grants must be kept in the DDF Account without diversion, except for direct payment for grant activities or to return funds to TRF.

One or more bank accounts may be opened as necessary in the case of a district managed Global or District Grant with numerous expenditures administered by someone other than the district treasurer. Such arrangements will be subject to the approval of the District Grant Committee.

## **ACCOUNTING**

It should be the duty of the District Treasurer to maintain a standard set of accounts on software approved by the District Governor. All entries to the set of accounts in the system will include appropriate reference to source documents.

The set of accounts will be in sufficient detail to provide for an informative balance sheet and income statement for each class and type of DDF expenditure.

In most cases, the expenditures will be for disbursement to clubs for approved District Grants in those or other categories but may also be for District Grants managed at the district level.

In the case of DDF funded projects that involve numerous expenditures directly out of the grant account, appropriate subaccounts will be maintained.

If the district manages District Grants, then a separate set of accounts paralleling the accounts above should be established as applicable.

Entries to the chart of accounts will include appropriate references to source documents as applicable and should identify the specific grant for which the expenditure is related.

Treasurer will maintain/retain all of the aforementioned defined documents and records for no less than five (5) years.

All grant activities, without exception, must be in accordance with local law

The Treasurer will perform monthly bank reconciliations

### **TRANSFERRING THE CUSTODY OF THE GRANT ACCOUNT**

The plan for transferring the custody of the District Account in the event of a change in leadership is as follows:

- The then current District Governor, the District Rotary Foundation Committee chair, and the District Treasurer will be authorized signatories on the account as previously discussed herein.
- During the month of June of each year the incoming District Governor, the incoming District Foundation Committee chair and the incoming District Treasurer, if applicable, will sign the bank signatory forms to be effective on the first day of July next.
- After a District Governor's year, a District Rotary Foundation Committee chairs or a District Treasurer's term has ended the District Treasurer shall cause each and any such signature to be removed as an authorized signature on the DDF Account as soon as practicable.

### **DOCUMENT RETENTION**

All documents that are required to be maintained by the District are to be accessible and available to the members of the District Grant Committee, District Officers and Directors, Rotarian project sponsors including Club Officers and Directors of participating clubs, and District Grant Audit Committee. Furthermore, any District Rotarian may request access to such documents from the District Governor and such access will not be unreasonably withheld.

Original or electronic copies of required documents shall be maintained for a minimum of five (5) years.

District bank account records originals or online accessible documents are to be maintained for a minimum of five (5) years.

In the case of District level projects that are not sponsored by a club, original documents are to be maintained for a period of five (5) years.

Required documents will be maintained in electronic format on an external hard drive and in hard copy format and will be maintained by D6860.

The documents that must be maintained and available to TRF for audit include, but are not limited to:

- All bank account information
- Copies of past bank statements
- Documentation of change in payee signatories, if any
- Terms and procedures of the district's financial management plan
- The general ledger with all of the itemized deposits, withdrawals, expenditures and journal entries The procedure for storing documents and archives
- Grant application documents

- Grant reports from sponsoring clubs or other participants
- Copies of receipts, invoices and other grant documentation
- Completed project photos where applicable

#### **PROCEDURES FOR STORING DOCUMENTS AND ARCHIVES**

District 6860 clubs that sponsor either District or Global Grants shall be required to provide electronic copies of all reports, documents and receipts in the list enumerated above and as outlined with the TRF A Guide to Global Grants.

Clubs that are in possession of original hard copies as enumerated above shall maintain these documents in a secure location that can be easily accessed by club members and the District Grant Committee. Electronic copies of all grant reports as listed above shall be provided to and maintained by the District Grant Committee.

Electronic storage for identified club level documents will be through the District and Club Database (DaCdb) using the secure file storage feature. Any additional fees associated for this or additional storage space will be provided through the annual District Grant as an operating expense. Any and all records as above described in the possession of the District Rotary Foundation Chair or Grants Committee Chair or other district officers at the end of his/her term shall be transferred to the applicable successor as soon as practicable after the commencement of the successor's term. In addition to the above-described documents, the records and documents required to be retained include but are not limited to:

- The Annual Report from the District Rotary Foundation Grant Audit Committee,
- Copies of all liability insurance and/or copies of travelers' insurance policies,
- Copy of the District Qualification Application submitted to TRF,
- Copy of the District Qualification approval from TRF,
- Documentation of grant management and qualification training for qualified clubs,
- Copies of qualified Club MOUs,
- District Grant and district-sponsored Global Grant information including:
  - Copies of all applications for District Grants and District sponsored Global Grants,
  - Copies of all Grant Agreements,
  - Copies of all reports submitted to TRF,
  - Information collected from Clubs and entities receiving District Grant Funds, including receipts and invoices for all purchases made with grant funds and any and all written or electronic correspondence related therein,

#### **DISTRICT TRF GRANT AUDIT COMMITTEE**

The District TRF Grant **Audit Committee** shall consist of three members. The terms shall be for three years. The committee reports to the district's Stewardship subcommittee. Members of the committee must be active Rotarians who are grant funding independent, and financially literate. Members of the committee may not include: members of any grant project or, members of District Grants Committee; the DRFC committee chair, The District Governor-Elect, the immediate Past District Governor, or the District Governor; not any member of the District Finance Committee, nor any Rotarian who is, or plans to be, a project contact or a recipient of grant funds during the term of the District TRF Grant **Audit Committee**.

The District TRF Grant **Audit Committee** must examine all the expenditures of the DDF Account to ensure that funds were used for the intended purpose, that proper records were maintained, and that a system of controls over expenditures has been in place. The examination should include:

- The selection of a sample of disbursements and reconciliation to supporting documentation,
- A review of the full listing of expenditures to ensure funds were expended in a manner consistent with the terms and conditions of the grant awards,
- Identification of the purchasing procedure used, and
- A review of the bank reconciliations to confirm that they were prepared correctly and that the opening balances match the financial records of the grant activities and bank statements.

The District TRF Grant **Audit Committee** shall make a report of its findings to the District within three (3) months of the completion of each Rotary year.

### **STEWARDSHIP SUBCOMMITTEE**

#### **PURPOSE**

The district stewardship subcommittee is responsible for ensuring the careful and responsible management of Rotary Foundation grant funds and educating Rotarians on proper and effective grant management.

Additional Qualifications of Members In appointing members of the district stewardship subcommittee, preference should be given to Rotarians with professional experience in auditing or accounting and those with experience with a Rotary Foundation grant.

#### **DUTIES AND RESPONSIBILITIES**

The Stewardship Subcommittee shall:

- Assist in the implementation of the district memorandum of understanding, including the development of the financial management plan,
- Ensure that the annual financial assessment of the financial management plan and its implementation are conducted in accordance with the district qualification memorandum of understanding,
- Oversee the qualification of clubs, including assisting with grant management seminars,
- Monitor and evaluate the implementation of proper stewardship and grant management practices for all club- and district-sponsored grants, including reporting to The Rotary Foundation on all grants,
- Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.
- Create system to facilitate and resolve any potential misuse or irregularities in grant related activity, report any potential misuse or irregularities to The Rotary Foundation and conduct initial local investigations into any reports of misuse and
- Provide input on distribution of DDF.



## **FUNDRAISING SUBCOMMITTEE**

### **PURPOSE**

The fundraising subcommittee is responsible for overseeing the district's fundraising strategy and helping clubs set and achieve their contribution goals for the Annual Fund and the Endowment Fund. In appointing members of the district fundraising subcommittee, preference should be given to Rotarians with professional expertise in fundraising, sales, marketing, public relations, or a financial field.

### **DUTIES AND RESPONSIBILITIES**

The Fundraising Subcommittee shall:

- Assist and advise clubs on setting fundraising goals and strategies for achieving them.
- Coordinate and organize club and district fundraising activities, such as a Million Dollar Dinner.
- Motivate, promote, and advise clubs on all Rotary Foundation fundraising initiatives.
- Ensure that all donors are given appropriate recognition for their contributions.
- Coordinate donor appreciation events within the district. Provide input on DDF distribution.

District 6860 may organize the Fundraising Subcommittee under the following areas:

- Annual
- Endowment
- PolioPlus
- Paul Harris Society
- Recognition

## **DISTRICT ROTARY PEACE FELLOWSHIP SUBCOMMITTEE**

### **PURPOSE**

The District Rotary Peace Fellowship Subcommittee is responsible for recruiting, supporting, and endorsing candidates for the Rotary Peace Fellowship.

### **DUTIES AND RESPONSIBILITIES**

The District Rotary Peace Fellowship Subcommittee shall:

- Complete all trainings related to this role,
- Recruit candidates by promoting the Rotary Peace Centers program and highly encouraging club involvement,
- Support candidates by providing suggestions to enhance application quality.
- Interview candidates to determine which candidates should be endorsed,
- Serve as a district expert and resource on all Rotary Peace Fellowships,
- Work with the district alumni chair to identify peace fellows and involve them in district alumni activities and
- Provide input on DDF distribution.

## **GLOBAL SCHOLARSHIP SUBCOMMITTEE**

### **PURPOSE**

The global scholarship subcommittee is responsible for announcing, encouraging, and assisting clubs in identifying candidates for the global scholar's program, and assists candidates and clubs with understanding the application and scholarship management process. In some instances, the district subcommittee may be responsible for submitting and managing the global scholarship grant.

