



**POLICY MANUAL**  
**Rotary International District 5230**  
**(Effective July 1, 2023)**

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# POLICY MANUAL

## Rotary International District 5230

### (Effective July 1, 2023)

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This Policy Manual is established to:

Supplement the guidance provided by the Rotary International (RI) **Manual of Procedure** as it pertains to the administration of Districts of RI and provide guidance for the administration of the District by the District Governor.

#### **SECTION I. Organization of District 5230 of Rotary International**

- A. District Documents and official files shall be kept and maintained in hard copy and/or online in a password-protected location accessible to the Board Officers. Not later than July 31 following the end of the Rotary year, the Secretary/Chief of Staff and the District Governor shall assure that all documents are saved, and any other District files, records and District owned property are transferred to the succeeding Governor.
- B. **District Board of Directors.** There is hereby established a District Board of Directors as set forth in Attachment B to the District Policy Manual and incorporated by reference. The purpose of the District Board of Directors is to assist the District Governor and Governor line with management and operation of the District consistent with Rotary International's governance documents, Rotary's Code of Policies, and District Policy Manual; in conjunction with the District Finance Committee to oversee the finances of the District; to provide continuity of operations, programs, and District leadership from year to year; to inform and train future leaders of the District with respect to the operations and programs within the District; and to propose and update District policies and procedures as necessary or appropriate.
- C. **District Leadership Plan.** Pursuant to the policies and recommendations of Rotary International, and prior to assuming office on July 1, the Governor-elect shall, with the advice of the District Governor-Nominee, identify District Officers and chairs to the District committees and subcommittees. The District Governor-elect is encouraged to seek the advice of the District Governor-Nominee in identifying members to staff and chair the District committees. The Governor-elect shall appoint such officers and Chairs to assist in the operation and administration of the District as he or she determines necessary, appropriate, or desirable and shall prescribe the duties and responsibilities of such officers and committees. Such officers and committees shall include, but not be limited to, the following:
1. A **TREASURER** who shall be a previous Club Treasurer or an accounting or financial professional, and who shall serve on the Finance Committee and District Board of Directors (non-voting member) and maintain the necessary financial records in coordination with the District Comptroller.
  2. A **SECRETARY/CHIEF OF STAFF (COS)** who shall perform duties as requested by the Governor, provide support and guidance for the District Clubs and leadership, attend and support District functions, act as Ex-Officio for Board of Directors and Finance committee and shall maintain a complete and accurate set of minutes of:
    - a. Board of Directors Meetings
    - b. District Business Meeting
    - c. Finance Committee Meetings
    - d. District Assembly
    - e. Any other meeting designated by the Governor.
    - f. The Secretary/COS shall also perform other duties as requested by the Governor.

3. ASSISTANT GOVERNORS who shall be Past Club Presidents, who shall represent and assist the District Governor and Club Presidents in territories (areas) to be designated by the Governor and listed in the District Leadership Plan. These Assistant Governors shall serve as liaison leaders between the Club Presidents and the Governor. Assistant Governors shall attend PETS-related activities in support of their Club Presidents.
  
4. RESOLUTIONS COMMITTEE. The Governor shall name a Resolutions Committee that shall be composed of not less than five members. The Chair and one other member shall be Past Governors and the balance shall be current or past Club Presidents. The Past District Governor elected by the Clubs to serve as the District Representative to the Councils on Resolutions and the Council on Legislation and the Past District Governor elected to serve as Alternate shall serve on the Resolutions Committee as advisors for the three Rotary years in which the Councils are held. This committee shall be named for the purposes of:
  - a. Monitoring the conformity of the District Policy Manual with the provisions of Rotary International's Constitution and Bylaws, the RI Standard Club Constitution, and with current decisions by the RI Board of Directors.
  - b. Proposing, considering, consolidating, and presenting resolutions to the District Conference for action.
  - c. Considering proposed enactments and resolutions to be presented to the R. I. Council on Legislation.
  - d. Preparing adopted resolutions in proper form for inclusion in the District Policy Manual immediately following the District Conference.
  - e. The District Policy Manual shall be distributed any year changes are made to the Policy Manual.
  
5. MEMBERSHIP COMMITTEE. The Governor shall appoint a Membership Committee composed of not less than a Committee Chair, a New Clubs Chair, a DEI Chair, an Attraction/Engagement Chair and Membership Liaisons from each area in the District. The Chairs shall be past Club Presidents. The Committee Chair may be a Past District Governor. The Governor may optionally appoint a Past District Governor as an Advisor to the Committee.
  - a. In cooperation with the District Governor, the Committee shall identify, market, and implement appropriate membership attraction, development, and retention strategies for the District.
  - b. The Committee shall act as a liaison between the District Governor and the Zone Rotary Coordinator, Rotary International, and Clubs in the District.
  - c. The following subcommittees are required.
    - 1) New Clubs – Develop Subcommittee – Implement plans to support new clubs in the District.
    - 2) Diversity, Equity and Inclusion Subcommittee – in accordance with Section II-C of this document.
    - 3) Attraction & Engagement Subcommittee – One liaison per area in the District.
  
6. FINANCE COMMITTEE. The Committee shall consist of a Chair appointed by the Governor to a 3-year term subject to removal, two Past District Governors appointed by the Governor, the Governor-Elect, the Governor-Nominee, the Treasurer, and the Comptroller hired by the District (non-voting). If a new Treasurer is appointed by the Governor-Elect, they shall serve on the Committee in an advisory capacity until July 1 when he/she becomes the District Treasurer.

- a. Budget - The Finance Committee shall assist the District Governor-Elect in the preparation of a budget based on funds available from Rotary International, estimated District funds available at the beginning of the Rotary year, and the estimated number of Rotarians in the Clubs of the District at the beginning of the Rotary year and shall recommend the amount of a per capital levy for district operations during the next Rotary year.
  - 1) Expenses – The budget for the district shall not contain budgeted expenses that exceed the total anticipated revenue, except that General Reserve funds may be utilized as provided below. The Governor may revise such a budget at any time provided that anticipated total expenses shall not exceed total anticipated revenues.
  - 2) General Reserve – The budget which shall contain a “General Reserve” to reduce the risk exposure for District events including, but not limited to, the District Assembly, the District Conference, District supported Rotary Foundation fundraisers, District-sponsored projects natural disaster losses, uninsured loss exposure, legal, investigative and/or mediation expenses and unbudgeted capital expenditures.
  - 3) Reserve Usage – The District Governor may utilize General Reserve funding if it does not exceed the General Reserve Minimum Balance (specified below) and at least one of the following conditions are met.
    - a. The General Fund usage is specified in the approved budget, or,
    - b. The expenditure does not exceed \$5,000 of the General Fund on a cumulative basis for one or more of the purposes set forth above.
    - c. The expenditure of more than \$5,000 of the General Reserve Fund on a cumulative basis during any Rotary year has received prior approval of the Finance committee.
  - 4) General Reserve Minimum Balance – The District General Fund shall maintain an account balance of at least \$70,000 that shall be designated as the General Fund Reserve which shall carryover to the following year of the District. Approval of the Finance Committee is required prior to usage of the General Reserve funds that will take the reserve below this minimum balance, which shall be replenished to the minimum as soon as funds allow.
  - 5) Restricted Funds – All funds designated for a specific project or purpose (e.g. Camp Royal or Youth Exchange) in the budget shall be considered “restricted” for purposed of the District financial statement regardless of their treatment under general accounting principles.
- b. Budget Approval - The proposed budget shall be distributed to the Finance Committee and the Board of Directors in advance of presenting the budget to the Presidents-Elect of the clubs. . The draft budget shall be presented for review, comment and amended, if necessary, at least four weeks prior to their vote. The budget shall be approved either at the Club Training Assembly, or via electronic vote and approved by three-fourths of the Presidents-Elect no later than May 31 of the Rotary year prior to the budget year.
- c. Upon approval of the District budget by the Presidents, the Governor-Elect shall provide the District Treasurer and Comptroller with a copy of the approved District budget against which all expenditures of the District shall be applied. The approved budget shall be made available or distributed to every club in the district by July 1. In the event that the approved budget is identical to the proposed budget, every club in the District shall be notified by July 1.

- d. Custody of Funds -- The funds of the District shall be deposited in insured, interest bearing accounts in the name of the District. The financial institution shall provide Internet access and various levels of electronic transaction permission.
- e. Electronic Treasury - The District encourages all Clubs to utilize electronic treasury processes between the District, the Clubs, and the members to facilitate financial transfers, payments, and reporting.
- f. Accounts – The District shall maintain a minimum of six (6) separate accounts.
  - 1) An account held as a General Fund of the District for the Governor during his/her year of service.
  - 2) An account held in the name of all restricted funds including the General Reserve Fund.
  - 3) An account held in the name of Camp Royal for all Camp Royal funds.
  - 4) An account held in the name of Youth Exchange for all Youth Exchange funds.
  - 5) An account held in the name of District Grant funds for all District and Global Grant funds (that are hosted by the District).
  - 6) An account held in the name of District Governor Funding for reimbursement of expenses for the DG from Rotary International.
    - (1) Every effort will be made by the District Governor to utilize the funds provided by RI where appropriate to preserve District Funds. A full report and any unused funds must be submitted to RI by July 31.
- g. Approval of expenses:
  - 1) General Fund and Restricted Funds Accounts – Signature/approval of any two of the following shall be required to withdraw funds from the General Fund and the restricted fund accounts. Governor, District Treasurer, Comptroller or District Secretary/COS.
  - 2) Camp Royal Account – Signature/approval of any two of the following shall be required to withdraw funds from the District’s Camp Royal Account: Camp Royal Committee Chair, Governor, District Treasurer, Comptroller, or District Secretary/COS.
  - 3) Youth Exchange Account – Signature/approval of any two of the following shall be required to withdraw funds from the District’s Youth Exchange Account: Committee Treasurer, Governor, District Treasurer, Comptroller, or District Secretary/COS.
  - 4) District Grants Account – Signature/approval of any two of the following shall be required to withdraw funds from the District Grants Account: District Grants Chair, Governor, District Treasurer, Comptroller or District Secretary/COS.
  - 5) District Governor Funding Account – Signature/approval of any two of the following shall be required to withdraw funds from the District Governor Funding Account: District Finance Committee Chair, District Treasurer, Comptroller, District Secretary/COS.

