

# Policies and Procedures for District 5750's Wings of Rotary Committee



**Submitted by: Sally Ann Newey, Wings of Rotary Chair**

**Adopted by District 5750 on 11-1-25**

<b>Article</b>	<b>Subject</b>	<b>Page</b>
1	Definitions .....	3
2	Membership on Wings of Rotary Committee .....	3
3	Committee .....	3
4	Officers.....	7
5	Financial Matters.....	7
6	Team Leader and Outbound Team Selection.....	8

## **Article 1 Definitions**

1. Committee: Wings of Rotary Committee
2. WOR: Wings of Rotary
3. Governor: The governor of Rotary District 5750
4. Member: A member of a Rotary club in our District.
5. RI: Rotary International.

Wings of Rotary is a subcommittee of District 5750. This Committee oversees the short term exchange with Japan's District 2520. This exchange must adhere to all standards outlined by South Central Rotary Youth Exchange ("SCRYE"). This non-profit organization is made up of about 30 districts from the central part of the United States. SCRYE serves as an umbrella that's accountable to our liaison at the Department of State. SCRYE is audited to ensure the organization is upholding the required standards for exchange. Failure to comply with these standards may result the loss of accreditation. Therefore, it's imperative that this Committee herein uphold the standards set forth by SCRYE to protect students and facilitate a learning experience for all students.

## **Article 2** *Membership for Wings of Rotary Committee*

### **2.01.** *Application for Membership*

For consideration of admission to the Wings of Rotary Committee:

- (a) the applicant must be a member of District 5750.
- (b) the applicant must be in good standing in accordance with their club's guidelines.
- (c) the member must provide a Volunteer Application and Consent for Background Check and be approved by the District's Youth Service Officer.

Applications are submitted to the Committee for Committee consideration. Each club in the district shall have only one member, should they choose to participate. Membership is effective upon approval of the application by the Committee. The purpose of a defined WOR Committee is to ensure there's diversity among clubs and transparency for the District.

Each Club may have multiple members of the Committee, however only one shall be designated the voting member.

## **Article 3** *Committee*

- 3.01.** Duties of the Committee Members.
- 3.02.** Powers.
- 3.03.** Publication of Committee Decisions and Minutes.
- 3.04.** WOR Meetings.

### **3.01.** *Duties of the Committee Members.*

*All Committee members must:*

- (a) Complete a volunteer application and consent for background check
- (b) Receive approval from the District Youth Service Officer

- (c) Add value to the Committee by promoting and assisting with the program and seeking relevant continuing education

**3.01.1.**      *Purpose.*

The WOR Committee is responsible for the furtherance of the purposes of RI, the attainment of the Object of Rotary, the study and teaching of its fundamentals, and the preservation and extension of RI's ideals, ethics, and unique features throughout the world. Specifically, the Wings or Rotary Committee members are to work cohesively to ensure the exchange program between District 2520 of Japan and District 5750 of Oklahoma will continue to thrive while protecting the safety of all students involved. WOR's purpose is to allow the countries to exchange students for approximately two weeks to share cultural diversities.

Members of the Wings of Rotary Committee shall select the outbound students and team leaders.

**3.01.2.**      *Safety of Students*

The safety of our students and team leaders is paramount. Officers, directors and the Committee at large must ensure all guidelines for preventing abuse are followed.

### **Rotary's approach to preventing abuse**

The safety and well-being of young people and youth program participants are Rotary's highest priority. Our comprehensive approach to youth protection includes:

- No tolerance for abuse or harassment of young people
- Policies that prevent misconduct and outline how to respond to grooming behaviors and abuse that involve youth and other program participants
- Mandatory youth protection training for governors-elect
- A dedicated and trained staff that uses a trauma-informed approach when receiving and responding to reports of sexual abuse or harassment
- A certification process that requires Rotary districts involved in Rotary Youth Exchange to have:
  - Student, family, and volunteer training in abuse prevention
  - Volunteer screening that includes an application, criminal background check, and reference checks
  - A process for reporting allegations of abuse and harassment to Rotary and local law enforcement
  - District-specific youth protection policies
  - On-site evaluations (audits) that are conducted by Rotary staff members

**3.02.**      *Powers.*

The Committee directs and controls the affairs of WOR by:

- (a) establishing policies
- (b) evaluating implementation of policy
- (c) exercising other powers conferred by the Rotary constitution and the bylaws
- (d) Overseeing selection of the inbound, outbound teams and the team leaders to ensure the process is fair and equitable

**3.03.**      *Publication of Committee Decisions and Minutes.*

The minutes of Committee meetings shall be retained by the WOR secretary and provided to the District Governor upon request.