### **DUTIES AND RESPONSIBILITIES**

The global scholarship committee shall:

- Announce and recruit candidates for global scholarships,
- Confer with the DRFC chair, DG and District Foundation Committee on the availability of DDF and/or endowment to support the
- Scholarship,
- Inform clubs of the opportunity to sponsor a global scholar,
- Review applications and interview candidates,
- Ensure that candidates fully meet the qualification for a global scholarship and have a strong application,
- Coordinate orientation for scholarship recipients,
- Confirm participation by the host district/club and decide whether the host counselor needs training or guidance,
- Inform Rotarians in the host district/club that a scholar will study there,
- Maintain contact with scholarship recipients during their study terms,
- Serve as a resource for any potential applicants for global grant scholarships who would like to study at institutions in the district and
- Provide input on DDF distribution

## **8. ROTARY PROGRAMS**

### **A. Rotary Fellowships Committee**

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

### **B. 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.

### **C. District Humanitarian Donor Advised Fund Committee**

This committee keeps the DG informed as to humanitarian opportunities and ways individual clubs can become involved in monetary and manpower contributions to provide aid as needed.

The District Humanitarian Donor Advised Fund Committee composed of six members appointed by the District Governor, will determine how funds will be distributed based on its mission, purpose and objectives. The District Governor and District Treasurer are ex officio members of the committee while they hold these district offices. The District Treasurer will establish a restricted disaster recovery fund for deposit of all monies collected.

Signatories on District Humanitarian Donor Advised Fund should include the Committee Chair, Current District Governor, District Governor Elect and District Governor Nominee. These names are to be updated annually. A report on the Donor Advised Fund should be presented annually to the District Finance Committee.

#### **D. SPAIN-HICKMAN-ESTESS-MALONEY SCHOLARSHIP COMMITTEE (SHEM)**

The district scholarship committee chair coordinates with the district governor and the Rotary clubs of Tuscaloosa, Shades Valley, Calhoun County and Florence to ensure that each of these scholarships is awarded annually.

The Spain-Hickman-Estess-Maloney Scholarships are awarded annually to deserving international students, one each from the University of Alabama (UA), the University of Alabama at Birmingham (UAB), the Jacksonville State University (JSU) and the University of North Alabama (UNA). The scholarships are awarded in recognition of the four distinguished Rotarians from our Rotary District who have served as President of Rotary International. They are Frank Spain, Roy Hickman, Glenn Estess, Sr and Mark Maloney. Specific criteria for the award of the scholarships are set by the universities with input from our Rotary District clubs responsible for ensuring these awards. The district budgets \$3,500 for each scholarship annually.

Criteria for each of the scholarships include:

- Student currently attending one of the four universities
- Student is an international student
- Student is a Junior or Senior in academic standing
- Outstanding academic achievement, community involvement and leadership may be considered in selecting the recipient.

The Rotary Club of Tuscaloosa will work with the University of Alabama to determine the UA recipient(s) of the scholarship.

The Rotary Club of Shades Valley will work with the University of Alabama at Birmingham to determine the UAB recipient(s) of the scholarship.

The Rotary Club of Calhoun County will work with Jacksonville State University to determine the recipient(s) of the JSU recipient of the scholarship.

The Rotary Club of Florence will work with the University of North Alabama to determine the UNA recipient(s) of the scholarship.

For each of the four scholarships awarded, the recipient's name is sent to the chair of the scholarship committee and District Governor with information about the student(s) receiving the scholarship along with a request to send a check(s) payable to the appropriate academic institution with the student(s) name/account number listed on the For line of the check. Check(s) are mailed to the appropriate office and deposited into the student's school account to be applied toward their tuition, textbooks and/or fees

## **9. COMMUNICATIONS**

### **A. District Communications Team**

This team will coordinate communication to assure 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.

### **B. District Communications Officer (DCO)**

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).

### **C. 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.

### **D. Social Media**

This committee encourages use of social media to promote club and district events and activities so as to enhance the Public Image of Rotary. Their efforts create content that attracts Rotarian's attention. The committee will encourage the use of YouTube, 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.

### **E. Webmaster**

The District Webmaster maintains and regularly updates the content of the Rotary district 6860 Website.

## **F. 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.

## **10. TRAINING**

### **A. DISTRICT TRAINING COMMITTEE**

The committee is responsible for supporting the DG, DGE, and all committee chairs in training club and district leaders. The committee is responsible for developing an annual, coordinated, and effective training plan/cycle. The District Trainer chairs this committee. Members of this committee may include but are not limited to: AGI Representative; District Conference Committee Chair; District RLI Coordinator(s); Mid-South PETS representatives; District Training Assembly Chair; District Mid-Year Conference Committee Chair; District Leadership Team Training Seminar Chair; DRFC Training representative; and District Evanston trip Coordinator(s).

### **B. DISTRICT TRAINER**

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.

#### **QUALIFICATIONS**

Skilled, knowledgeable Rotarian, with excellent facilitation and teaching skills

#### **RESPONSIBILITIES**

Works with the DG on training needs in the district for the current Rotary year.

Ensures that the DGE's training needs for the upcoming Rotary year are met.

Consults with Chairs of other committees that also have training responsibilities.

Ensures that there is coherent and sequential training for all the leadership positions in the district.

Ensures that AGs are trained to carry out their responsibilities.

Plans program content and schedules for Pre-PETS and assembles and distributes materials.

Ensures that district materials are consistent and complementary with the materials the presidents receive at MS – PETS.

Ensures that the material covered at District Training Assembly is consistent, complete, and congruent with the overall training plan

Provides support and coordination to District RLI Coordinator in Developing, maintaining and delivering training to participants in the District's Rotary Leadership Institute.

Develops, maintains and delivers other training that may be needed to support the DG's goals.

In consultation with DG and/or DGE, as appropriate, plans, organizes and implements all district-wide meetings unless otherwise delegated by DG or DGE.

### **C. 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. Participation in this program is required by the Rotary governing documents. 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. Four 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.

### **D. 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 Chattanooga, TN.

### **E. 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.

### **F. District Conference**

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. A 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.

This guidance allows the use of a multi-district planning and implementation committee

## **G. 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.

## **H. District Leadership Meetings**

One meeting is held each year in the middle of a Rotary year for the District and Club leadership. Any Rotarian is welcome to attend. This is the mid-year conference. It is a progress check on the current year's work and prepares for the transition to the next year.

## **I. ROTARY LEADERSHIP INSTITUTE (RLI)**

### **Program Description:**

RLI is a grassroots coalition of Rotary districts implementing a leadership development program for "potential" leaders of Rotary CLUBS. Established in 1992, RLI has become a worldwide program with divisions in every continent of the world. While it is an unofficial program of Rotary International, it has, since inception, had substantial support of the senior leadership of the organization and has become recognized as an essential training and development aspect of many of its districts.

RLI believes that excellent CLUB leadership (all types of club leaders) is essential to the future of Rotary in a complex, fast changing world. Most Rotarians have not been exposed to the great scope of Rotary around the world and have not considered what leadership skills are necessary to move Rotary forward.

RLI strongly believes that a good Rotary Club leader must know the evolution of Rotary, its current status and activities in the world and have a vision for what Rotary can be in the future. Therefore, RLI provides a three-part basic course in both Rotary knowledge and the leadership skills needed in a voluntary organization. In addition to the specific leadership skills sessions, all RLI sessions have a leadership component.

An aim of RLI is to have the clubs in the member districts identify their members with potential for future club leadership and send them to RLI courses at club expense. All member clubs may send any club Rotarian to RLI courses and any Rotarian may attend any course at his/her own

initiative. This district strongly endorses and supports the principle that successful completion of the basic RLI curriculum should be a consideration for appointment, selection and/or election to all leadership positions of the clubs and the district.

An overriding goal of the courses for club Rotarians is to create ENTHUSIASM for Rotary by opening up to participants the world of Rotary outside of their own clubs and showing them the great potential of Rotary service for the benefit of the world that can be furthered with excellent leadership in clubs.

### **COMMITTEE**

The committee is chaired by the District RLI Coordinator. The District Governor, in cooperation with the district's RLI-HOA Regional Coordinator, shall appoint a Rotarian in the District to serve as District Coordinator for the district for the governor's year of service. District Governors are encouraged to continue appointments for multiple years to assure continuity and experience. Consultation and concurrence with the HOA-RLI Regional Coordinator is preferred but not required.

Duties of the District RLI Coordinator: The primary duty of the District RLI Coordinator shall be to coordinate, carry out, and maintain RLI programs in the District in cooperation with the District Governor, the District Trainer, and the RLI-HOA Regional Coordinator. The District RLI Coordinator is encouraged to undertake all tasks necessary to implement effective and successful RLI programs in the district.

### **RECOMMENDED PARTICIPATION**

#### **District Leadership**

The strong recommendation is that all District Leaders, including the DG, DGE, and DGN and all Committee Chairs are encouraged to become RLI Graduates.

The current DGE and DGN should complete RLI as their schedule permits. Future DG Nominating Committees should look for RLI Completion as an element of interest and preparation for becoming District Governor.