A fidelity bond shall be over the foregoing officers, and any other signatory of a District account.

- h. Disbursement of Funds. The District Treasurer or Comptroller shall pay only those expenditures approved by the District Governor or in his/her absence, the Finance Committee Chairperson, and contained within the approved budget and. Restricted Funds may not be used to support general fund expenditures except as detailed in the Financial Section of these policies. Requests for funds in excess of budgeted amounts or for unbudgeted amounts shall be treated as follows:
- 1) A request by the District Governor for District Funds exceeding budgeted amounts or not included in the budget and totaling more than \$500.00 shall require the approval of the majority vote of the Finance Committee.
  - 2) Any expenditure of funds budgeted or unbudgeted, more than budgeted amounts shall be offset by corresponding reductions in expenditures in other line items to maintain a balanced budget.
  - 3) Requests for expenditures from the District Fund that are not included in the budget require prior approval by the District Governor, otherwise they shall not be paid and will become the personal expense of the person who initiated the expenditure.
  - 4) The District budget may include an account line to reimburse the District Governor-Elect and the District Governor-Nominee for expenses incurred during those years if requested. Once funding from RI is received in July of their Governor year those reimbursements may be returned to the District from the RI Funding if their overall expenses do not exceed the amount received from RI by the District reimbursed amount. -
- i. Reporting Requirements - The Governor shall provide the following financial reports:
- 1) Monthly – A report to the Finance Committee detailing revenue versus expenses.
  - 2) Twice yearly\* - A report to the Club Presidents summarizing financial status of the district.  
\* - One report in February covering the period from July 1 to December 31 and a final report.
  - 3) Twice yearly\*\* - A report to the Board of Directors and the Finance Committee providing comprehensive financial information with sufficient detail to accurately represent the complete financial state of the District as of the date of the report as provided in subparagraph 4) below.  
\*\* - One report in February covering the period from July 1 to December 31 and a final report – see 4) below.
  - 4) Within approximately three months of completion of the Governor’s year of service - a final financial report covering the Rotary year, prepared, and reviewed by a Certified Public Accountant or Public Accountant shall be prepared and distributed to the Board of Directors, Club Presidents and the General Secretary of Rotary International. The final report shall be sent, upon request, to any Rotarian who is a member of one of the Clubs in the District. The final report shall show income from all sources and expenditures for all purposes according to the adopted budget and shall include a detailed statement of all accounts held in the name of the District.
  - 5) Within approximately three months following the end of the term of service as District Governor, all remaining funds, except for Restricted Funds, and DG Funding along with the appropriate accounting for all funds, shall be

transferred to the General Fund account for the year of the person then serving as Governor.

7. DISTRICT ROTARY FOUNDATION COMMITTEE (DRFC). The District Rotary Foundation Committee shall have the responsibility to encourage participation by all clubs in the District in the programs of The Rotary Foundation of Rotary International.
  - a. The Committee shall consist of at least six members.
    - 1) Given the critical role in supporting grant activity within the District, the Chair of the DRFC shall have working knowledge and experience of the Foundation's programs, areas of focus, and grants. To have continuity of leadership, the Chair shall be appointed for a three-year term, subject to removal for cause.
    - 2) Committee members of the DRFC may be Past District Governors, Past Assistant Governors, effective past District subcommittee members, or experienced Rotarians and should be appointed based on their commitment to The Rotary Foundation as demonstrated through programs participation and financial contributions. Committee members shall chair such subcommittees as are recommended by The Rotary Foundation.
  - b. To participate in district, global, and packaged grants, the District shall complete an online qualification process, agreeing to implement the financial and stewardship requirements in the District Qualification Memorandum of Understanding (MOU) prescribed by The Rotary Foundation.
    - 1) The District Governor, District Governor Elect, and DRFC Chair shall hold primary responsibility for Club and District qualification, in addition to overseeing the proper implementation of TRF grants.
    - 2) The District is responsible for qualifying its member Clubs. To be qualified, a Club shall agree to the Club Qualification MOU prescribed by The Rotary Foundation and send at least one Club member to the District Rotary Foundation grant management seminar.
    - 3) The District shall have a written financial management plan to provide consistent administration of grant funds. The financial management plan and its implementation shall be assessed annually. A financial assessment is an evaluation of financial controls and compliance. The DRFC, with the concurrence of the District Governor, shall choose either an independent firm or the District Rotary Foundation Financial Assessment Subcommittee to conduct the annual financial assessment.
    - 4) To receive grant funds, the District shall have a dedicated, District-controlled bank account that is used solely for receiving and disbursing TRF grant funds as noted above.
  - c. Prior to donating, designating, or transferring any District Designated Fund (DDF) SHARE funds to any other Rotary district, other than to match a Global Grant contribution from clubs in District 5230, the Governor shall first obtain the affirmative concurrence of not less than a majority of the District Board of Directors
  - d. The District may, at the discretion of the District Governor, participate in the District Grant Program of The Rotary Foundation of Rotary International up to and including fifty percent (50%) of the DDF. The Grants Subcommittee of the DRFC is responsible for administration of the District Grant Program in accordance with the policies, rules,



and guidelines of The Rotary Foundation, and such guidelines and procedures adopted by the DRFC that are consistent therewith.

8. NOMINATING COMMITTEE. A Nominating Committee shall be named by September 15<sup>th</sup> of each Rotary year for the express purpose of nominating a Rotarian from among the Clubs of District 5230 to serve as Governor the second Rotary year following.
  - a. The Nominating Committee shall consist of:
    - 1) The Immediate Past Governor who shall serve as Chair.
    - 2) Two Past District Governors who are members of clubs in the District and who served two years prior and three years prior to the Rotary year in which the Nominating Committee meets.
    - 3) Other Rotarians who are either current or Past Presidents (but who are not a Past District Governor) of a Club within District 5230 representing each of the current territories. They, together with an alternate, will be selected by each territory's group of serving Presidents at one of their regular monthly meetings prior to September 15<sup>th</sup> of each year. No person shall serve as a committee member for more than three years. Nominating Committee members and alternates are ineligible to be proposed as District Governor Designee while serving on the committee.
  - b. Members of the Nominating Committee shall:
    - 1) Be advised when selected as a member of the Nominating Committee that committee members and alternates are ineligible to be proposed as District Governor Designate. If after selection a committee member considers being proposed as District Governor that member should inform the committee chair that he/she is resigning from the committee so that an alternate can be selected in accordance with Subsection c.
    - 2) Meet (in person or virtually ) at least once during the three-month period prior to the meeting to interview District Governor candidates to discuss and plan for the interview process and to make it explicitly clear that all committee members have an equal right to participate fully, ask questions, express opinions, and vote.
    - 3) Convene informational sessions around the District about the role and responsibilities and positive benefits of being a District Governor.
    - 4) Formally and actively seek to identify qualified candidates for District Governor and encourage Clubs to nominate same.
  - c. If a Committee member ineligible or is unable to serve, an alternate will be selected as follows:
    - 1) The District Governor, the Nominating Committee Chair, and the Governor Elect shall collaborate to select an alternate from the same territory who is a current Club President or Past Club President.
    - 2) An alternate for a Past District Governor member shall be a Past District Governor.
  - d. The Chair of the Nominating Committee shall have the following responsibilities:
    - 1) Select a date for the Committee meeting to be held and on a date on which no other District meeting or activity is scheduled to occur prior to the end of the calendar year immediately preceding the year in which the candidate selected will assume the office of District Governor Nominee. Every effort

shall be made to schedule the meeting prior to the Rotary Zone Institute so that the District Governor Designate may attend that meeting.

- 2) The meeting of the Nominating Committee shall be held at a convenient location within the District and on a date on which no other District meeting or activity is scheduled to occur.
  - 3) Select a location for the meeting of the Committee. A virtual meeting may also be scheduled.
  - 4) Notify each member of the Committee and each candidate of the time, date and location of the meeting and the specific time the candidate is to appear.
  - 5) Send copies of all candidates' nomination papers and biographical data to each member of the Committee at least one week prior to the meeting.
  - 6) Advise the Governor immediately of the Committee's decision.
- e. No one shall be permitted to be present during the deliberations of the Nominating Committee other than the members of the Committee, or in their absence, their alternates, and one representative of each club sponsoring a candidate. Such a representative, who shall not be a Past Governor, shall be present only when presenting qualifications of a candidate to the Committee.
  - f. The Nominating Committee shall be charged with the duty to select the best available candidate for Governor-nominee and shall verify that each proposed candidate meets all qualifications as outlined in the R. I. Manual of Procedure, plus provide each candidate the opportunity to demonstrate his/her knowledge of the qualifications, duties, and responsibilities of Governor.
  - g. In making its selection, the Nominating Committee for the Governor-nominee shall not be limited to those whose names have been submitted by the clubs of the District.
  - h. The chair of the Nominating Committee shall notify the Governor in writing of the candidate selected within 24 hours of the adjournment of the Nominating Committee. The Governor shall then publish to the Clubs of the District the name and Club of the Nominee within 72 hours from receipt of the notice from the chair of the Nominating Committee. Publication of the announcement consists of a written notice by the Governor by letter, e-mail, or facsimile to the Clubs in the District. Thereafter, the provisions of Sections 13.020.8 through 13.020.13, inclusive, of the Rotary International Bylaws relating to challenging candidates, concurrence to challenges, absence of challenging candidates, challenging nominations, lack of valid challenging nominations, and balloting at the District Conference for election of the Governor Nominee shall apply.
  - i. The Nominating Committee for Governor will, as provided herein below, select one available Past District Governor to be named Vice Governor. The role of the Vice Governor will be to replace the Governor in case of temporary or permanent inability to continue in the performance of the Governor's duties.
    - 1) The Chair of the Nominating Committee shall, during the nomination period established in subsection b. above, contact the next year's immediate Past District Governor in writing to determine whether the next year's immediate Past District Governor is available to serve as Vice Governor during the next Rotary Year.
      - a) If the next year's immediate Past District Governor indicates to the Chair that he or she is available to serve during the next Rotary Year as Vice Governor, the Chair shall so inform the Nominating Committee and the Nominating Committee shall select the next year's immediate Past District Governor to serve as Vice Governor during the next Rotary Year.