**3.04. WOR Committee Meetings.**

WOR meetings should be held with appropriate notice, at least 30 days, for all members to attend. These meetings can be held virtually or in person. The committee shall meet at the time, place, and manner as it may determine or upon the call of the Chair, provided that it meets at least quarterly. Furthermore, meeting times and location should be shared with the District Governor. The meeting quorum is 5.

In the event a vote must be held before the next regularly scheduled meeting of the Committee, the Chair or any Officer may request a vote by email by providing twenty-four (24) hours of notice for such a vote to each Committee member via the email address on file. Such notice must include the specific motion to be voted upon and the deadline for a vote to be cast, as calculated by this Section.

For votes by email held pursuant to this Section, the votes shall pass or fail pursuant to the same rules for voting that apply during regular meetings of the Committee, except that if any Member requests further discussion of the motion, the Chair shall notice an electronic meeting of the Committee at the earliest available time, during which the motion shall be debated and a vote shall be held by voice.

Voting by proxy shall not be allowed except under special circumstances as approved by the Chair in advance of any scheduled meeting.

**Article 4 Officers**

**4.01. Officer Positions**

**4.02. Duties of Officers**

**4.01. Officer Positions.**

The officers are the chair, vice-chair, secretary, treasurer and two directors (inbound and outbound). The terms are three years. Officers must comply with the conditions in Article 2.01 for membership.

**4.02. Duties of Officers.**

All Committee officers must:

- (a) Complete a volunteer application and consent for background check
- (b) Receive approval from the District Youth Service Officer
- (c) Promote the program
- (d) In addition, it is highly recommended that all Committee members attend South Central Rotary Youth Exchange (SCRYE) at some point in their tenure.

**4.02.1. Committee Chair.**

The Committee chair, as the highest officer of WOR Committee, shall:

- (a) be a positive and motivational leader for Rotary;
- (b) be the chair of the Committee and preside at its meetings;
- (c) promote the WOR program to clubs in the District;
- (d) participate in Presidents-Elect Training Seminar (“PETS”) and District meetings, as requested;
- (e) counsel the officers;

- (f) have further duties and responsibilities as assigned by the Committee;
- (g) oversee all activities of the WOR program;
- (h) Provide acceptance letters to the team leaders and outgoing students by January 1<sup>st</sup> of the departure year; and
- (i) oversee all aspects of the Wings of Rotary program

**4.02.2. Committee Vice-Chair.**

The Vice Committee Chair shall assist Committee Chair and Officers in execution of their duties. In the absence of the Chair, the Vice-Chair shall serve as Chair.

**4.02.3 Directors, Inbound and Outbound**

The WOR Committee shall have two directors.

Inbound Director shall oversee all aspects of District 2520 visit to Oklahoma including:

- (a) Scheduling a productive and enlightening time in Oklahoma
- (b) Selecting and Preparing host families for our guests
  - 1. Matching students with families of similar interests.
  - 2. Ensuring proper background checks and Rotary training has been completed for anyone in the home over 18.
  - 3. Arranging meals and transportation.
- (c) Communicating with inbound students to gather ideas as to how to enrich the program, encouraging participation in the Sayonara party.
- (d) Ensuring all the Rotary International and SCRYE guidelines for working with youth are followed.
- (e) Effectively communicating with the board at large and hosting clubs to make a smooth transition for our students and their chaperones.

Outbound Director shall oversee all aspects of District 5750 visit to Japan including:

- (a) Ensuring all paperwork is completed:
  - 1. Medical information sheet(s) are provided.
  - 2. Necessary permission slip(s) are received.
- (b) Preparing students for a new culture by scheduling and holding a minimum of four meetings to prepare students for this adventure. These meeting dates should be scheduled and provided to the students in their acceptance letter.
- (c) Ensuring the students are capable of fulfilling their responsibilities and representing our District, State and Country.

**4.02.4. Secretary.**

The secretary is responsible:

- (a) for recording meeting minutes;
- (b) to the chair and Committee for implementation of their policies and administration, including financial operations;
- (c) for communicating to Rotarians and clubs the Committee's policies;
- (d) for making an annual report to the Committee, which shall, upon approval by the Committee, be submitted to the district;

**4.02.5. Treasurer.**

The treasurer:

- (a) shall provide quarterly financial reports to the Committee and district, including:
  1. accounts receivable
  2. accounts payable
- (b) must provide an annual report to all members of the WOR Committee and the District Governor.
- (c) may have additional duties to those in these Policies and Procedures or that accompany membership on the Committee as assigned by the president or the Committee.
- (d) the Treasurer is responsible for working with the outbound director to collect the outstanding balances.
- (e) provide necessary financial information to the District.
- (f) report any liquidity concerns to the Committee chair immediately.
- (g) evaluate the trip cost, annually, and provide a recommendation to the Committee Chair prior to July 1<sup>st</sup>

**4.02.6 Youth Protection Officer.**

The Committee elects a protection officer to ensure all guidelines for youth protection are being upheld in accordance with RI's statement of conduct. This person will receive the consents for background checks to ensure the privacy of our volunteers.