The Assistant Governors (AG) - Each new AG should complete the RLI program by their first year of service as an AG, or earlier. Current AGs should complete RLI by their second year of service.

Current District Committee Chairs should complete RLI as their schedule permits. Future District Committee Chairs should have completed RLI earlier or during their initial year of service.

The District RLI Coordinator, in partnership with the Heart of America RLI-HOA Board, will establish the RLI Faculty necessary to meet the training requirements

#### **Club Leadership (Current and Potential)**

The recommendation is that all Club Presidents-elect and Club Presidents-Nominee are encouraged to complete RLI before assuming duties as Club President, that all officers, directors, and committee chairs are encouraged to complete RLI at the earliest opportunity before or after acceptance of responsibilities.

Current Club Officers and Boards should establish Club Goals for completion of RLI to foster a stronger leadership climate for the Club and Board positions. This process should identify the Club Officer positions and the timeframe for attending RLI. This effort should be part of the Club's Strategic Planning effort.

Clubs should include the cost of attending RLI in their budgets.

Clubs should develop and implement a program of orientation for new members and a continuing education program for all members which includes participation in the courses of RLI.

Clubs should strive to develop a 'culture' of expectation that all leadership will have completed RLI, while not permitting such culture to become a limitation of service!

## **11. CLUB PURPOSE, ORGANIZATION, and AVENUES OF SERVICE COMMITTEES**

### **A. CLUB PURPOSE:**

To pursue the Object of Rotary, carry out successful service projects based on the five avenues of service, contribute to the enhancement of Rotary by strengthening membership, support the Rotary Foundation, and develop leaders above the club level.

### **B. ORGANIZATION:**

Club Committees should be: Club Administration, Membership, Public Image, Rotary Foundation, Service Projects, and others as needed. Clubs are allowed to determine when and how often the Club meets, set applicable attendance requirements and modify or eliminate termination policies for not-attendance. The Club must hold two meetings a month. The Club can cancel a meeting during the week that a Holiday occurs. They may use the classification system, modify it or eliminate it. Attendance provisions allow for both in person and on-line participation as in E-Club One. Excused absences are allowed under Rule 85 requiring 20 years in a club.

The Club has flexibility in membership. Rotary is open to adult persons who demonstrate good character, integrity and leadership; possess a good reputation within their business, profession, and or community and are willing to serve in their community or around the world. Rotaractors are allowed to serve in both traditional Rotary Clubs and simultaneously in the Rotaract Club.

Rotary's Avenues of Service guides 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
- Environment

### **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:  
Actively promote strategic visioning workshops that are the first step in helping clubs develop a Club Leadership Plan and a Strategic Plan  
Maintain a list of recommended speakers in a "Speakers Bureau" that clubs can use for their weekly programs

Provide sergeants-at-arms for all district events

Share information about fellow Rotarians through the Family of Rotary

Provide opportunities for fellowship and positive public relations at appropriate venues

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:

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.

The recognition of the worthiness to society of all useful occupations, not just one's own or those pursued by Rotarians.

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.

The Vocational Service Committee will assist clubs in the development of vocational and ethical programs and projects. Program 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, the clubs are encouraged to

Review regularly service opportunities within their communities and involve each club member in an assessment of community needs;

Capitalize on the unique vocational and avocational talents of members in implementing their community service projects. 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.

Work closely with the Interact clubs, Rotaract clubs, and other groups which they sponsor, in order to coordinate community service efforts.

Identify opportunities to enhance community service projects through Rotary programs and activities at the international level. Involve the community, when desirable and feasible, in implementing community service projects, including the provision of required resources;

- Cooperate with other organizations in accordance with RI policy to achieve community service objectives; Achieve proper public recognition for their community service projects;
- Act as catalysts to encourage other organizations to work together in community service efforts;
- 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, International Service Committee works with clubs and districts to identify resources to develop international projects and design global grants of higher quality and greater scale by leveraging local Rotarian and Rotary alumni expertise, establishing connections between clubs in your district and a host or international partner, and creating a network of local experts to help with planning projects and grants. In addition, you:

- Create a database of local experts experienced in project planning, the areas of focus, and Rotary grants; connect members to experts for assistance with projects and grants.
- Collaborate with district Rotary Foundation Chairs, Community Service Chairs, Vocational Service Chairs, Rotaract Representatives, Rotarian Action Groups, The Rotary Foundation Cadre of Technical Advisers, and other experts, including peace fellows and alumni, interested in assisting with projects and global grant applications.
- Find answers to frequently asked questions about project enhancement and how it can help connect clubs in your District with resources to improve projects and global grants. Publicize club international service initiatives

#### **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 must 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: Youth Protection Officer

The Youth Protection Officer will be included in the planning and implementation of youth programs within District 6860 and will assist clubs and individuals with Youth Protection information, policies, and programs. The Youth Protection Officer will maintain the currency of Appendix D - Youth Protection Policy and will provide annual familiarization training at the District Team Training Seminar.

## **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

## **12. FINANCE COMMITTEE**

### **A. COMPOSITION AND RESPONSIBILITIES**

The District Finance Committee is comprised of thirteen members: The PDG Chair, The DG, The IPDG, The DGE, and the District Treasurer as ex-officio voting members; The DGN and District Secretary as ex-officio, non-voting members; and six at large voting members. The District Governor, two years removed from office, will serve as the Finance Committee's chair. All ex-officio members serve one year terms concurrent with their terms of office. At-large members shall serve a staggered three-year term such that the terms of two members expire each year. The district governor shall appoint Rotarians as members at-large to fill positions becoming vacant upon his/her accession to office. At least one of the two members appointed each year shall be a Past District Governor. No at-large member appointment shall be made of a Rotarian from the same club as or any club of an Area as any Rotarian already holding membership on the committee. Ex-officio members, by necessity, election or appointment may be from the same clubs or Area. 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 monitor the responsibilities of the District Finance Committee with the objective of ensuring the overall financial health of the District. These responsibilities include:

- Supervision of the District Funds.
- Reviewing the per capita levy and district administrative expenses.
- Review and approval of the district budget prepared by the DG & District Treasurer.
- Preparation of financial reports to be presented at District functions.
- Ensuring that the District adheres to State and Federal filing requirements.
- Identification and management of financial risks to the District.
- Reviewing the District IRS Form 990 annually after submitted to IRS.
- Provide incoming District Governor with financial training, if desired.
- Ensuring the annual district audit/review is completed and properly reported to clubs
- Coordination with DG for timely completion and proper reporting of 'Annual Statement and Report of District Finances.
- Appointment of replacement member of District Audit Committee when required by that committee appointment procedures.



## **B. MEETINGS**

The Chairman presides over regular meetings of the committee.

Meetings shall be scheduled by the Chairman at regular semi-annual intervals.

The Chairman has responsibility for ensuring minutes are recorded at each meeting, and are disseminated to committee members prior to the next meeting.

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. The standard reports are:

- Profit and Loss
- Accounts Receivable
- Balance Sheet
- Budget vs. Actual
- Check Register to date

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.

## **C. SOURCES OF REVENUE**

The primary sources of District revenue are:

- 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.
- Approved Billings: District approved Invoices, assessments, other billings rendered by the district.
- Rotary International Allocations: Rotary International provides funds for specific purposes.
- Investments: The District may earn income from the investment of reserve funds.
- Other: 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.

## **D. 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.

- District Fund
- Separate Purpose Funds
- 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 set forth in Rotary International Bylaws 15.060 and ensures that:

- per capita levy approval is sought at the District Training Assembly following presentation of a budget,
- funds are not under the control of a single individual and
- 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 of the district when available. The outgoing DG must supply an annual statement and report of the district finances to the Finance Committee for review at the Mid-Year Conference. An evaluation, by a qualified accountant, of district accounts will also be completed and reported to the Finance committee at the Mid-Year Conference. The DG's summary report of the year will be provided to each club in the district within 60 days of the Mid-Year Conference. This annual statement and report shall include, but not be limited to, the following details:

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

- 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 31<sup>st</sup>,
- submit reconciled monthly bank statements to the District Office within 20 days after the end of each month,
- submit quarterly income statements and balance sheets to the District Office within 20 days after the end of each quarter,
- submit year-end income statement with balance sheet within 31 days after the end of the fiscal year,

## **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.

## **E. CLUBS IN ARREARS**

The Procedures for Collection of Club Past Due Financial Obligations to the District are as follows:

- **Financial obligations for district fund**

District Funds (per capita levy/dues) are considered and treated in the same manner as obligations to RI; however, the time tables of collection may vary based on the date RI is advised of the unpaid obligations.

A reminder statement/notice to clubs with unpaid financial obligations of any amount will be sent to the Club President and Treasurer by the District Treasurer 30 days (one month) from due date.

- **arrears.**

The district will simultaneously send another statement/notice and an advisory transmittal to RI 60 days (two months) from the due date. The advisory transmittal will request RI to commence collection of the unpaid obligation as outlined in the RI Code of Policy for clubs in Financial obligations other than district fund

A reminder statement/notice to Club President and Treasurer with unpaid financial obligations of any amount will be sent by the District Treasurer 30 days (one month) and 60 days (two months) from due date.