- b) If the next year's immediate Past District Governor is unavailable to serve or indicates to the Chair that he or she is not available to serve during the next Rotary Year as Vice Governor, the Chair shall contact in writing the Past District Governors in the reverse order of seniority until the Chair determines that a Past District Governor is available to serve as Vice Governor during the next Rotary Year. The Chair shall so inform the Nominating Committee and the Nominating Committee shall select the identified available Past District Governor to serve as Vice Governor during the next Rotary Year.
- c) If no Past District Governor is available to serve as Vice Governor, the Governor shall so inform the Board of Directors, President, and General Secretary of Rotary International and the position shall be filled as provided in Section 6.120 of the Rotary International Bylaws.

9. YOUTH PROGRAMS
  - a. CAMP ROYAL: The Governor shall appoint a Camp Royal Committee Chair and Committee to oversee the operation and administration of the District's RYLA Program (Camp Royal) as set forth in SECTION VI.
  - b. YOUTH EXCHANGE. The Governor shall appoint a Youth Exchange Officer and Committee to oversee the operation and administration of the District's Youth Exchange Program as set forth in SECTION VI.
  - c. INTERACT. The Governor shall appoint an Interact Committee Chair and Committee to administer, publicize and promote the District's Interact Program and offer assistance to Rotary clubs sponsoring Interact Clubs.
  - d. ROTARACT. The Governor shall appoint a Rotaract Committee Chair and Committee to administer, publicize and promote the District's Rotaract Program and offer assistance to Rotary clubs sponsoring Rotaract Clubs.
  - e. YOUTH PROTECTION OFFICER The Governor shall appoint a Youth Protection Officer to oversee background checks and conduct investigations of alleged abuse in accordance with RI and the District 5230 Youth Abuse and Harassment Prevention Policy Statement. The Abuse Prevention Coordinator reports to the Governor only.
10. OTHER COMMITTEES. The Governor may create other committees as deemed advisable, appropriate, or as requested by Rotary International. The Governor is authorized to make any changes on the various committees deemed necessary, and to fill vacancies that may occur. The Governor shall be an ex-officio member of all committees of the District except for the Nominating Committee. As an ex-officio member, the Governor shall have all privileges of membership thereon.
11. The Chair of each District Committee and sub-committee shall be responsible for maintaining all files and records pertaining to the activities of said Committee or sub-committee. At the conclusion of the term the Chair shall arrange for such files and records to be delivered to or stored electronically so as to be accessible to the incoming Governor or the successor Chair.

## **SECTION II. Standards of Conduct**

### **A. ADULT HARASSMENT FREE ENVIRONMENT**

#### **1. INTRODUCTION**

- a. Rotary is committed to maintaining an environment that is free of harassment. Harassment is broadly defined as any conduct, verbal or physical, that denigrates, insults, or offends a person or group based on any characteristic (age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity).
- b. Harassing behavior includes epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes, or offensive comments, texts, or emails.
- c. Sexual harassment includes any unwelcome conduct, comment, gesture, or contact of a sexual nature, distribution of pornographic or other sexually explicit materials that might be expected to offend or embarrass, and any unwelcome sexual advances or other verbal or physical unwelcome conduct.
- d. All members and individuals attending or participating in Rotary et. al., meetings, events, or activities should expect an environment free of harassment and shall help maintain an environment that promotes safety, courtesy, dignity, and respect to all.
- e. Adults who work with youth are subject to policies outlined in District 5230 Policies & Procedures, Attachment A, District 5230 Youth Abuse and Harassment Prevention Policy Statement. All allegations of criminal activity with youth should be referred to appropriate local law enforcement authorities and Rotary International within 72 hours.
- f. The club President and club board, or district leadership shall promptly address allegations of harassment and shall not retaliate against those making the allegation. Acts of retaliation shall be reported immediately to the District Governor and will be promptly addressed appropriately.
- g. If this District Policy conflicts with Rotary's Code of Policies, the Rotary Code of Policies takes precedent.

#### **2. CLUB RESPONSIBILITIES**

- a. At the club level, allegations of harassment at Rotary events or activities shall be reviewed by the club President and club board and responded to within a reasonable timeframe, typically one month. If the alleged offender is the club President or a member of the club board, the allegations shall be reported to the Assistant Governor who shall report such allegations to the District Governor. The District Governor shall make an independent review and/or investigation consistent with the severity and pervasiveness of the alleged behavior. At the conclusion of the process, a confidential report shall be provided to the District Governor and all parties involved with the incident. Concerns that allegations of harassment were not adequately addressed by the club or Assistant Governor, may be referred with appropriate documentation to the District Governor.

#### **3. DISTRICT RESPONSIBILITIES**

- a. At the district level, allegations of harassment at Rotary events or activities shall be reported to and reviewed by the District Governor, or a committee appointed by the District Governor for this purpose, and responded to within a reasonable timeframe, typically one month. If the District Governor is the alleged offender, the Vice/Immediate Past District Governor (or most recent past governor), directly, or by appointment of a committee for this purpose, shall conduct an independent review and/or investigation consistent with the severity and pervasiveness of the alleged behavior. At the conclusion of the process, a confidential report shall be provided to the District Governor and all parties involved with the incident.
- b. The General Secretary shall be informed within two weeks of any allegations of harassment by District Governors, Governors-Elect, and Governors-Nominee. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not addressed by the District, may be referred with appropriate documentation to the RI Director.
- c. District leaders, including Governors, Assistant Governors, and Committee Chairs are encouraged to work with their clubs to create a harassment-free environment. District leaders should also work with their clubs to establish a code of conduct and policies for how to address and prevent harassment within their clubs, among their membership and with other participants in Rotary.
- d. Club and district leaders must report severe and pervasive harassment and any resulting membership terminations to the General Secretary. If a club or district fails to address findings of harassment, the RI Director shall notify the RI Board for appropriate action. Such action may include club termination or other appropriate sanctions.
- e. Incoming and current Club Presidents, Governors, and Chairs/Directors shall be provided annual training on RI's adult harassment policies and procedures at events including, but not limited to, presidents-elect training seminars (PETS) and International Assemblies. All members are encouraged to complete Rotary's [Preventing and Addressing Harassment](#) course in the Learning Center (My Rotary log-in required).
- f. If at any time during the process the District feels outside assistance or intervention is needed to complete a full and fair investigation, outside mediation or legal assistance may be engaged.

#### 4. CONFIDENTIALITY

- a. All Inquiries, complaints, and investigations are treated confidentially, and information will be revealed on a need-to-know basis only. The identity of the accuser may be divulged through the investigative process to the accused individual and relevant witnesses to perform a thorough investigation. Any form of retaliation or breach of confidentiality should be reported immediately to the appropriate leadership and will be promptly addressed with appropriate sanctions.

#### 5. OTHER PROVISIONS

- a. Suspension - Club and District leadership may elect to temporarily suspend the accused if:

- 1) Credible accusations are made that a member has refused or neglected to comply with this policy or is guilty of conduct unbecoming a member or harmful to the club or district; and
- 2) Those accusations, if proved, constitute good cause for terminating the membership of a member; and
- 3) No action should be taken on the membership of the member, pending the outcome of a matter or an event that the club President or District leadership believes should properly occur first; and
- 4) It is in the best interests of the club to temporarily suspend a member without a vote on the member's membership and to exclude the member from attendance at meetings and other club activities and from any club office or position.
- 5) The club board may, by at least a two-thirds vote, temporarily suspend the member for a reasonable period up to 90 days and with any other conditions the board sets.
- 6) Before the suspension ends, the club board must either move to sanction or terminate the suspended Rotarian or reinstate the Rotarian to full regular status.

b. Sanctions -

- 1) If it is determined that an individual has engaged in harassment, the appropriate sanctions shall be determined and taken by the investigating entity (Club or District Leadership).
- 2) The sanctions shall be dependent on the circumstances including the severity and pervasiveness of behavior. Recommended sanctions (in order of severity) could include:
  - a) A private reprimand or warning,
  - b) Suspension from the club for a defined period of time,
  - c) Removal from and/or ban from future club or district leadership positions,
  - d) Ban from attending future Rotary events (includes non-Rotarians),
  - e) Termination of membership,
  - f) Termination of club charter (Must be approved by Secretary General).

c. Termination - Club and District leadership may elect to terminate the accused if:

- 1) Good Cause. The club board may terminate the membership of any member who ceases to have qualifications for club membership or for any good cause by a vote of at least two-thirds of the board members present and voting, at a meeting called for that purpose.
- 2) Notice. Before the club board acts under this section, the member shall be given at least 10 days' written notice and the opportunity to respond in writing to the board. Notice shall be delivered in person or by registered letter to the member's last known address. The member has the right to appear before the board to state his or her case.

