

Although Youth Exchange has been an active programme in RIBI for many years it has only been administered in its present form since 1 June 2008 when the incoming RIBI General Council signed the first Certification documents and formed the **RIBI Districts Youth Exchange Association**. (now known as the DYEA).

The existence of the DYEA sets Youth Exchange apart from RIBI in that it has its own Constitution, its officers are elected by the members at an Annual General Meeting and it receives a grant from RIBI as opposed to a budget.

It is subject to scrutiny by the General Council of RIBI in terms of its structure but otherwise the Management Committee is in operational control.

Since the Rotary year 2015-16 Youth Exchange in Great Britain & Ireland has adopted a multidistrict approach to administration to optimise the expertise which we have collectively in this area and to alleviate the burden upon individual districts. This is common practice in many other parts of the world. Since all districts are part of Rotary International in Great Britain & Ireland (RIBI), itself an administrative Multidistrict, Youth Exchange activities are already bound to comply with a common Safeguarding Policy and are covered by the same Insurance Policy, thereby satisfying the main conditions of Certification for Youth Exchange.

The effect of this in terms of compliance with Certification is that while RI Youth Exchange deals individually with districts it nevertheless expects the Multidistrict DYEA Chairman to reinforce the message to districts on their behalf where necessary. Also, when it comes to Re-Certification, RI chooses to deal with the Multidistrict DYEA Chairman, who can speak for all districts for the main part of the process.

For detailed information as to how the DYEA functions operationally as a Multidistrict see [OS4: Multidistrict Online Administration](#)

### The Constitution of the RIBI Districts Youth Exchange Association (extract)

See *PM1. Miscellaneous Publications* for the complete Constitutional document.

The stated objectives of the Association are set out below:

- (a) To provide training opportunities and materials for Rotarians and others involved in Youth Exchange,
- (b) To coordinate and disseminate to relevant parties Youth Exchange opportunities,
- (c) To develop relationships with other Rotary districts around the world involved in Youth Exchange,
- (d) To co-operate with governmental and non-governmental organisations as considered appropriate,
- (e) To disseminate to relevant parties information concerning Youth Exchange received from Rotary International, EEMA and any other Rotary bodies or organisations,
- (f) To promote awareness of the requirements of RI Certification and of the RIBI Child and Vulnerable Adult policy as it applies to Youth Exchange and monitoring compliance by individual districts in Great Britain and Ireland.

The members of the Association are the RIBI districts which are represented by the District Youth Exchange Officers. It is run by an elected Management committee comprising:

Chairman  
Vice - Chairman  
Hon Secretary  
Hon Treasurer  
+ 2 Committee members.

All positions are annually re-electable, except that the Chairman is limited to three years in office.

Additional members may be co-opted to fill the following positions or any other specialist role which is deemed to be to the advantage of the Association:

Webmaster

Specialist Coordinators for LTEP, STEP, Outbound Camps & Tours, Inbound Camps & Tours

Compliance Officer - specialising in Certification and Child Protection

Registrar – dealing with Records & Retention, Exchange statistics and ROTEX.

**The RIBI Youth Exchange/ NGSE Specialist**, who sits on the RIBI International Service Committee is also coopted on to the Management committee if not already serving as a member fulfilling another role.

This Specialist post is an RIBI committee appointment for which anyone may apply on the same terms as other RIBI committee positions: a three year tenure, annually renewable. The role is to represent the interests of Youth Exchange/NGSE within and beyond RIBI and to work within the International committee for the benefit of a joined up approach to Rotary service.

It is desirable that this Specialist shall have experience of both Youth Exchange and NGSE and will act as an effective 'bridge' between the DYEA and RIBI.

#### **DYEA Rotarian Membership**

Rotarians who are active and interested in the programme at club or district level, and in particular former DYEOs who have valuable experience may apply for 'Rotarian' membership of the DYEA. However, only those in office or serving on the committee may vote.

#### **Powers and Limitations**

The Association has the power to vary the Constitution at an Annual General meeting. However, the Association is subject to Standing Decisions made by General Council of RIBI and from time to time these will require Constitutional changes to be made.

RIBI Standing Decisions which affect Youth Exchange are as follows:

#### ***RIBI Districts Youth Exchange Association***

*The Constitution of the RIBI Districts Youth Exchange Association has been accepted by Rotary International as a satisfactory alternative to the certification requirement for districts to be incorporated bodies. The Constitution was adopted at the General Council meeting held on 1 June 2008 (minute 07.48.04.06). A management committee now operates the affairs of this Association, which is subject to the oversight of the General Council of RIBI.*

*RIBI will review funding requests from the DYEA based on applications supported by budgets/accounts.(GC.2012/13:41)*