At 90 days from the due date the district will send another reminder statement/notice including verbiage providing notice of possible suspension of club privilege and district service for the club if the obligation is not paid by 120 days from the due date.

Suspension of clubs from district privileges and services will occur 120 days (four months) from the due date.

The District Treasurer shall provide monthly an Account Receivables Detail report to the DG, DGE, DGN, all AG's and the Chair of the Finance Committee reflecting 30, 60, 90, 120, and 180 day receivables.

- **Notification to Clubs of Non-Payment and Suspension of District Privileges and Services**

A Club President shall be notified by the District Treasurer at the end of the third month of non-payment of its financial obligations and of its possible suspension unless payment is made within 120 days of the due date, or unless arrangements acceptable to the District Governor are made to pay them.

Appropriate verbiage included on a statement of current and past due obligations shall constitute notifications. The District Governor in collaboration with the District Treasurer shall send the notice of suspension no less than 120 days from the due date.

Notice of suspension shall be rendered separately from the statement of financial obligations due to the district.

- **Exceptions to Club Notification and District Suspension Procedures**

The District Governor is authorized to make exceptions implementing these guidelines which in the District Governor's judgment are warranted, based on special or unique circumstances.

- **Notice of Suspension**

In addition to the DG and District Treasurer, the DGE, DGN, Chair of the Finance Committee and all Assistant governors will receive a listing of clubs suspended from district privileges and services for non-payment.

- **Reinstatement of Clubs Suspended from District Privileges and Services Due to Non-Payment of Financial Obligations**

A suspended club may seek to be reinstated at any time subsequent to their suspension.

When a club seeks to be reinstated, it must pay the full amount of its outstanding financial obligations and a US\$5.00 per member reinstatement fee.

Additionally, clubs must provide a current membership list. If only partial payment is made that amount will be applied to the suspended club's delinquent financial obligation.

Reinstated clubs are considered members in financial good standing eligible to receive the full services of the association.

- **Status of Clubs Suspended from District Privileges and Services Due to Non-Payment of Financial Obligations**

The suspension of a club will result in the imposition of the following measures until such time that the club has been reinstated by the district:

Club is removed from district mailing lists

Club does not receive any district publications or periodical

District services cease immediately, including services of The Rotary Foundation, such as the acceptance of new, or the processing of current program applications; and the recognition of clubs as sponsors or hosts of active Rotary Foundation program awards

Club will not receive the following services from the governor: a monthly letter, inclusion on district mailing lists, and an official visit.

- **Clubs that have been suspended by the district continue to possess all the rights and privileges given to it under the governing documents of RI.**

## **F. FINANCIAL COMPLIANCE**

### **ANNUAL STATEMENT AND REPORT OF DISTRICT FINANCES.**

Within one year of serving as governor, the immediate past governor must provide each club an independently reviewed annual statement and report of district finances.

The immediate past governor must provide the statement and report and have it discussed and adopted at a district meeting to which all clubs are entitled to send a representative and for which 30 days' notice has been given.

Alternatively, within one year of serving as governor, the immediate past governor may ask the governor to conduct a club ballot for adoption of the statement and report. The statement and report shall be sent at least 30 days before the club ballot.

The governor shall start this process within 30 days of receiving the request from the immediate past governor.

The review may be conducted by either a qualified accountant or a district audit committee. An audit committee must:

- have at least three active members selected in accordance with established district procedures,
- include at least one member who is a past governor or an independent, financially literate person and
- not include any current governor, treasurer, signatory of district bank accounts, or member of the finance committee

Effective July 1, 2020 the District 6860 Governor Line committee with concurrence of the District Finance Committee adopted the District Audit Committee option and established initial procedures

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 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.

Clubs are responsible for reporting fundraising results to State and Federal authorities, as appropriate.

The District supports transparent financial practices among Rotary Clubs with clear oversight by Club Officers and Directors.

The District desires clear communication on financial matters among the DG, Clubs, and their respective financial contacts at Rotary International.

Financial Reporting: The annual meeting for the election of officers includes the club's mid-year financial report with current and previous year income and expenses.

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.

## **G. FAILURE TO REPORT ON FINANCES**

The financial statement as described above shall include all monies received by the governor.

The governor shall also send a copy of his/her financial report to the general secretary within three months of the completion of the governor's year in office with proof that the report has been independently reviewed and provided to each club for discussion at a district meeting in accordance with RI Article 15.060.4

Failure to comply with the requirement to distribute a complete financial statement to the clubs and the general secretary, and to present the statement for discussion and adoption at a district meeting, shall result in the governor being ineligible to receive:

- any additional expense reimbursements from RI
- any RI volunteer appointment or assignment
- any Rotary Foundation appointment or assignment
- any RI or Foundation award until the completed financial statement is distributed to both the clubs and the general secretary and discussed and adopted at a district meeting.

## **H. BUDGET PROCEDURES**

### **Budget development**

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 Mid-Year Conference 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.

### **District Finances**

Within one year of serving as governor, an independently reviewed annual statement and report of district finances is provided to clubs in the district for their approval.

## **I. RECEIPT, DEPOSIT AND 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**

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

## **J. 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 B.

## **K. 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 budgeted expense will be maintained to ensure that unexpected expenses are covered either for emergency situations or for the flexibility needed to operate the district smoothly.

See Appendix B for additional information on Risk Management

## **13. DISTRICT WIDE MEETINGS and PROJECTS**

### **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 boll bring out the best in attendees! 10 tailgate 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.



## **14. DISTRICT POLICIES**

### **A. 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.

### **B. AMENDMENTS TO THE DISTRICT LEADERSHIP PLAN**

Any recommended changes or amendments to the following procedures, areas, or topics must be carried to the District clubs for approval at District Conference, District Training Assembly, or PETS before incorporating the change into The District Leadership Plan.

- Selection of a governor-nominee, including the challenge process to the nominee candidate selected by the Nominating Committee:
- Election of a member and alternate member of the nominating committee for RI Director
- Election of the district's representative and alternate representative to the Council on Legislation
- Amount of current district annual levy and/or any authorized assessments to the clubs.

All other changes or amendments do not require club approval but may, at the DG discretion, be submitted for their approval.

Changes not requiring a District Conference approval will follow this process:

- The District Governor will present the proposed changes to the Council of Governors.
- The District Governor will take into consideration the feedback from the COG and approve the document. T
- The document will be incorporated into the next revision of the District Leadership Plan.

### **C. 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:

- The interest of the individual is fully disclosed to all members of the committee.
- No interested committee members may vote or lobby on this matter when such matter is voted upon.

- Any transaction in which as a committee being in the member best interests has a financial or personal interest shall be duly approved by the DG or DGE not so interested or connected as being in the best interests of the organization.
- Payments to the interested committee members shall be responsible and shall not exceed fair market value.
- The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

## **15. DISTRICT RECORDS AND PROPERTY**

### **A. DISTRICT GOVERNOR RECORDS:**

The DG shall turn over any requested club records to the DGE immediately following the end of the DG's term. All other DG records, at the discretion of the DG, shall be transferred to an appropriate Officer, Committee Chair, or District leader Destroyed  
Kept by the DG

### **B. 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 Governor that this transfer has been completed.

### **C. DISTRICT PROPERTY**

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

## 16. APPENDICES

- A. Emergency Communication Plan**
- B. Risk Management**
- C. District Fees and Payment Policy**
- D. Youth Protection Policy**
- E. Rotary Foundation District Grants and Global Grants**
- F. District Organization Chart**

## **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.

District Risk Management Committee

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 District Risk Management Committee 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 – Rotary International and District Fees and Payment Policy

### Rotary International Fees per active member

### Club Pays

\$35.50 per half year in 2022-2023

\$37.50 per half year in 2023-2024

\$39.25 per half year in 2024-2025

\$41.00 per half year in 2025-2026

### District Program Fees and Specific Program Costs

District Annual Dues are (Approved in 2016) payable to the District Treasurer (per member other than honorary) based on July 1 membership and will be invoiced September 1 and are due September 30.

District Annual Dues

\$30.00 /per active member

District Humanitarian Fund

\$1/ per active member.

Mid-South Presidents-Elect Training Seminar (MS-PETS) fees

\$300.00 / per Club, per year

This fee is a mandatory assessment and will be included in the District September dues invoice

AGI Registration- district paid fee

\$75.00 / per AG, per year.

Rotary Youth Leadership Awards (RYLA) Program

\$350.00 per Club Sponsored participant

Rotary Leadership Institute (RLI)

Registration fee per attendee

INTERACT Conference

Registration Fee

District Training Assembly

Registration Fee

District Grant Training Seminar

Registration Fee, if any

**District Sponsored Program**

Spain – Hickman –Estess- Maloney Scholarships 4 awards  
South Central Rotary Youth Exchange Annual Dues

**District Sponsored Events**

Annual Foundation Dinner  
District Conference Registration

**Club Sponsored Program**

Rotaract Start-up  
Interact Start-up

**District Pays**

\$3,500 each  
\$425

**Individual Pays**

Dinner Fee  
Registration Fee, Housing, Meals, & Transportation

**Club Pays**

Full  
Full

## Appendix D – Youth Protection Policy

### **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. District 6860 complies with the Rotary Code of Policies (RCOP), Sections 2.100 and 41.060. The District Youth Services Chair submits an annual survey to RI.