## B. CRISIS MANAGEMENT PLAN

### 1. INTRODUCTION

- a. The health, safety and security of our volunteers and program participants is our highest priority. As such, this document has been developed to serve as an important procedural resource to assist District 5230 volunteers and participants to respond effectively when a crisis occurs to minimize risk and help ensure the safety of all, to the greatest extent possible.
- b. A crisis can occur at any time. Natural disasters like fires, hurricanes, earthquakes, and floods; tragedies such as shootings or terrorist activities; financial issues like embezzlement or theft; and events caused by an action or inaction of a Rotarian or non-Rotarian such as a violent crime. A traffic accident, a youth protection issue, harassment, discrimination, or simple bad judgment may place a Rotary Club officer or board member, an entire club, the District Governor, or other Rotarians in a situation that requires serious and immediate attention.
- c. When a crisis occurs, it is important to have a plan in place. It is a set of procedures applied to assure a response with accurate information reflecting our sincere concern and resolution of an emergency in planned and coordinated steps that can be understood, followed and managed so that those involved are protected, that communication is timely and professional, and that necessary action is taken.
- d. In our internet-driven and social media information age, written and video content can be transmitted instantly and be misunderstood or intensified. This is why our District must respond with a clear message that is presented honestly, accurately, timely, consistently, and in a manner that is appropriate for the situation.

### 2. WHAT CONSTITUTES A CRISIS?

- a. A “crisis” is a critical event or point of decision which requires an appropriate and timely response. For purposes of District 5230, it will be an unexpected or unusual event, often tragic, that impacts Rotarians and/or Rotary in a negative manner. Examples include an untimely death or injury stemming either from natural (such as fire, flood or earthquake) or unnatural (such as accidents or mass casualties) events; illegal activities where the victim or suspected perpetrator is a Rotarian, a Rotary club, or the District; or another event that involves a Rotarian, a Rotary club, or the District that impacts persons or property in a negative manner.
- b. These events may, but do not necessarily, involve youth involved in Rotary functions and activities, such as RYLA students, Interactors, or RYE students. District youth programs have carefully designed youth protection plans which take precedence over this plan and are to be followed prior to following this plan (see District 5230 Policies & Procedures, Attachment A, District 5230 Youth Abuse, and Harassment Prevention Policy Statement).

### 3. POLICY AND PARAMETERS

- a. The District Governor currently in office is the only officer of Rotary International in the District. As such, when a crisis occurs, the District Governor is the main contact between the District and Rotary International and between the District and the event or activity manager, if applicable (such as a camp director). He or she will ensure that Rotary International is notified and kept informed, as needed.
- b. The District Governor is the person in charge of Crisis Management in District 5230 unless and/or until he or she appoints someone else. If the District Governor is



absent, unavailable, or unable to take charge, the Vice Governor or Immediate Past District Governor, or another Rotarian may be appointed by the District Governor while the District Governor is absent, unavailable, or unable to take charge.

- c. The District Governor shall appoint a Crisis Management Team as part of the District Leadership Team to provide support, information and guidance as needed.
- d. The District Governor or his/her appointee will activate the Crisis Management Team or individual members of the team as needed.
- e. If the event involves a Rotary Club or Rotarian, that Rotary Club's President or the Club's designated appointee will represent the individual Club as needed and as requested by the District Governor.

#### 4. CRISIS MANAGEMENT TEAM

- a. A Crisis Management Team will be appointed by the District Governor for that Governor's term, prior to the start of the term, which should include:
  - b. The District Governor who may serve as Chair or will appoint a chair to serve as their designated appointee.
  - c. The District Governor-Elect, Vice Governor or Immediate Past District Governor or District Governor Nominee who will serve as the Assistant to the District Governor.
  - d. District Youth Protection Officer, RYE Chair, Interact Chair, and RYLA (Camp Royal) Chair (will be activated based on crisis situation).
  - e. A legal professional who is familiar with local law and can give immediate advice as to confidentiality, exposure, liability, and related legal implications.
  - f. The District Public Image Chair.
  - g. The District Chief of Staff (Insurance).
  - h. Assistant Governors (will be activated based on location of crisis situation).
  - i. The chair of the committee responsible for the activity from which the incident originated, if applicable.
  - j. The RI Zone Director and Zone Club and District Support representative, as applicable.
  - k.. Others at the request of the District Governor.

#### 5. WHEN A CRISIS DEVELOPS

- a. The involved Rotarian(s) or person who first becomes aware of the situation shall contact and consult with the District Governor or, if the District Governor is absent, unavailable, or unable to take charge, the designated appointee as set forth above.
- b. The District Governor or designated appointee will determine the need to notify and consult with the Crisis Management Team and decide if the team or certain members of the team should be activated. For example, depending on the situation, the activated team members might consist of the Club President, a committee chair, an attorney, the Youth Protection Officer and/or the Public Image Chair.

- c. Immediately provide information such as social media posts, voicemail messages, emails or other written documentation related to the crisis to the District Governor or designated appointee so that they may determine how best to respond. Avoid responding to, posting, or sharing the information yourself.
- d. The District Governor will confirm that Law Enforcement has been contacted, if applicable.
- e. The Crisis Management Team will cooperate with Law Enforcement and will direct individuals in the gathering of facts.
- f. The District Governor will contact Rotary International and the Rotary International Zone Director.
- g. The District Governor will be or will designate an appointee to speak on behalf of the District. This should be someone who is on top of the issue, communicates well, and is comfortable interacting with the media.
- h. The District Governor will direct Presidents and Assistant Governors to communicate appropriate and approved information to affected Clubs and/or affected Rotarians and instruct all Club members to refer press inquiries to the District Governor or their appointee.
- i. The District Governor may communicate with Assistant Governors, District Leadership Team members, Clubs and/or individual Rotarians as needed.
- j. The District Governor, or their appointee, will prepare a written statement made available to the media, and posted on the District 5230 website. This statement will accurately state the facts, express Rotary's position, convey the appropriate tone (sympathy, apology, commitment, etc.) and send key messages to convey Rotary's position consistently and accurately. The statement will be updated as needed with input and advice from the team. NOTE: It is important to determine WHAT MAY BE COMMUNICATED in the first place. Legal rights of those affected must be considered.
- k. The District Governor will seek further assistance from Rotary International and the Zone regarding media inquiries as needed.

6. MEDIA ENGAGEMENT RULES

Those who are contacted by the media whether a Club President, Club Event or Activity Chair, Club Member, District Chair, District Leadership Team Member or some other person shall:

- a. Follow the protocols set forth above and shall not issue a statement or make comments to the media.
- b. Immediately contact the District Governor or designated appointee, even if in doubt of the urgency or importance of the matter and allow those in District Leadership make the decisions as to urgency and importance.
- c. Acknowledge (without giving a response) all media inquiries promptly so as to avoid contributing to unnecessary speculation.
- d. Refer the media contact to the District Governor or designated appointee. The media interview to convey the facts and Rotary's position to the public is the responsibility of the District Governor or designated appointee.

- e. Monitor the media's local coverage of the issue for accuracy and alert the District Governor or designee if the coverage and if Rotary is misrepresented.
- f. The District Governor and/or designated appointee after consulting with key leadership will determine what may be communicated, consider the legal right of those affected, and convey the facts, they will not comment on anything they are unsure of and will not include their personal opinions or speculations of the incident. They will utilize the Media Strategy Checklist (see below) if appropriate.

NOTE: It is important to determine WHAT MAY BE COMMUNICATED in the first place. Legal rights of those affected must be considered.

- f. Monitor the media's local coverage of the issue for accuracy and tone. If Rotary is misrepresented, let the District Governor know of the concern for action, if needed.
- g. Utilize the Media Strategy Checklist (See below) if appropriate.

### **MEDIA STRATEGY CHECKLIST**

- Alert the District Governor
- Gather who, what, where when and why of the situation
- Confirm the facts
- Clarify and verify technical information
- Prepare a summary statement
- Prepare a fact sheet
- Notify stakeholders (people key to the organization)
- Tell volunteers and clients about changes in services/operations
- Acknowledge the media
- Keep a log of callers and questions
- Update leadership as situation develops
- Follow up implications; prevent backlash
- Evaluate, look for opportunities for improvement and update the process

## C. DIVERSITY, EQUITY, and INCLUSION (DEI)

### 1. INTRODUCTION

- a. Diversity refers to the inclusion of people from many groups. It is a source of innovation, as well as one of Rotary's core values. Having members with different backgrounds and viewpoints gives clubs a broader understanding of the community, its problems, and possible solutions.
- b. Clubs should strive to have a group of members who offer the club diverse skills, talents, and experiences. If your club includes different ethnicities, ages, and cultures, as well as a good gender balance, it will have greater capacity to serve your community and communities around the world. Equally important is creating a culture of inclusion, where these differences are respected, supported, and valued.
- c. A top priority for Rotary is growing and diversifying our membership to make sure we reflect the communities we serve and are inclusive of all cultures, experiences, and identities. We are creating an organization that is more open and inclusive, fair to all, builds goodwill, and benefits our communities.
- d. Making diversity, equity, and inclusion a priority is everyone's responsibility.

### 2. ROTARY INTERNATIONAL AND DISTRICT 5230 DEI STATEMENT

- a. In Rotary, we understand that cultivating a diverse, equitable, and inclusive culture is essential to realizing our vision of a world where people unite and take action to create lasting change.
- b. We value diversity and celebrate the contributions of people of all backgrounds, across age, ethnicity, race, color, disability, learning style, religion, faith, socioeconomic status, culture, marital status, language spoken, sex, sexual orientation, and gender identity as well as differences in ideas, thoughts, values, and beliefs.
- c. Recognizing that individuals from certain groups have historically experienced barriers to membership, participation, and leadership, we commit to advancing equity in all aspects of Rotary, including in our community partnerships, so that each person has the necessary access to resources, opportunities, networks, and support to thrive.
- d. We believe that all people hold visible and invisible qualities that inherently make them unique, and we strive to create an inclusive culture where each person knows they are valued and belong.
- e. In line with our value of integrity, we are committed to being honest and transparent about where we are in our DEI journey as an organization, and to continuing to learn and do better.
- f. If any member has concerns related to Diversity, Equity and Inclusion within their Club, District or Rotary International they can contact [DEI.Inquiries@rotary.org](mailto:DEI.Inquiries@rotary.org) for confidential discussion and assistance.