**Statement of Conduct for Working with Youth**

*Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotary members, their partners, and other volunteers must safeguard the children and young people with whom they come into contact and protect them from physical, sexual, and psychological abuse.*

Furthermore, the youth service officer is responsible for ensuring the background checks should be completed prior to June 30<sup>th</sup> and results should be sent to the Committee Chair for review. Any potential issues should be addressed with the Committee Chair immediately.

**Article 5.010 Financial Matters.**

As an extension of District 5750, the Wings of Rotary functions under the District's tax ID. However, this entity should operate under a Rotary District 5750 DBA Wings of Rotary business account. This entity is not a 501C3; therefore, donations will not be tax deductible.

Signers on this account should include the Chair and Treasurer.

The fiscal year for WOR is July 1 to June 30<sup>th</sup>. A budget must be submitted by April 1<sup>st</sup> to the District Governor.

Additional donations should be solicited by the WOR Committee, Directors and Officers.

An annual statement shall be filed annually by June 30<sup>th</sup> to include, but not be limited to, all:

- (a) sources of all income including funds received by or on behalf of the district from fundraising activities;
- (b) grants received from the district;
- (c) summary of all expenditures

**Income:**

The budget for WOR shall include contributions from team leaders and outbound team members.

All fundraisers to support the WOR program shall be deposited into the WOR account.

**Expenses:**

Students are responsible for 100% of their trip expense. In the event a student has not paid by their trip by May 1<sup>st</sup>, then an alternate will be selected.

Financial support for the WOR project will pay for half of the Team leader's trip. For example, if the trip is \$3000, they are responsible for \$1500 and the WOR fund raising will pay \$1500.

Approval of any expenses over \$500 shall go to a vote of the Committee. Expenses of less than \$500 are at the discretion of the Committee Chair.

District 5750's Treasurer should review the WOR annual statement and finances annually to ensure compliance with the District's guidelines.

**Article 6** *Team Leader and Outbound Team Selections*

The WOR Committee is responsible for selection of the Team Leaders and Students. Typically, this is a very difficult selection process given the number of qualified applicants.

Note: Each club represented on the WOR Committee receives only one vote.

*Selection of Outbound Team*

Wings of Rotary accepts applications from any teenager who must be a high school Freshman, Sophomore or Junior, residing in District 5750. The applicant must submit a complete application prior to December 1<sup>st</sup> of the year before departure.

The number of students selected is contingent upon how many students the Japanese send or designate. Therefore, the WOR Committee must select the number sent and two alternates, which shall be one boy and one girl.

Generally, selection should not include:

- (a) Students who have too many other activities preventing them from preparing for the trip.
- (b) Multiple students from the same school in the same year.

(c) Students who have parents serving as Team Leaders.

Selection should include:

- (a) Students will ideally be 15-17 years old at the time of departure but no older than 18.5 years old pursuant to Rotary Youth Exchange Guidelines.
- (b) Students who are outgoing and flexible.
- (c) Students who are open-minded and eager to learn about other cultures.
- (d) Students will commit to promoting the program experiences upon return.
- (e) Students who will adhere to the training schedule.

**Note:** If a student fails to attend two planning meetings or fails to pay the balance due by May 1<sup>st</sup>, then the WOR Committee may select an alternate.

*Selection of Team Leaders:*

Applications are open to District 5750 Rotary members, exclusively. Applicants must:

- (a) Be in good standing with their club.
- (b) Submit the Volunteer Application and Consent to Background check and receive approval from the Youth Service officer.
- (c) Provide certificate of youth protection course completion.
- (d) The Team Leader application must be submitted by October 1<sup>st</sup>.

The application will be reviewed by the WOR Committee for consideration.

Team Leaders represent Rotary District 5750 on an international scale; therefore, it is important that we have active Rotarians serve in this role. The applicants can be male or female, young or old. To be fair to all concerned, everyone must complete an application for consideration.

**ATTENDEES**

Megan Law  
Kelly Johnson  
Larry Davis  
Jay Orr  
Keith Oehlert  
Sally Newey  
Ken Newey  
Mukesh Patel  
Adam Bush  
James “Chili” McQuillar

**ROTARY CLUB**

OKC Downtown  
Ponca City  
OKC Downtown  
Midwest City  
OKC Downtown  
Midwest City  
Midwest City  
Midwest City  
Midwest City  
Midwest City