The Youth Exchange Officer identifies and arranges Club Exchanges and the overall structure of the District Youth Exchange Program including submission of Certification Documents to the District Governor and Rotary International. The District once certified, is covered by the Rotary U.S. Club and District Liability Insurance Program.

### **Youth Exchanges**

Upon receipt of a candidate's name wishing to participate in a short term or long term Youth Exchange, the Youth Exchange Chair will notify the District Governor, Youth Services Chair and Youth Protection Officer before the process moves forward to enter the candidate into a Youth Exchange program.

The Youth Service Chair Youth Exchange Officer will arrange a meeting with the sponsoring club's board and explain in detail the importance of the responsibilities involved with hosting a Youth Exchange student. Special emphasis will be placed on the steps involved should there be any incidence of impropriety involving the student. Clarification will be given to the importance of reporting these types of incidents on a timely basis, as well as, who should report them, and to whom.

The Youth Exchange Officer must provide the following data on all inbound Students prior to or shortly after the beginning of an exchange: Exchange type, Student Name, and contact details in their home country, gender, date of birth, sponsoring/ host district, along with the Name and contact details for all host families.

Copies of the International Youth Exchange and Appendix D – Youth Protection Policy from this plan will be provided to the club board and sponsoring family of any Youth Exchange student.

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.

Should there be any allegation of problem with a youth; the incident must be reported to the Youth Service Chair who reports the incident to the Youth Protection Officer and the District Governor. The District Governor must report to Rotary International within 72 hours of the incident.

### **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.

### **Support Services**

- District 6860 will select an individual Rotarian counselor for each student to be in regular contact with the student and to serve as a liaison

between the student and the club, the student's parents or guardians, host family, and community at large. The club counselor must not be a member of the student's host family and has been trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.

- Each student is required to submit to the Youth Exchange Officer a quarterly report that includes information on their current hosts, feelings, concerns, ideas, and suggestions regarding their exchange experience thus far. The designated Youth Exchange officer will review the reports carefully and, when necessary, takes action to respond to any irregularities reported by the students.

The host and sending Rotary clubs will provide students with a list of individuals to contact in the case of a problem or emergency for the following positions:

- Rotarian counselor
- Host club president
- Host district chair
- Host District governor
- Sending club president
- Sending district chair
- Sending district governor
- Two non-Rotarian resource persons (one male and one female)
- Medical care
- Dental care
- Mental health care
- Law enforcement professionals
- Suicide prevention hotlines

- Rape crisis hotlines
- Local child protection agencies

District 6860 and the host Rotary club will provide a 24 hour emergency contact number to ensuring that students can contact a District 6860 representative by telephone at all times.

### **Student Insurance Requirements**

- Student travel itineraries are agreed upon by the students' parents or legal guardians and the host club/District 6860. Student travel insurance coverage shall be submitted to host club/District 6860 prior to the student's departure from home. The host Rotary club will arrange immediate and emergency medical attention when it is needed. The host Rotary club must be satisfied that the insurance coverage carried by the student is with a responsible insurance company which will ensure that any service providers receive complete and prompt payment.
- The parent or legal guardian of the Youth Exchange student is responsible for the payment of all medical and accident costs. The parent or legal guardian of each student shall provide travel insurance, including, but not limited to, medical and dental coverage for accidental injury and illness, accidental death, dismemberment, and disability benefits (also known as capital benefits), repatriation of remains, emergency evacuation, 24-hour emergency assistance services, and personal legal liability. Such amounts shall not be less than the following minimum limits and benefits per student:

o 24-hour emergency assistance services. US\$1,000,000 for expenses related to injury or illness such as hospital, doctors/physicians, dentist, ambulance or other usual and customary medical services. US\$100,000 for accidental death, dismemberment, or disability

US\$50,000 for necessary emergency transport or evacuation of student in the event of severe illness or bodily injury

o US\$50,000 for repatriation of student's remains or cremation expenses in the event of the death of the student

o US\$50,000 for necessary emergency transport or evacuation of student in the event of a non-medical emergency, including due to a political crisis or a natural disaster

o US\$500,000 for personal legal liability for liability arising from the student's actions or omissions that cause bodily injury to a third party or damage to a third party's property.

- Provide coverage on a 24-hour basis from the time the student leaves their home until they return home inclusive of any personal travel before and/or after the agreed exchange period

o Be valid in all countries in which travel will take place with the exception of student's home country.

- Participation in extreme sports, such as hang gliding, rock climbing, and bungee jumping, is discouraged. If students are allowed to participate in extreme sports, these activities should be undertaken with the host districts and parents or legal guardian's written permission, and additional adequate insurance should be obtained.

### **Student Orientation and Debriefing**

- The sending club or district organizes a mandatory orientation for students and their parents or legal guardians prior to departure.
- At orientation participants are informed about the rules, procedures and expectations associated with the Youth Exchange program and includes a briefing about the District 6860 the local Rotary club and its activities.
- The sending club or district provides abuse prevention and awareness training for both students and parents or legal guardians.
- District 6860 and the host club will provide an orientation program for inbound students. The orientation includes guidance for students should they encounter any aspects of neglect, physical, sexual or emotional abuse and contact information for local resources and their appointed counselors.
- Because local laws and customs in one country may differ greatly from those in others, orientation for students includes information on local laws and customs, which may apply to young people.
- Due to the likely effects of reverse culture shock, following their return, students and their parents or legal guardians are encouraged to attend a debriefing meeting for the purpose of assisting them to transition to their home, school, and community environment.
- Students should not under any circumstances be permitted to operate or drive a motorized vehicle of any kind during the exchange, nor to own a motorized vehicle in the host country.

Students should not undertake travel outside the immediate area of the community in which the host club is located without the consent of the students' parents or legal guardians and of the participating clubs or districts.

### **Early Returns**

Any participant who does not comply with the requirements of the program will be removed from participation in the program.

In the case of students being sent home, the sponsoring Rotary club and District 6860, host families and the student's parents or legal guardians, are fully informed prior to the student being sent home. Such decision requires the agreement of the host and sending districts. The student should be returned home at the earliest practical time by a route agreed upon between the parents or legal guardians and the sending district. In the event of an impasse, District 6860 will appoint an independent Rotarian to serve as a mediator.

### **Volunteer Selection, Screening & Training**

- All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, are interviewed to determine suitability to work with youth, complete and sign a Youth Volunteer Agreement, and agree to undergo background checks, including law enforcement public record checks and a reference check. Reference checks should entail asking three people about the individual's suitability to work with exchange students. These three people should not be family members and no more than one of the references should be a Rotarian.
- District 6860 will conscientiously screen and selects host families on the basis of a written application, background checks for all adults in the home, including law enforcement public record checks and reference checks, personal interview, and home visits. Reference checks should entail asking three people about the individual's suitability to work with exchange students. These three people should not be family members and no more than one of the references should be a Rotarian. Announced and unannounced (or short-notice) home visits should take place prior to exchanges and during long-term exchanges.
- Host families should carry personal liability and auto liability insurance with appropriate limits for their geographic location.
- District 6860 Youth Exchange policy outlines the content and frequency of training, participants who must receive training, who has the responsibility for arranging and conducting training, and how records of participation are maintained.

All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, receive training that includes information on program administration and rules, and abuse and harassment awareness and prevention.

## APPENDIX E – District 6860 Procedures for Rotary Foundation Grants

<b>Club Contribution</b>	<b>Admin Fee</b>	<b>DDF Contribution</b>	<b>World Fund DDF Match</b>	<b>Grant Value</b>
\$ 3,351.96	\$ 167.60	\$ 13,407.82	\$ 13,407.82	\$ 30,000.00
\$ 3,500.00	\$ 175.00	\$ 14,000.00	\$ 14,000.00	\$ 31,325.00
\$ 3,713.53	\$ 185.68	\$ 14,854.11	\$ 14,854.11	\$ 33,236.07
\$ 4,000.00	\$ 200.00	\$ 16,000.00	\$ 16,000.00	\$ 35,800.00
\$ 4,200.00	\$ 210.00	\$ 16,800.00	\$ 16,800.00	\$ 37,590.00
\$ 4,400.00	\$ 220.00	\$ 17,600.00	\$ 17,600.00	\$ 39,380.00
\$ 4,600.00	\$ 230.00	\$ 18,400.00	\$ 18,400.00	\$ 41,170.00
\$ 4,800.00	\$ 240.00	\$ 19,200.00	\$ 19,200.00	\$ 42,960.00
\$ 5,000.00	\$ 250.00	\$ 20,000.00	\$ 20,000.00	\$ 44,750.00
\$ 5,200.00	\$ 260.00	\$ 20,800.00	\$ 20,800.00	\$ 46,540.00
\$ 5,400.00	\$ 270.00	\$ 21,600.00	\$ 21,600.00	\$ 48,330.00
\$ 5,600.00	\$ 280.00	\$ 22,400.00	\$ 22,400.00	\$ 50,120.00
\$ 5,800.00	\$ 290.00	\$ 23,200.00	\$ 23,200.00	\$ 51,910.00
\$ 6,000.00	\$ 300.00	\$ 24,000.00	\$ 24,000.00	\$ 53,700.00
\$ 6,200.00	\$ 310.00	\$ 24,800.00	\$ 24,800.00	\$ 55,490.00
\$ 6,400.00	\$ 320.00	\$ 25,600.00	\$ 25,600.00	\$ 57,280.00
\$ 6,600.00	\$ 330.00	\$ 26,400.00	\$ 26,400.00	\$ 59,070.00