### 3. CLUB RESPONSIBILITIES

- a. Clubs are encouraged to:
  - 1) Choose a facilitator, committee chair or President to lead the discussion regarding the diversity of their club.
  - 2) Discuss the benefits of having a diverse membership with the club.

- 3) Create a committee and collect information regarding the demographics, cultural, socioeconomic and census data of your local community.
- 4) Discuss the findings with the committee and present to the club members.
- 5) Based on the results, develop a member diversity action plan to find strategies to reach out to specific groups that are found to be underrepresented in your club.

#### 4. DISTRICT RESPONSIBILITIES

- a. District Leadership (DG Line, AG's, and District Chairs) will strive to:
  - 1) Encourage clubs to develop and meet their DEI goals.
  - 2) Provide RI, Zone and District resources and training to assist clubs with their surveys and plans.
  - 3) Ensure District Leadership positions reflect the diversity of the District.
  - 4) Continually look for ways to improve and grow related to DEI.

#### D. PRIVACY

##### 1. INTRODUCTION

- a. Rotary District 5230 respects your privacy and are committed to protecting it by complying with this privacy policy ("Policy"). Safeguarding the data entrusted to our care by members of clubs within this Rotary District, program participants, and others is of the utmost importance to us.
- b. This Policy describes our practices for collecting, using, protecting, disclosing, and disposing of personal data. It also describes the types of data that we may collect from you or that you may provide to us when you:
  - 1) Join or maintain membership in a Rotary club or Rotaract club in this District 5230 ("DACdb")
  - 2) Interact with Rotary International ("RI"), The Rotary Foundation, and partner organizations
  - 3) Register for or attend events we host
  - 4) Use our services
  - 5) Participate in our programs

##### 2. DATA COLLECTION

- a. Rotary District 5230 collects several types of personal data, including information by which members can be personally identified, such as your name, postal address, email address, telephone number, gender, employment, marital status, or other sensitive information that might identify individuals ("personal data").
- b. The District collects data from the following people:
  - 1) Users of DACdb.
  - 2) Members of Rotary clubs and Rotaract clubs within this Rotary District.
  - 3) People who participate in Rotary District programs (if applicable, with the consent of parents or legal guardian).
  - 4) People who participate in District events.
- c. How the District collects this data:

- 1) Directly from individuals when they provide it to the District.
  - 2) From RI or from clubs within this Rotary District, The Rotary Foundation, and partner organizations.
- d. Data Provided The District
- 1) We collect personal data individuals provide when they interact with DACdb or with the Rotary District, including any interaction offline or in person, such as when individuals:
    - a) Contact the District to make an inquiry, including an inquiry about membership, join a Rotary club in this Rotary District or any associated Rotaract club.
    - b) Register on DACdb.
    - c) Register for Rotary District events.
    - d) Provide personal data on paper forms.
    - e) Submit applications for programs such as scholarships or grants.
- e. Usage Details, IP Addresses, Cookies, and Other Technologies
- 1) As Rotarians interact with DACdb, the District may automatically collect data about user equipment and browsing actions and patterns to allow the website to work more efficiently.
- f. How The District Uses Personal Data
- 1) The District uses the personal data collected or provided to us to perform core business purposes, including fulfilling the Rotary District's obligations to members of Rotary clubs and Rotaract clubs within this Rotary District, program participants, and other individuals and entities, such as:
    - a) Processing financial transactions.
    - b) Facilitating event planning.
    - c) Communicating key organizational messages through Rotary District publications and other materials.
    - d) Supporting the programs of this Rotary District or programs and members of Rotary clubs within this Rotary District.
    - e) Complying with legal requirements.
- g. Disclosure of Personal Data
- 1) The District may disclose aggregated data about users, or data that cannot be used to identify any individual, without restriction.
- h. The District may disclose the personal data that it collects or that is provide to us as described in this Policy to:
- 1) Rotary International, to meet district program requirements and other obligations (read Rotary's privacy policy at [rotary.org/privacy](http://rotary.org/privacy)).
  - 2) The Rotary club or Rotaract club in which the user is a member (if applicable).
- i. The District may also disclose personal data:
- 1) To comply with a court order, law, or legal process, or respond to a government or regulatory request.
  - 2) If the District believe disclosure is necessary or appropriate to protect the rights, property, or safety of members of Rotary clubs or Rotaract clubs in this Rotary District, participants in this Rotary District's programs and events, Rotary clubs and Rotaract clubs in this Rotary District, RI, or others.
- j. The District will not share personal data with, or sell it to, third parties.
- k. Disposing of Personal Data

- 1) This Rotary District retains personal data identifying individuals for as long as necessary in the circumstances for instance, as long as someone is a member of a club in this Rotary District or have a relationship with this Rotary District, or as may be needed to enforce or defend contract claims or as is required by applicable law. Personal data that we no longer need will be disposed of and/or anonymized so individuals can no longer be identified from it.

l. Choices About How Rotary District 5230 Use and Disclose Personal Data:

- 1) The District has created ways for individuals to control the use and disclosure of their personal data.
- 2) For tracking technologies and advertising: Users can set their browser to refuse all or some cookies or to alert you when cookies or to provide an alert when cookies are being sent. If individuals disable or refuse cookies, note that some parts of the DACdb may be inaccessible or may not function properly.
- 3) The District may not accommodate a request to change or delete data if it believes the change or deletion would violate any law or legal requirement or cause the data to be incorrect.

m. Children

- 1) The DACdb system is not intended for children. The District does not knowingly collect personal data from or about children without parental consent. Children should not use or provide any personal data on our system, or on or through any of its features, register on the system, make any purchases through the system, use any of the interactive or public comment features of the system, or provide to any personal data about yourself, including your name, address, telephone number, email address, or any screen name or username. If the District learns that it has collected or received personal data from a child, we will delete that personal data.

n. Data Security

- 1) Information available through our DACdb system is for Rotary informational and business purposes only. Members provided access should not change, use, or share others information for personal, solicitation or other non-Rotary purposes. Breaches of confidential information will be addressed accordingly.
- 2) Clubs and the District shall periodically review DACdb Security Levels of the membership to assure in access to information in DACdb follows the DACdb Security Levels outline, which is based on members current position in the Club and/or District.
- 3) DACdb Security Levels are:
  - 1 – Members
  - 2 – Committee Chairs
  - 3 – Event Moderators/Chairs
  - 4 – Club Officers
  - 5 – Assistant Governors
  - 6 – District Officers and Data Administrators
  - 7 DACdb Administrators
- 4) Exceptions to the Security Levels must be approved by the District Governor.

Changes to this Privacy Policy

- 1) The Rotary District may change, add, or remove portions of this Policy at any time. These modifications shall take effect immediately upon being posted on the Website. It is the responsibility of Rotarians to review this Policy for any changes.

### **SECTION III. Per Capita Contributions.**

The District shall levy upon Clubs in the District an annual per capita contribution that has been calculated from the budget approved by the Presidents-Elect as detailed above.

District 5230 of Rotary International has established, by resolution of the District Conference, a fund called “The District Fund” for the financing of District sponsored projects and the administration and development of Rotary in the District.

- A. Financing for the District Fund shall be provided by all Clubs in the District by means of a per capita levy on all members, excepting honorary members, of those Clubs.
  1. The amount of the per capita levy will be determined by the budget as adopted.
  2. The per capita levy is due and payable semi-annually on July 1<sup>st</sup> and January 1<sup>st</sup> based on the number of members (except honorary members) of the Clubs on said dates.
  3. The per capita levy shall be invoiced twice each year at least thirty (30) days prior to its due dates.
  4. All levies will be due and payable within thirty days following the end of the period in which membership commences.
  5. Payment of the per capita levy is mandatory on all Clubs within the District. Upon Certification by the Governor that a Club has failed for more than ninety (90) days from the due date to pay such levy, the Board of Directors of RI will terminate the Club’s charter at 180 days from such due date unless they have satisfied their obligation to RI and will charge such fees as are established by RI
  6. RYLA (Camp Royal) Funding:
    - a. Of the approved per capita levy, a designated amount shall be set aside for the exclusive purpose of financing RYLA (Camp Royal) projects
    - b. The approved District budget shall include a Camp Royal “Camper Fee.” For each Camp Royal camper sponsored by a District club a “Camper Fee” shall be paid by such club to the District for the Camp Royal fund. The foregoing shall *not* constitute a per capita levy. The sponsor’s fee shall be paid to the District at the time each Rotary Club notifies the Camp Royal Committee of the names of the campers they have sponsored.
  7. During the term of office, the District Governor shall be responsible for all District funds and shall turn all funds over to the succeeding Governor at the completion of the Rotary year.
  8. The final audited financial report of the Governor shall be presented, discussed (if need be) and formally adopted by the following District Conference.
  9. District funds are intended for the use for the following purposes:
    - c. To meet the expenses of the Governor and partner for travel and administrative expenses beyond the funds allocated to the District by Rotary International, but not to exceed the amount set forth in the budget.
    - d. To meet the expenses of conducting the District affairs such as, but not limited to, the Rotary Institute, the District Conference, the District Assembly, Presidents-Elect Training Session, and any other special District functions.
    - e. To pay for necessary expenses for the Governor and the Governor-elect and their partner to attend the International Convention. The Financial Committee shall determine the amount of money allocated for such purposes.
    - f. To cover expenses exceeding the Rotary International appropriation for sending the partner of the Governor-elect to the International Assembly.



- g. To provide the Governor's partner with an appropriate gift at the end of the Governor's term of office. Selection and presentation of this gift and a Past Governor's pin for the Governor is the responsibility of the immediate Past Governor.