*Districts shall appoint a District Youth Exchange Officer who is not the Youth Service Chairman, and who shall be responsible for conforming with RI Certification requirements. Any new officer shall be in place before 31st January of the year commencing 1st July in which he/she shall assume his/her full duties. To facilitate the successful completion of all exchanges and reporting procedures, the retiring district officer shall work alongside the new officer and the changeover*

shall be completed by 1st October. **(GC.2010/11:36)**

*The RIBI District Youth Exchange Association shall be requested to present annual accounts to 31st August each year to the RIBI Treasurer by the following 30th November. **(GC.2010/11:103)**  
All districts in Great Britain & Ireland which are participating in Rotary International Youth Exchange programmes are to be members of the RIBI DYEA for insurance, safeguarding and group certification purposes.**(GC2013/14:70)***

*For insurance purposes it is essential that RIBI have access to the name and contact details of all students accepted for the Youth Exchange programme in Great Britain & Ireland, be they inbound or outbound, and also those of the volunteers connected with them. This information should be submitted to the DYEA Management Committee at least two weeks before an exchange takes place. **(GC2013/14:70)***



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### ROTARY INTERNATIONAL

RI Youth Exchange Committee – six selected International Rotarian members - reports to and advises the RI Board and prepares the programme for the RI Pre-Convention.

Names of the current Chairman and committee members may be found in the [RI Youth Exchange Officers' Directory](#), the link to which is sent on email to all DYEOs every three months.

Rotary International has a Youth Exchange Office at RI Headquarters in Evanston. The office sends out Certification Renewal documents and the Annual Youth Exchange Survey, maintains the Youth Exchange Officers' Directory and responds to questions from YEOs all over the world. It also runs the Youth Exchange Pre-Convention.

The office may be contacted at [youthexchange@rotary.org](mailto:youthexchange@rotary.org)

### EEMA

EEMA, an acronym for Europe, Eastern Mediterranean and Africa, is the Rotary area in which RIBI belongs. EEMA has a President who holds office for two years after being served as Vice President for the previous two years. They are proposed and elected by the Youth Exchange Officers in the region at the EEMA Conference.

The EEMA Conference is held annually at the end of August/ beginning of September and is well attended by Youth Exchange Officers from all over the world. It is the opportunity to meet present and future exchange partners as well as exchanging ideas and best practice.

EEMA has a website: [eema.eu.com](http://eema.eu.com) which holds an archive of previous EEMA conferences as well as the history of EEMA itself. It is a developing resource for Youth Exchange officers, currently holding the Early Returns Survey for Long Term students among other items.

See [OB8A: The Post Exchange Student Survey](#).



## CS3. The Role of the Youth Exchange Compliance Officer.



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The Compliance Officer is a co-opted member of the RIBI Districts Youth Exchange Committee for a three year term. S/he also acts as an advisor to the RIBI on Certification for Youth Exchange.

The role involves a familiarity with the RI Code of Polices and the RIBI Protection Policy as regards to all issues concerned with Certification for Youth Exchange. It is not necessary to have been a Youth Exchange Officer but an understanding of how Youth Exchange works is essential.

The Compliance Officer is an effective and proactive communicator who is able to bring clarity and encouragement to Rotarians who need to grasp the essentials of Certification.

The Compliance Officer is responsible for :

- Training and supporting District Youth Exchange Officers so that they are aware of all the measures required for Certification and that their clubs are well prepared.
- Working to advise and support the RIBI Protection Officer in the task of ensuring that all relevant district leaders are adequately prepared for RI Annual Certification Renewal or Re-Certification
- Ensuring that all District Youth Exchange Officers are aware of what is involved with the Annual Certification Renewal form and the Annual Return to RI, and that they comply with the requirements.
- Noting any RI or RIBI policy changes which affect Certification and keeping the RIBI District Youth Exchange Association up to date. This includes Home Office policies on child protection.

The Registrar is a District Youth Exchange Officer who is tasked with collating the records of all exchange students in the multidistrict, whether Inbound or Outbound, thereby enabling the Association to comply with the requirements of RI and RIBI for all records to be kept. This includes records of all adults who were involved with the exchanges at the time.

Annually the Registrar:

collates exchange data in order to provide a measure of our effectiveness and enable accounting of fees and commission; also to retain new ROTEX contact information for the benefit of the Association and for the RIBI Membership & Development Committee Database.

### The Registrar

(1) obtains data on Registrations of Interest and the districts involved from the Webmaster and Programme Coordinators.

(2) processes the data to indicate the activity per district across the programmes throughout the year and reports to Committee meetings and to the AGM.

(3) communicates with District Youth Exchange Officers:

(a) over Inbound Students - to determine the number of Inbound students on each programme that each district has had in the Rotary year; to monitor compliance by districts in returning Inbound Guarantee forms to RI by June each year and in completing the Annual Survey in November.

(b) over Outbound Students – regularly up to the end of July - to check which students on the ROI lists have had effective exchanges and to find out if there are any other students who have been on exchange but who did not register.

This information is passed to the Treasurer so as to check the payment of administration fees. It is also used to compare the numbers of ROIs v exchanges per programme per district for evaluation purposes.

(c) over the Annual Certification Renewal form – advises incoming DYEOs ahead of the arrival of the documentation from RI as to what is involved and monitors the District responses.

(4) maintains an accumulating record of ROTEX and supplies a spreadsheet of their contact details to RIBI Membership & Development Committee for their database.