\$ 6,800.00	\$ 340.00	\$ 27,200.00	\$ 27,200.00	\$ 60,860.00
\$ 7,000.00	\$ 350.00	\$ 28,000.00	\$ 28,000.00	\$ 62,650.00
\$ 7,200.00	\$ 360.00	\$ 28,800.00	\$ 28,800.00	\$ 64,440.00
\$ 7,400.00	\$ 370.00	\$ 29,600.00	\$ 29,600.00	\$ 66,230.00
\$ 7,600.00	\$ 380.00	\$ 30,400.00	\$ 30,400.00	\$ 68,020.00
\$ 7,800.00	\$ 390.00	\$ 31,200.00	\$ 31,200.00	\$ 69,810.00
\$ 8,000.00	\$ 400.00	\$ 32,000.00	\$ 32,000.00	\$ 71,600.00
\$ 8,200.00	\$ 410.00	\$ 32,800.00	\$ 32,800.00	\$ 73,390.00
\$ 8,400.00	\$ 420.00	\$ 33,600.00	\$ 33,600.00	\$ 75,180.00
\$ 8,600.00	\$ 430.00	\$ 34,400.00	\$ 34,400.00	\$ 76,970.00
\$ 8,800.00	\$ 440.00	\$ 35,200.00	\$ 35,200.00	\$ 78,760.00
\$ 9,000.00	\$ 450.00	\$ 36,000.00	\$ 36,000.00	\$ 80,550.00
\$ 9,200.00	\$ 460.00	\$ 36,800.00	\$ 36,800.00	\$ 82,340.00
\$ 9,400.00	\$ 470.00	\$ 37,600.00	\$ 37,600.00	\$ 84,130.00
\$ 9,600.00	\$ 480.00	\$ 38,400.00	\$ 38,400.00	\$ 85,920.00
\$ 9,800.00	\$ 490.00	\$ 39,200.00	\$ 39,200.00	\$ 87,710.00
\$ 10,000.00	\$ 500.00	\$ 40,000.00	\$ 40,000.00	\$ 89,500.00



\$ 10,200.00	\$ 510.00	\$ 40,800.00	\$ 40,800.00	\$ 91,290.00
\$ 10,400.00	\$ 520.00	\$ 41,600.00	\$ 41,600.00	\$ 93,080.00
\$ 10,600.00	\$ 530.00	\$ 42,400.00	\$ 42,400.00	\$ 94,870.00
\$ 10,800.00	\$ 540.00	\$ 43,200.00	\$ 43,200.00	\$ 96,660.00
\$ 11,000.00	\$ 550.00	\$ 44,000.00	\$ 44,000.00	\$ 98,450.00
\$ 11,200.00	\$ 560.00	\$ 44,800.00	\$ 44,800.00	\$ 100,240.00
\$ 11,400.00	\$ 570.00	\$ 45,600.00	\$ 45,600.00	\$ 102,030.00
\$ 11,600.00	\$ 580.00	\$ 46,400.00	\$ 46,400.00	\$ 103,820.00
\$ 11,800.00	\$ 590.00	\$ 47,200.00	\$ 47,200.00	\$ 105,610.00
\$ 12,000.00	\$ 600.00	\$ 48,000.00	\$ 48,000.00	\$ 107,400.00
\$ 12,200.00	\$ 610.00	\$ 48,800.00	\$ 48,800.00	\$ 109,190.00
\$ 12,400.00	\$ 620.00	\$ 49,600.00	\$ 49,600.00	\$ 110,980.00
\$ 12,600.00	\$ 630.00	\$ 50,400.00	\$ 50,400.00	\$ 112,770.00
\$ 12,800.00	\$ 640.00	\$ 51,200.00	\$ 51,200.00	\$ 114,560.00
\$ 13,000.00	\$ 650.00	\$ 52,000.00	\$ 52,000.00	\$ 116,350.00
\$ 13,200.00	\$ 660.00	\$ 52,800.00	\$ 52,800.00	\$ 118,140.00
\$ 13,400.00	\$ 670.00	\$ 53,600.00	\$ 53,600.00	\$ 119,930.00

\$ 13,600.00	\$ 680.00	\$ 54,400.00	\$ 54,400.00	\$ 121,720.00
\$ 13,800.00	\$ 690.00	\$ 55,200.00	\$ 55,200.00	\$ 123,510.00
\$ 14,000.00	\$ 700.00	\$ 56,000.00	\$ 56,000.00	\$ 125,300.00
\$ 14,200.00	\$ 710.00	\$ 56,800.00	\$ 56,800.00	\$ 127,090.00
\$ 14,400.00	\$ 720.00	\$ 57,600.00	\$ 57,600.00	\$ 128,880.00
\$ 14,600.00	\$ 730.00	\$ 58,400.00	\$ 58,400.00	\$ 130,670.00
\$ 14,800.00	\$ 740.00	\$ 59,200.00	\$ 59,200.00	\$ 132,460.00
\$ 15,000.00	\$ 750.00	\$ 60,000.00	\$ 60,000.00	\$ 134,250.00
\$ 15,200.00	\$ 760.00	\$ 60,800.00	\$ 60,800.00	\$ 136,040.00
\$ 15,400.00	\$ 770.00	\$ 61,600.00	\$ 61,600.00	\$ 137,830.00
\$ 15,600.00	\$ 780.00	\$ 62,400.00	\$ 62,400.00	\$ 139,620.00
\$ 15,800.00	\$ 790.00	\$ 63,200.00	\$ 63,200.00	\$ 141,410.00
\$ 16,000.00	\$ 800.00	\$ 64,000.00	\$ 64,000.00	\$ 143,200.00
\$ 16,200.00	\$ 810.00	\$ 64,800.00	\$ 64,800.00	\$ 144,990.00
\$ 16,400.00	\$ 820.00	\$ 65,600.00	\$ 65,600.00	\$ 146,780.00
\$ 16,600.00	\$ 830.00	\$ 66,400.00	\$ 66,400.00	\$ 148,570.00
\$ 16,800.00	\$ 840.00	\$ 67,200.00	\$ 67,200.00	\$ 150,360.00

\$ 17,000.00	\$ 850.00	\$ 68,000.00	\$ 68,000.00	\$ 152,150.00
\$ 17,200.00	\$ 860.00	\$ 68,800.00	\$ 68,800.00	\$ 153,940.00
\$ 17,400.00	\$ 870.00	\$ 69,600.00	\$ 69,600.00	\$ 155,730.00
\$ 17,600.00	\$ 880.00	\$ 70,400.00	\$ 70,400.00	\$ 157,520.00
\$ 17,800.00	\$ 890.00	\$ 71,200.00	\$ 71,200.00	\$ 159,310.00
\$ 18,000.00	\$ 900.00	\$ 72,000.00	\$ 72,000.00	\$ 161,100.00
\$ 18,200.00	\$ 910.00	\$ 72,800.00	\$ 72,800.00	\$ 162,890.00
\$ 18,400.00	\$ 920.00	\$ 73,600.00	\$ 73,600.00	\$ 164,680.00
\$ 18,600.00	\$ 930.00	\$ 74,400.00	\$ 74,400.00	\$ 166,470.00
\$ 18,800.00	\$ 940.00	\$ 75,200.00	\$ 75,200.00	\$ 168,260.00
\$ 19,000.00	\$ 950.00	\$ 76,000.00	\$ 76,000.00	\$ 170,050.00
\$ 19,200.00	\$ 960.00	\$ 76,800.00	\$ 76,800.00	\$ 171,840.00
\$ 19,400.00	\$ 970.00	\$ 77,600.00	\$ 77,600.00	\$ 173,630.00
\$ 19,600.00	\$ 980.00	\$ 78,400.00	\$ 78,400.00	\$ 175,420.00
\$ 19,800.00	\$ 990.00	\$ 79,200.00	\$ 79,200.00	\$ 177,210.00
\$ 20,000.00	\$ 1,000.00	\$ 80,000.00	\$ 80,000.00	\$ 179,000.00
\$ 20,200.00	\$ 1,010.00	\$ 80,800.00	\$ 80,800.00	\$ 180,790.00