**SECTION IV. Official District Meetings**

- A. DISTRICT CONFERENCE. The time and place for a Conference shall be determined by the Governor-elect and announced at the District Conference held prior to taking office as Governor.
- B. DISTRICT ANNUAL BUSINESS MEETING. The date, time, and place for an Annual Business Meeting shall be determined by the Governor-Elect and announced at the District Assembly held prior to taking office as Governor. The date, time, and place of the Annual Meeting shall be approved by a majority of the Presidents-Elect present and voting at said Assembly.
- C. DISTRICT ASSEMBLY. The Governor-Elect with the cooperation of the District Governor shall schedule and conduct the District Assembly not later than May 31 prior to the beginning of the ensuing Rotary year. The Governor shall announce in the monthly newsletter the time and place set for the District Assembly, which may be held virtually. Incoming Presidents, to be eligible for service, shall attend the District Assembly as provided in Article VIII of the Standard Club Constitution unless excused by the incoming Governor. If so excused, the President-Elect shall send a designated representative from the Club whose duty it shall be to report back to the President-Elect at the Assembly by Club Secretaries, members of the Club's Boards of Directors, and the committee chairs as suggested by Rotary International.
- D. PRESIDENTS-ELECT TRAINING SEMINAR. Each Club President-Elect shall attend the Presidents-Elect Training Seminar (PETS), unless excused by the incoming Governor. It is recommended that each club adopt a policy of paying the President-Elect's expenses for said meeting. The President-Elect shall be notified in writing of this policy by the current President or Club Secretary prior to or at the time of his acceptance of office.

**SECTION V. Council On Legislation. & Councils on Resolutions**

In compliance with the Constitution and By-Laws of Rotary International, a representative and an alternate to the Councils on Resolutions and the Council on Legislation shall be elected at the District Conference in the Rotary year two years preceding each Council on Legislation. The representative and the alternate must be or have been an officer of Rotary International. Any Rotary Club may nominate a qualified candidate to represent the District. The candidate receiving the highest number of votes shall be declared to be the representative, and the candidate receiving the second highest number of votes shall be declared the alternate representative.

The District shall budget and accumulate \$600.00 per year for the purpose of defraying actual and reasonable expenses, not to exceed \$1,800 of the representative's partner in attending the Council on Legislation.

## **SECTION VI. Youth Programs**

### **A. Rotary Youth Leadership Awards (RYLA) – Camp Royal**

1. **ADMINISTRATION.** The Governor, with concurrence from the Governor-Elect and the Governor-Nominee, shall appoint a RYLA Chair who shall serve for a term of three years. The RYLA Chair shall work closely with the Governor-Elect and the Governor-Nominee to recommend and train a successor. No RYLA Chair shall serve more than two consecutive three-year terms.
  
2. **FINANCES.** Prior to each Rotary Year, the RYLA Chair shall prepare and submit an annual budget for approval to the Governor-Elect within a timeline consistent with development of the District Budget and based on:
  - a. Revenue from the District’s per capita levy and Club sponsor fees.
  - b. Other sources of funding.
  - c. The District Governor shall be responsible for ensuring that the RYLA Program has the necessary funding to implement the budget and to satisfy the RI Certification Requirements.
  
3. **PURPOSES OBJECTIVES AND GOALS OF CAMP ROYAL**
  - a. **Purposes and Objectives**
    - 1) To reward, improve, and further train High School Students who have completed the 11<sup>th</sup> grade and have previously demonstrated leadership ability.
    - 2) To improve the leadership abilities of Camp attendees in preparation for their final year of High School and for the years thereafter.
    - 3) To expose High School leaders to important opportunities and challenges in the world of tomorrow.
    - 4) To encourage High School leaders to think through and resolve conflicts of value; and
    - 5) To create a Leadership Lab in an environment where individual attendees can apply leadership concepts and thus learn by doing.
  - b. **Goals**
    - 1) To provide an enriching experience to all attendees.
    - 2) To make it financially accessible for all applicants.
    - 3) To achieve a high degree of Rotarian involvement.
    - 4) To maintain a separate Boys’ Camp and a separate Girls’ Camp.
    - 5) To have a cohesive District project that unifies Rotary clubs throughout the District.
    - 6) To maintain a follow-up activity with graduates of the Camp.
    - 7) To create an atmosphere at the camp that is one of learning and creativity; and
    - 8) To establish a rigorous selection process.
  
4. **DEMONSTRATED LEADERSHIP.** The primary selection criteria for selecting attendees at Camp Royal shall be “demonstrated leadership.” There are two aspects of this determination to be made by the interviewing Rotarians. The first is objective and the second is subjective.
  - a. Objective examples of demonstrated leadership must be documented through the application and attached letters of reference, which describe or demonstrate specific leadership roles such as:
    - 1) A leadership role in school organizations: e.g., student government, music, sports, etc.
    - 2) Serving as an officer of one or more school clubs or organizations e.g., Interact club
    - 3) Involvement in a school’s formal leadership program or class

- 4) Chairperson or another leadership role in one or more special events, such as a school dance, rally or fund-raising event, or a community service project.
  - 5) Leadership role in non-school work activities
  - 6) Leadership outside of the school, including such things as 4H, Church or a volunteer in a community facility (e.g., hospital), if there are letters from people connected with such activities indicating that the student took a leadership role in those activities.
  - 7) Leadership can also be demonstrated by participation in certain school courses, which intrinsically have elements of leadership, such as forensics, or as a soloist in the music program, etc.
  - 8) Leadership may also be demonstrated by taking a responsible role in mentoring, tutoring, or teaching Sunday school.
- b. Rotarians shall determine the presence of at least five or more of the following subjective characteristics through the interview process:
- 1) Excellent communicator and able to express ideas
  - 2) Goal-Oriented
  - 3) Strong people skills
  - 4) Family Values and/or other clearly articulated values
  - 5) High Energy/enthusiasm
  - 6) Motivational Skills
  - 7) Sense of Responsibility
  - 8) Respectful
  - 9) Effective at direction of others
  - 10) Creative thinker
  - 11) Overall, an achiever
  - 12) Potential Candidate for Boy's or Girl's State
  - 13) Potential Future Rotarian
5. RIGOROUS SELECTION PROCESS - Establishing standards for selecting attendees under Section V.B of this Policy Manual is meaningless if Rotarians do not review the applications and letters of reference and then conduct in-depth interviews. Placing the selection process in the hands of school officials without Rotary participation will not be permitted. The following are the requirements for the application and interview process. No student can attend Camp Royal unless (1) all the application requirements are met; and (2) the applicant has been interviewed by at least two Rotarians pursuant to this Section and any guidelines furnished by the Camp Royal Committee from time to time.
- a. The Application Process and Form
- 1) The Rotary Club, through its Rotary members, must make personal contact at their chosen school or schools, with administrators and should conduct a pre-application meeting with students who are interested in attending.
  - 2) The Camp Royal Committee shall provide to each participating Rotary Club a clear and concise application form together with information about Camp Royal and instructions for completing the application and the required content of the letters of reference.
  - 3) The Rotary Club should advertise the program using posters and bulletin boards at the School.
  - 4) The Rotary Club is responsible for distribution of application packages either to the school administrators or preferably to the students at a pre-application meeting.

- 5) The application should include and require written responses from the applicant, as opposed to merely requiring boxes to be checked.
  - 6) The application should solicit information regarding past performance of leadership responsibilities and the instructions should contain sufficient examples so that the requirements of the application are clear to the applicant.
  - 7) Grade point average should also be included in the application.
  - 8) The application must be accompanied by at least two (2) letters of reference relating to “demonstrated leadership” and the subjective characteristics included in Section 2 of this Manual.
- b. The Interview Form and Process
- 1) The Camp Royal Committee shall provide a written interview form with specific questions for the applicants, and the Rotarians shall fill out the interview forms, using a narrative form, to capture the personality and potential of the applicant.
  - 2) The interview form should be accompanied by detailed instructions from the Camp Royal Committee, explaining their use and providing examples of demonstrative leadership.
  - 3) At least two Rotarians from the sponsoring club should be involved in the interview process and both Rotarians shall be involved jointly in the interview of the finalists.
  - 4) Interviewers should probe for specificity.
  - 5) Interviewers should review letters of reference or recommendation with the potential attendee to verify the information.
  - 6) Interviewers may agree to either rotate the asking of questions or may agree that one interviewer ask the questions and the other fills out the interview form.
  - 7) The interview process should include questions related to the student’s knowledge of the commitment that they are making, if chosen, and whether their parents are aware of the commitment and prepared to sign off if they are selected as an attendee to Camp Royal.
  - 8) The interview process should be completed within the time guidelines provided by the Camp Royal Committee, and completed interview forms, together with the application and all letters of reference for all selected attendees and their alternates, should be forwarded to the Camp Royal Committee within the deadline set.
  - 9) If applications and interview forms are incomplete or not signed, or not submitted in a timely manner, the Committee may reject the selected attendee and instead select an alternate from the same school or from a different school.
  - 10) The Camp Royal Committee shall review the applications, reference letters and interview forms for each recommended attendee and shall approve or reject each recommended attendee in writing on their respective interview forms. The rejection of a recommended attendee by the Camp Royal Committee shall be based on a failure of the attendee or the sponsoring Rotary Club to meet or comply with the standards and/or requirements of this Section VI. of the District Policy Manual. The District Governor shall, upon the request of the sponsoring club, review any rejection.

## B. Youth Exchange

1. STRUCTURED PROGRAM. Youth Exchange is a structured program (i.e., an organized activity recommended by the RI Board of Directors for Clubs and Districts that include a recommended framework and guidelines) of Rotary International to provide young people with the opportunity to meet individuals from other countries, experience new cultures, and to learn first-hand about all aspects of life in another country. Host clubs, host families, and entire communities are enriched by extended, friendly contact with someone from a different culture. One of the purposes of the program is to instill in young people the concept of international understanding and goodwill.

2. DISTRICT GOVERNOR AUTHORITY.

- a. The District Governor is responsible for the supervision and control of the Youth Exchange program within the District. The District Youth Exchange Officer and Youth Exchange Committee are under the supervision of and shall report to the District Governor.
- b. The Governor shall use the period between his or her nomination and assuming office to learn as much as possible about the Youth Exchange program in the District and the qualifications and skills of those who administer it.
- c. The Governor Nominee shall be an active member of the District's Youth Exchange Committee and shall participate, insofar as possible, in Youth Exchange orientations, outings, interviews, activities, and Committee meetings.