\$ 20,400.00	\$ 1,020.00	\$ 81,600.00	\$ 81,600.00	\$ 182,580.00
\$ 20,600.00	\$ 1,030.00	\$ 82,400.00	\$ 82,400.00	\$ 184,370.00
\$ 20,800.00	\$ 1,040.00	\$ 83,200.00	\$ 83,200.00	\$ 186,160.00
\$ 21,000.00	\$ 1,050.00	\$ 84,000.00	\$ 84,000.00	\$ 187,950.00
\$ 21,200.00	\$ 1,060.00	\$ 84,800.00	\$ 84,800.00	\$ 189,740.00
\$ 21,400.00	\$ 1,070.00	\$ 85,600.00	\$ 85,600.00	\$ 191,530.00
\$ 21,600.00	\$ 1,080.00	\$ 86,400.00	\$ 86,400.00	\$ 193,320.00
\$ 21,800.00	\$ 1,090.00	\$ 87,200.00	\$ 87,200.00	\$ 195,110.00
\$ 22,000.00	\$ 1,100.00	\$ 88,000.00	\$ 88,000.00	\$ 196,900.00
\$ 22,200.00	\$ 1,110.00	\$ 88,800.00	\$ 88,800.00	\$ 198,690.00
\$ 22,400.00	\$ 1,120.00	\$ 89,600.00	\$ 89,600.00	\$ 200,480.00
\$ 22,600.00	\$ 1,130.00	\$ 90,400.00	\$ 90,400.00	\$ 202,270.00
\$ 22,800.00	\$ 1,140.00	\$ 91,200.00	\$ 91,200.00	\$ 204,060.00
\$ 23,000.00	\$ 1,150.00	\$ 92,000.00	\$ 92,000.00	\$ 205,850.00
\$ 23,200.00	\$ 1,160.00	\$ 92,800.00	\$ 92,800.00	\$ 207,640.00
\$ 23,400.00	\$ 1,170.00	\$ 93,600.00	\$ 93,600.00	\$ 209,430.00
\$ 23,600.00	\$ 1,180.00	\$ 94,400.00	\$ 94,400.00	\$ 211,220.00

\$	\$	\$	\$	\$	213,010.00
23,800.00	1,190.00	95,200.00	95,200.00	\$	
\$	\$	\$	\$	\$	
24,000.00	1,200.00	96,000.00	96,000.00	\$	214,800.00
\$	\$	\$	\$	\$	
24,200.00	1,210.00	96,800.00	96,800.00	\$	216,590.00
\$	\$	\$	\$	\$	
24,400.00	1,220.00	97,600.00	97,600.00	\$	218,380.00
\$	\$	\$	\$	\$	
24,600.00	1,230.00	98,400.00	98,400.00	\$	220,170.00
\$	\$	\$	\$	\$	
24,800.00	1,240.00	99,200.00	99,200.00	\$	221,960.00
\$	\$	\$	\$	\$	
25,000.00	1,250.00	100,000.00	100,000.00	\$	223,750.00
\$	\$	\$	\$	\$	
25,200.00	1,260.00	100,800.00	100,800.00	\$	225,540.00
\$	\$	\$	\$	\$	
25,400.00	1,270.00	101,600.00	101,600.00	\$	227,330.00
\$	\$	\$	\$	\$	
25,600.00	1,280.00	102,400.00	102,400.00	\$	229,120.00
\$	\$	\$	\$	\$	
25,800.00	1,290.00	103,200.00	103,200.00	\$	230,910.00
\$	\$	\$	\$	\$	
26,000.00	1,300.00	104,000.00	104,000.00	\$	232,700.00
\$	\$	\$	\$	\$	
26,200.00	1,310.00	104,800.00	104,800.00	\$	234,490.00
\$	\$	\$	\$	\$	
26,400.00	1,320.00	105,600.00	105,600.00	\$	236,280.00
\$	\$	\$	\$	\$	
26,600.00	1,330.00	106,400.00	106,400.00	\$	238,070.00
\$	\$	\$	\$	\$	
26,800.00	1,340.00	107,200.00	107,200.00	\$	239,860.00
\$	\$	\$	\$	\$	
27,000.00	1,350.00	108,000.00	108,000.00	\$	241,650.00

\$ 27,200.00	\$ 1,360.00	\$ 108,800.00	\$ 108,800.00	\$ 243,440.00
\$ 27,400.00	\$ 1,370.00	\$ 109,600.00	\$ 109,600.00	\$ 245,230.00
\$ 27,600.00	\$ 1,380.00	\$ 110,400.00	\$ 110,400.00	\$ 247,020.00
\$ 27,800.00	\$ 1,390.00	\$ 111,200.00	\$ 111,200.00	\$ 248,810.00
\$ 28,000.00	\$ 1,400.00	\$ 112,000.00	\$ 112,000.00	\$ 250,600.00
\$ 28,200.00	\$ 1,410.00	\$ 112,800.00	\$ 112,800.00	\$ 252,390.00
\$ 28,400.00	\$ 1,420.00	\$ 113,600.00	\$ 113,600.00	\$ 254,180.00
\$ 28,600.00	\$ 1,430.00	\$ 114,400.00	\$ 114,400.00	\$ 255,970.00
\$ 28,800.00	\$ 1,440.00	\$ 115,200.00	\$ 115,200.00	\$ 257,760.00
\$ 29,000.00	\$ 1,450.00	\$ 116,000.00	\$ 116,000.00	\$ 259,550.00
\$ 29,200.00	\$ 1,460.00	\$ 116,800.00	\$ 116,800.00	\$ 261,340.00
\$ 29,400.00	\$ 1,470.00	\$ 117,600.00	\$ 117,600.00	\$ 263,130.00
\$ 29,600.00	\$ 1,480.00	\$ 118,400.00	\$ 118,400.00	\$ 264,920.00
\$ 29,800.00	\$ 1,490.00	\$ 119,200.00	\$ 119,200.00	\$ 266,710.00
\$ 30,000.00	\$ 1,500.00	\$ 120,000.00	\$ 120,000.00	\$ 268,500.00
\$ 30,200.00	\$ 1,510.00	\$ 120,800.00	\$ 120,800.00	\$ 270,290.00
\$ 30,400.00	\$ 1,520.00	\$ 121,600.00	\$ 121,600.00	\$ 272,080.00

\$	\$	\$	\$		
30,600.00	1,530.00	122,400.00	122,400.00	\$	273,870.00
\$	\$	\$	\$		
30,800.00	1,540.00	123,200.00	123,200.00	\$	275,660.00
\$	\$	\$	\$		
31,000.00	1,550.00	124,000.00	124,000.00	\$	277,450.00
\$	\$	\$	\$		
31,200.00	1,560.00	124,800.00	124,800.00	\$	279,240.00
\$	\$	\$	\$		
31,400.00	1,570.00	125,600.00	125,600.00	\$	281,030.00
\$	\$	\$	\$		
31,600.00	1,580.00	126,400.00	126,400.00	\$	282,820.00
\$	\$	\$	\$		
31,800.00	1,590.00	127,200.00	127,200.00	\$	284,610.00
\$	\$	\$	\$		
32,000.00	1,600.00	128,000.00	128,000.00	\$	286,400.00
\$	\$	\$	\$		
32,200.00	1,610.00	128,800.00	128,800.00	\$	288,190.00
\$	\$	\$	\$		
32,400.00	1,620.00	129,600.00	129,600.00	\$	289,980.00
\$	\$	\$	\$		
32,600.00	1,630.00	130,400.00	130,400.00	\$	291,770.00
\$	\$	\$	\$		
32,800.00	1,640.00	131,200.00	131,200.00	\$	293,560.00
\$	\$	\$	\$		
33,000.00	1,650.00	132,000.00	132,000.00	\$	295,350.00
\$	\$	\$	\$		
33,200.00	1,660.00	132,800.00	132,800.00	\$	297,140.00
\$	\$	\$	\$		
33,400.00	1,670.00	133,600.00	133,600.00	\$	298,930.00
\$	\$	\$	\$		
33,600.00	1,680.00	134,400.00	134,400.00	\$	300,720.00
\$	\$	\$	\$		
33,800.00	1,690.00	135,200.00	135,200.00	\$	302,510.00

\$ 34,000.00	\$ 1,700.00	\$ 136,000.00	\$ 136,000.00	\$ 304,300.00
\$ 34,200.00	\$ 1,710.00	\$ 136,800.00	\$ 136,800.00	\$ 306,090.00
\$ 34,400.00	\$ 1,720.00	\$ 137,600.00	\$ 137,600.00	\$ 307,880.00
\$ 34,600.00	\$ 1,730.00	\$ 138,400.00	\$ 138,400.00	\$ 309,670.00
\$ 34,800.00	\$ 1,740.00	\$ 139,200.00	\$ 139,200.00	\$ 311,460.00
\$ 35,000.00	\$ 1,750.00	\$ 140,000.00	\$ 140,000.00	\$ 313,250.00
\$ 35,200.00	\$ 1,760.00	\$ 140,800.00	\$ 140,800.00	\$ 315,040.00
\$ 35,400.00	\$ 1,770.00	\$ 141,600.00	\$ 141,600.00	\$ 316,830.00
\$ 35,600.00	\$ 1,780.00	\$ 142,400.00	\$ 142,400.00	\$ 318,620.00
\$ 35,800.00	\$ 1,790.00	\$ 143,200.00	\$ 143,200.00	\$ 320,410.00
\$ 36,000.00	\$ 1,800.00	\$ 144,000.00	\$ 144,000.00	\$ 322,200.00
\$ 36,200.00	\$ 1,810.00	\$ 144,800.00	\$ 144,800.00	\$ 323,990.00
\$ 36,400.00	\$ 1,820.00	\$ 145,600.00	\$ 145,600.00	\$ 325,780.00
\$ 36,600.00	\$ 1,830.00	\$ 146,400.00	\$ 146,400.00	\$ 327,570.00
\$ 36,800.00	\$ 1,840.00	\$ 147,200.00	\$ 147,200.00	\$ 329,360.00
\$ 37,000.00	\$ 1,850.00	\$ 148,000.00	\$ 148,000.00	\$ 331,150.00
\$ 37,200.00	\$ 1,860.00	\$ 148,800.00	\$ 148,800.00	\$ 332,940.00