3. YOUTH EXCHANGE OFFICER AND COMMITTEE.

- a. To promote Youth Exchange as an opportunity for the development of international understanding, the Governor shall appoint a Youth Exchange Officer and Youth Exchange Committee to oversee the operation and administration of the District's Youth Exchange Program. The Youth Exchange Officer, working with the Youth Exchange Committee, shall have full responsibility and authority to implement the Youth Exchange Program including, but not limited to, compliance with the Rotary International Manual of Procedure, Constitution, Bylaws, and Code of Policies, with the laws, rules, and regulations of the United States Department of State and such other federal and state governmental entities as may be applicable, and with best practices as recommended by Rotary International. The Youth Exchange Officer shall report directly to the Governor and to such other District officers and directors as the Governor directs.
- b. In recognition of the special technical knowledge and experience required by the Youth Exchange Officer and members of the Youth Exchange Committee, the Governor shall not, absent extraordinary circumstances, change more than 50 percent of the Youth Exchange Committee at any time to ensure the continuity of the Program.

4. RI CERTIFICATION PROGRAM. To participate in the Youth Exchange Program, the District must be certified by the RI General Secretary. The District's Youth Exchange Program shall fully comply with all requirements of the RI General Secretary to be certified annually.

5. REPORTS.

- a. The District Youth Exchange Officer shall periodically report to Rotary International and to the Department of State as required.
- b. In addition, Club and District officers shall immediately notify the District Youth Exchange Officer of all serious incidents involving a Rotary Youth Exchange student in the District, including but not limited to, accidents, death, early returns, and crimes, and any allegations of abuse or harassment. The District Youth Exchange Officer shall, within the timelines specified by Rotary International and the US Department of State, report such serious incidents or allegations of abuse or harassment to Rotary International and to the Department of State.

6. DISTRICT YOUTH EXCHANGE FINANCES.

- a. Prior to each Rotary Year, the Youth Exchange Officer shall prepare and submit a proposed annual budget for approval to the Governor-Elect within a timeline consistent with development of the District Budget. The proposed budget shall be balanced and shall be fully self-funded by the following fees and potential funding sources:

- 1) Club fees, which shall be charged to individual Clubs that participate in the Youth Exchange Program by hosting and/or sponsoring individual students for expenses such as, but not limited to, criminal background checks, volunteer and other in-service training, inbound and outbound student activities and outings, fees for WESSEX, Committee administrative expenses, and youth exchange conferences and meetings.
  - 2) Comprehensive program fees paid by or on behalf of students and their parents or legal guardians that shall be used to fund student expenses such as, but not limited to, round-trip transportation, health and travel insurance, language camps if applicable, interviews, orientations, student activities and outings, and Youth Exchange clothing and supplies, such as Youth Exchange blazers and patches, Youth Exchange shirts and backpacks, name badges, luggage tags, trading pins, business cards, and thank-you cards.
  - 3) Other sources of funding including, but not limited to, gifts and grants.
  - 4) The foregoing fees shall be determined annually by the District Youth Exchange Officer, with the advice of the District Youth Exchange Committee, subject to approval of the Governor. The Governor shall be responsible for ensuring that the Youth Exchange Program has the necessary funding to implement the budget and to satisfy the RI Certification Requirements.
- b. As noted above, the District shall maintain a separate bank account for District Rotary Youth Exchange activities.
  - c. The District Youth Exchange Committee and District Treasurer shall prepare and distribute a financial report on Youth Exchange to the District Governor on a semi-annual basis as of December 31<sup>st</sup> and June 30<sup>th</sup> of each Rotary Year.

## SECTION VII. Amendments

Modifications or additions to the District Policy Manual shall be by resolution adopted at the Annual Meeting of the District. Resolutions proposing a District policy change may be initiated only as follows:

- A. On or before a date fixed by the Governor, and being at least 90 days prior to the Annual Meeting, the District Resolutions Committee, Governor, Governor-elect, District Board of Directors, any Past Governor who resides within the District, or the Board of Directors of any club may propose a resolution in writing and direct it to the Governor.
- B. Upon receipt of each proposed resolution, the Governor shall review the proposed resolution with the District Board of Directors and shall recommend such other changes or amendments as may be necessary or appropriate to conform the proposed resolution to Rotary International's governance documents and Rotary's Code of Policies. Upon such review and no later than 60 days prior to the Annual Meeting, the Governor shall forward all resolutions, which propose a change or modification in the Policy Manual and initiated according to this Manual, to the Resolutions Committee.
- C. On or before 30 days prior to the date fixed for the Annual Meeting, the District Resolutions Committee shall prepare and distribute copies of all resolutions which are to be presented at the Annual Meeting to the Governor, Governor-elect, Governor-nominee, District Board of Directors, Assistant Governors, each club President, President- Elect, and each Past Governor who resides in District 5230.
- D. During the Annual Meeting, each resolution proposing a policy change or modification shall be presented by the Chair of the Resolutions Committee for discussion and recommendation for action.
- E. Votes shall be cast on such resolutions at the Annual Meeting in accordance with the By-Laws of Rotary International. Voting for the members of the Nominating Committee for Governor and the election of the District Representative to the Council on Legislation shall be restricted to electors. Each elector present at the Annual Meeting shall be entitled to cast one vote on the matters limited to vote by electors.
- F. Each club in the District shall select, certify, and send to the Annual Meeting one elector for every twenty-five (25), or major fraction thereof, of its members, honorary members excepted, based upon the number of members of the club as of the last day of the month preceding the month in which the Annual Meeting is held, provided that each club in the District shall be entitled to at least one elector.
- G. Each elector shall be an active member of the Club.
- H. Every active member in good standing of a club in the District who is present at the Annual Meeting shall be entitled to vote on all other matters submitted to a vote at such Annual Meeting except that any elector shall have the right to demand a poll upon any matter presented to the Annual Meeting in which event the voting shall be restricted to electors.
- I. Action at the Annual Meeting on each proposed resolution shall become effective on the first day of July next following the Annual Meeting.

**ATTACHMENT A**  
**DISTRICT 5230 YOUTH ABUSE AND HARASSMENT PREVENTION POLICY STATEMENT**

Rotary clubs place great emphasis on their work with people in the community, including young people, through its many programs including Rotary Youth Exchange, RYLA, and volunteering programs. These volunteer efforts are vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For these good works to continue it is extremely important that our Rotary clubs protect the interests of everyone involved and create and maintain a safe and respectful environment for all participants in Rotary activities. It shall be the duty of all Rotarians, their spouses or partners, and all other volunteers to safeguard, to the best of their ability, the welfare of every person with whom they come into contact with and especially young people. It shall further be the duty of all Rotarians, their spouses or partners, and all other volunteers to prevent, to the best of their abilities, all forms of physical, sexual, or emotional abuse to those who may be vulnerable. Fulfilling this duty safeguards the interests of Rotary clubs and Rotarians by minimizing their risk of liability, including legal liability, should any participant in a Rotary activity become a victim of abuse.

***Rotary District 5230 Policy Statement***

It shall be the responsibility of every Rotarian to safeguard the welfare of every person with whom they come into contact during their activities as a Rotarian. Special attention shall be given to the protection of young people. This responsibility shall include the prevention of physical, sexual, or emotional abuse, and all forms of harassment or neglect.

***Rotary District 5230 Position Statement on the Prevention of Abuse or Harassment***

Rotary District 5230 will, insofar as is possible:

1. In accordance with its legal obligation, ensure the young people who are involved with Rotary District 5230 programs, activities, or events, are protected from abuse, harassment, or neglect.
2. Ensure that Rotary District 5230 programs are provided to young people in a safe and caring environment.
3. Prevent contact by persons who are prohibited by law or are considered by Rotary District 5230 to be inappropriate persons, from working with young people.
4. Establish, encourage, and facilitate a program for the timely reporting of incidents where young people are at risk of harm.
5. Adopt a program that will ensure the prompt notification of any allegations of abuse, harassment, or neglect to young people where such allegations involve a Rotarian or persons associated with Rotary programs.
6. Report any allegations of abuse pursuant to appropriate State laws.

***Rotary District 5230 Position Statement on the prevention of Harassment and Sexual Harassment***

Rotary District 5230 will, insofar as is possible:

1. Ensure that individuals involved in Rotary District 5230 programs are not subject to *harassment*, which includes conduct that erodes the dignity of the victim, particularly based on the victim's color, race, national origin, religious persuasion, ethnic origin, age, sex, gender, physical characteristics, sexual orientation, or physical or mental disability. Types of prohibited behavior that constitute harassment include unwelcome remarks and jokes; displaying or distributing racist, pornographic, or other offensive material; practical jokes based on race, sex, or other prohibited grounds; verbal abuse or threats; inappropriate gestures, touching, or physical assault.



2. In accordance with its legal obligation, ensure that individuals who are involved in Rotary District 5230 activities are protected from *sexual harassment*. Sexual harassment includes making sexist jokes; leering; displaying sexually offensive material; using sexually degrading words to describe a person; making sexually suggestive or obscene comments or gestures; making unwelcome inquiries or comments about a person’s sex life; making unwelcome sexual flirtations, advances, or propositions for sexual favors; unwanted touching; verbal abuse or making threatening reprisals after a negative response to sexual advances; and sexual assault.
3. Ensure that no private or “backdoor” exchanges are approved between Rotarians and/or individual clubs. Such exchanges include the following:
  - a. Requests from family members of District 5230 Rotarians or non-Rotarians to allow foreign relatives to participate in the program with 5230 and/or a specific Rotary Club.
  - b. Requests from foreign districts to place a specific student with a specific Rotary Club in District 5230.
  - c. Requests from a District 5230 Rotary Club requesting a direct exchange with a foreign Rotary club and bypassing the approved District 5230 Youth Exchange Program training, policies, and procedures in place at the time.