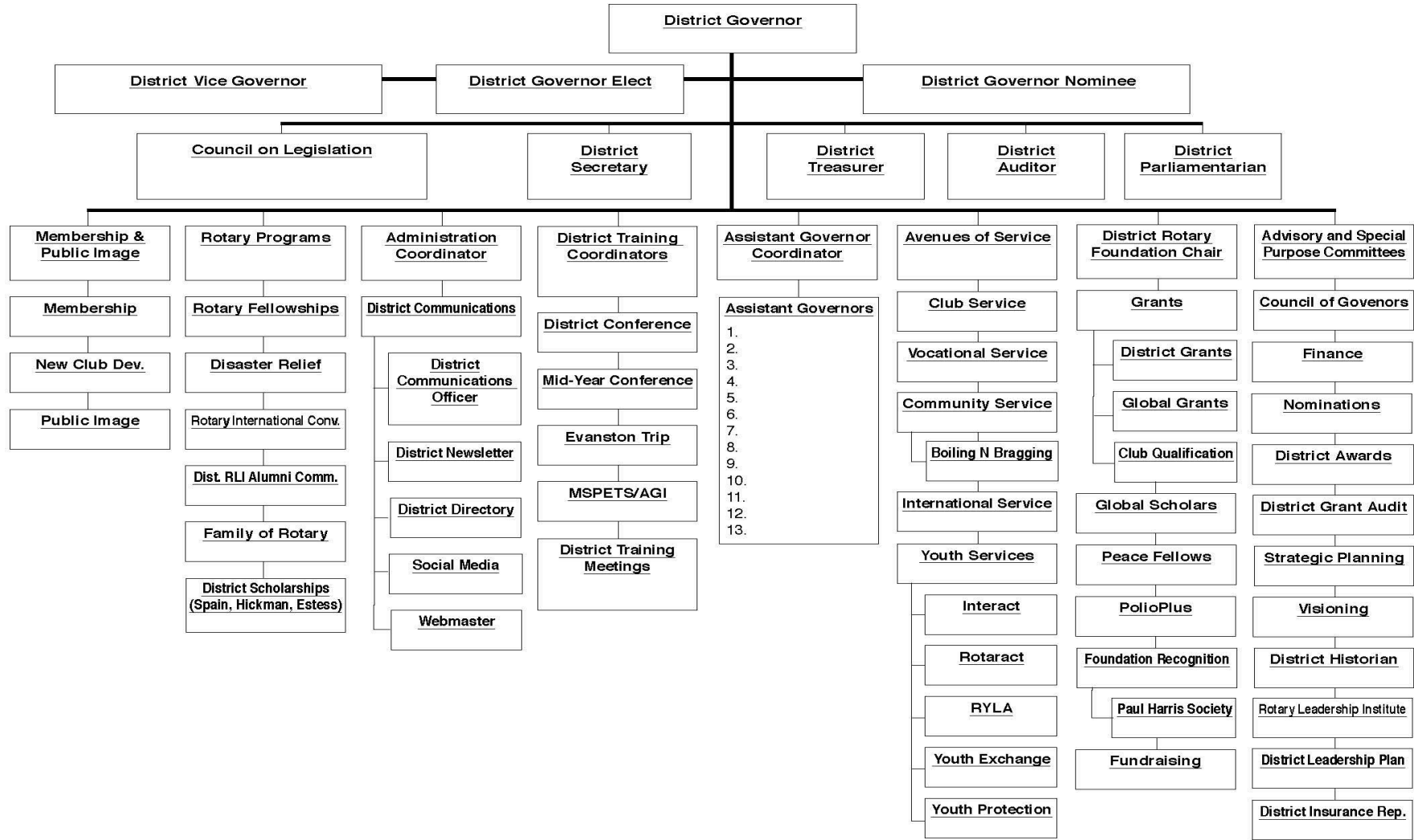


\$ 37,400.00	\$ 1,870.00	\$ 149,600.00	\$ 149,600.00	\$ 334,730.00
\$ 37,600.00	\$ 1,880.00	\$ 150,400.00	\$ 150,400.00	\$ 336,520.00
\$ 37,800.00	\$ 1,890.00	\$ 151,200.00	\$ 151,200.00	\$ 338,310.00
\$ 38,000.00	\$ 1,900.00	\$ 152,000.00	\$ 152,000.00	\$ 340,100.00
\$ 38,200.00	\$ 1,910.00	\$ 152,800.00	\$ 152,800.00	\$ 341,890.00
\$ 38,400.00	\$ 1,920.00	\$ 153,600.00	\$ 153,600.00	\$ 343,680.00
\$ 38,600.00	\$ 1,930.00	\$ 154,400.00	\$ 154,400.00	\$ 345,470.00
\$ 38,800.00	\$ 1,940.00	\$ 155,200.00	\$ 155,200.00	\$ 347,260.00
\$ 39,000.00	\$ 1,950.00	\$ 156,000.00	\$ 156,000.00	\$ 349,050.00
\$ 39,200.00	\$ 1,960.00	\$ 156,800.00	\$ 156,800.00	\$ 350,840.00
\$ 39,400.00	\$ 1,970.00	\$ 157,600.00	\$ 157,600.00	\$ 352,630.00
\$ 39,600.00	\$ 1,980.00	\$ 158,400.00	\$ 158,400.00	\$ 354,420.00
\$ 39,800.00	\$ 1,990.00	\$ 159,200.00	\$ 159,200.00	\$ 356,210.00
\$ 40,000.00	\$ 2,000.00	\$ 160,000.00	\$ 160,000.00	\$ 358,000.00
\$ 40,200.00	\$ 2,010.00	\$ 160,800.00	\$ 160,800.00	\$ 359,790.00
\$ 40,400.00	\$ 2,020.00	\$ 161,600.00	\$ 161,600.00	\$ 361,580.00
\$ 40,600.00	\$ 2,030.00	\$ 162,400.00	\$ 162,400.00	\$ 363,370.00

\$ 40,800.00	\$ 2,040.00	\$ 163,200.00	\$ 163,200.00	\$ 365,160.00
\$ 41,000.00	\$ 2,050.00	\$ 164,000.00	\$ 164,000.00	\$ 366,950.00
\$ 41,200.00	\$ 2,060.00	\$ 164,800.00	\$ 164,800.00	\$ 368,740.00
\$ 41,400.00	\$ 2,070.00	\$ 165,600.00	\$ 165,600.00	\$ 370,530.00
\$ 41,600.00	\$ 2,080.00	\$ 166,400.00	\$ 166,400.00	\$ 372,320.00
\$ 41,800.00	\$ 2,090.00	\$ 167,200.00	\$ 167,200.00	\$ 374,110.00
\$ 42,000.00	\$ 2,100.00	\$ 168,000.00	\$ 168,000.00	\$ 375,900.00
\$ 42,200.00	\$ 2,110.00	\$ 168,800.00	\$ 168,800.00	\$ 377,690.00
\$ 42,400.00	\$ 2,120.00	\$ 169,600.00	\$ 169,600.00	\$ 379,480.00
\$ 42,600.00	\$ 2,130.00	\$ 170,400.00	\$ 170,400.00	\$ 381,270.00
\$ 42,800.00	\$ 2,140.00	\$ 171,200.00	\$ 171,200.00	\$ 383,060.00
\$ 43,000.00	\$ 2,150.00	\$ 172,000.00	\$ 172,000.00	\$ 384,850.00
\$ 43,200.00	\$ 2,160.00	\$ 172,800.00	\$ 172,800.00	\$ 386,640.00
\$ 43,400.00	\$ 2,170.00	\$ 173,600.00	\$ 173,600.00	\$ 388,430.00
\$ 43,600.00	\$ 2,180.00	\$ 174,400.00	\$ 174,400.00	\$ 390,220.00
\$ 43,800.00	\$ 2,190.00	\$ 175,200.00	\$ 175,200.00	\$ 392,010.00
\$ 44,000.00	\$ 2,200.00	\$ 176,000.00	\$ 176,000.00	\$ 393,800.00

\$	\$	\$	\$		
44,200.00	2,210.00	176,800.00	176,800.00	\$	395,590.00
\$	\$	\$	\$		
44,400.00	2,220.00	177,600.00	177,600.00	\$	397,380.00
\$	\$	\$	\$		
44,600.00	2,230.00	178,400.00	178,400.00	\$	399,170.00
\$	\$	\$	\$		
44,800.00	2,240.00	179,200.00	179,200.00	\$	400,960.00
\$	\$	\$	\$		
45,000.00	2,250.00	180,000.00	180,000.00	\$	402,750.00

## 2018-2019 DISTRICT 6860 ORGANIZATION CHART



## **ELECTRONIC INDEX**

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