Rotary District 5230 will NOT:

1. Allow a known “prohibited person” to participate in any rotary program related to young people.
2. Permit any person to become a Youth Exchange Officer (YEO) or Counselor, a volunteer, or to host a Youth Exchange student, whether as a Host Parent or as an adult living in the same home as the Youth Exchange student, without a prior determination of the suitability of that person through the District’s screening process.

### **Prohibited Person**

For the purpose of this Policy, a “Prohibited Person” is anyone who:

1. Has been convicted of any offense which resulted in harm to an individual, including, but not limited to, assault, sexual harassment, or neglect.
2. Has been convicted of any offense, which in the opinion of the District Abuse Prevention Coordinator, suggests an unacceptable risk of harm to a person in the care of that individual.
3. Is a person subject to a court order or decree prohibiting that person from being in contact with another individual or being at a specific location?

### **Scope of Policies**

These policies and procedures shall apply to all District 5230 Rotarians and Volunteers who wish to become Club YEO or Counselor, volunteers, or Host Families in club-sponsored programs. These policies shall also apply to all adults over the age of 18 who reside in the home of the Host Family.

### ***Volunteer Selection and Screening***

District 5230 will maintain in perpetuity all records of criminal background checks, waivers, and screening for adults working with minors, including Host Family Applications. Depending on the records, they will be held in either the WESSEX Data Base, by the District Compliance Officer, or by the individual Club YEO’s.

***All volunteers*** interested in participating in the District 5230 Youth Exchange program must meet the following requirements:

- Complete the Youth Volunteer Affidavit form and authorize the district to conduct a criminal background check. Subsequent to the pre-screening, all Club YEO’s and Counselors must submit to a

Security Clearance (Background Check) that has been duly processed by an agency approved by the California Department of Justice. The Security Clearance results shall be submitted directly to the District Abuse Prevention Coordinator for his or her assessment.

- A copy of the Volunteer Assessment Form is then provided to the District Abuse Prevention Coordinator (DAPC). If the pre-screening is acceptable, then the applicant must complete a Background Check application, with the results being provided directly to the DAPC. The Background Check form and instructions are available on the District Youth Exchange website. The DAPC then reviews the Volunteer Assessment Form and the Security Assessment information and advises the YEO and Counselor as to whether the applicant(s) is/are deemed to be acceptable as Volunteers or as a Host Family for a young person participating in the Rotary Youth Exchange Program.
- Undergo personal interviews.
- Provide a list of references for the district to check
- Meet RI and district eligibility requirements for working with students. RI policy prohibits any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment and the investigation into the claim is inconclusive, additional safeguards must be put in place to ensure the protection of any youth with whom the individual may have future contact as well as for the protection of the accused. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
- Understand and comply with RI and district guidelines for the Youth Exchange program.

**Host families** must meet the following selection and screening requirements, in addition to those listed above:

- Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. Host families must demonstrate:
  - Commitment to the safety and security of students
  - Motivation for hosting a student consistent with Rotary ideals of international understanding and cultural exchange. Hosting **MUST** be voluntary.
  - Financial ability to provide adequate accommodations (room and board) for the student
  - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
- Host families must complete a written application, including references.
- Home visits must be conducted for each family and should include announced and unannounced visits, both before and during the placement. Home visits must be conducted annually, even for repeat host families.
- All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family who are permanent or part-time residents in the home.

**Rotarian counselors** must meet the criteria for all volunteers, as well as the following:

- Counselors must not be a member of the student's host family.
- Counselors must be trained in responding to any problems or concerns that may arise during the exchange, including instances of physical, sexual, or emotional abuse or harassment.

### **Student Selection and Screening**

*All students* interested in participating in the District 5230 Youth Exchange program must meet these requirements

- Complete a written application and be interviewed to determine suitability for participation in the program.
- All Inbound and Outbound students must attend and participate in all district orientation and training sessions.

- All students, both Inbound and Outbound, must have adequate Travel and Medical Insurance.

*All parents or legal guardians of students* interested in participating in the District 5230 Youth Exchange program must be interviewed to determine the student's suitability for participation in the program.

***District Abuse Prevention Coordinator***

The District Governor shall appoint a District Abuse Prevention Coordinator (DAPC) who will be responsible for the implementation and enforcement of this policy. The DAPC shall have experience working with people at risk such as young people, the elderly and people with disabilities, either in their professional capacity or as an experienced Rotary Volunteer. At his or her discretion, the District Governor may also appoint an Assistant District Abuse Prevention Coordinator, who will act as the ADAPC, in his or her absence. The ADAPC will have the same duties and responsibilities of the DAPC when acting in that capacity.

1. The appointment of the DAPC will be made annually, however, it is expected that the DAPC will hold that office for at least three years and no longer than six years in accordance with District 5230's leadership organization procedures as stated in the District 5230 bylaws.
2. The DAPC must be familiar with the Rotary International Child Protection System, other relevant Rotary International policies, and relevant State and Federal legislation.
3. The DAPC shall review and maintain an archive of Security Clearance forms and District 5230 Screening forms submitted in accordance with the requirements of this policy and in compliance with the rules of the California Department of Justice.
4. The DAPC shall maintain strict confidentiality of such forms in compliance with State and Federal legislation and with this policy.
5. If the DAPC determines that an individual is not acceptable as a Club YEO or Counselor, volunteer or as a Host Parent due to the background information submitted, he or she shall advise the applicant that he or she is not acceptable but shall not disclose any details of the reason(s) behind the decision.
6. The DAPC shall be the first point of contact should any Club YEO, Counselor or other Rotarian receive a complaint of abuse or harassment and shall be responsible to ensure that such complaint(s) are dealt with according to applicable laws and that the interest of the affected person are protected to every extent possible.
7. The DAPC will work with District Clubs to inform each Rotarian of their obligations under this policy; of all relevant legislation; and, to ensure that appropriate prevention training is available to each Club.
8. The District Youth Exchange Officer, in conjunction with the DAPC shall be responsible to facilitate an annual training seminar for all Club YEO's, Counselors and Host Families and set standards and guidelines to ensure that each of them is familiar with all the District policies and the scope of these Policies.

***Training Programs***

District 5230 will provide abuse and harassment prevention training to all Youth Exchange program participants in addition to all other aspects of the Youth Exchange Program. The District Youth Exchange Officer and selected, trained District Committee members will conduct the training sessions.

## **Club YEO's and Counselors**

Every person acting in the capacity of Club YEO or Counselor will be required to participate in a District Training session, which will include, but not be limited to the counseling of youth and their Host Families, the reporting of incidents of abuse and determining situations where removal of the youth is imperative. In addition, each Club YEO and Counselor shall be familiar with these District Policies and those of Rotary International about abuse and harassment.

Prior to any Youth Exchange placement, each Club YEO or Counselor will be responsible to hold an orientation/training session for each host family OR ensured that the Host Family attended one of the District-conducted training sessions. That session will involve, among other things, the review of the Rotary International Policy on abuse and harassment, the review of these District Policies and a familiarization with the District YE Handbook.

Specifically, District 5230 will

1. Adapt the *Abuse and Harassment Prevention Training Manual and Leader's Guide* to incorporate specific district guidelines, information on local customs and cultural issues, and legal requirements
2. Develop a training calendar that defines the participants, frequency of training required for each volunteer position, and training methods to be used, plus keep records of who has received the District Training programs.
3. Conduct specialized training sessions for the following Youth Exchange program participants:
  - a. District Youth Exchange Officer (must receive specialized training at NAYEN Conferences, RI Pre-Convention Conference for YEO's or other specialized training sessions as might become available)
  - b. District governor (to be trained by District YEO or attend specialized Conference)
  - c. District Youth Exchange committee members (by District YEO or same as DYEO)
  - d. Club Youth Exchange Officers and committee members (Trained by DYEO or selected, trained District Committee members)
  - e. Club Host Family members and Club Rotarian counselors (Trained by DYEO, District Committee members, or fully trained Club YEO)
  - f. Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events (District YEO or Committee, or fully trained Club YEO)
  - g. All Inbound students and Outbound students (District YEO or Committee)
  - h. Parents and legal guardians of Outbound students (District YEO or Committee, or fully trained Club YEO)

District 5230 will maintain records of participation to ensure compliance

### ***Other District 5230 Responsibilities***

- Establish procedures for reporting, investigating, and handling noncriminal offenses or historical cases that law enforcement chooses not to investigate.
- Provide each student with a list of local services in the district (rape and suicide crisis hot lines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.).
- Provide a 24-hour emergency contact phone number to Youth Exchange students.
- Follow RI guidelines for Youth Exchange Web sites.
- Appoint an independent lawyer, therapist, or counselor to represent any alleged victim in cases of sexual abuse and harassment.

- Report all criminal allegations to RI within 72 hours.
- **Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI** within 72 hours.
- Evaluate and review this policy and accompanying procedures regularly.

### ***Club Compliance***

District 5230 will monitor all participating clubs within the district and ensure that they comply with RI guidelines for abuse and harassment prevention. All clubs that wish to apply to the district for certification must provide the district with a signed copy of the Club Compliance Certification Document.

Participating clubs must agree to carry out the following:

- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both before and during the placement.
- Conduct follow-up evaluations of both students and host families.
- Follow the Sexual Abuse and Harassment Reporting Guidelines.
- Prohibit direct placement of students outside of the District 5230 Youth Exchange program structure (so-called backdoor exchanges).
- Set procedures for removal of a student from the host family, including establishing criteria for moving a student and locating available back-up temporary housing in advance.
- Develop contingency hosting plans that include prescreened, available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Ensure that long-term exchange students have multiple host families.
- Provide each student with a comprehensive local services list, including information for dentists, doctors, places of worship, counselors, suicide, and rape crisis hotlines, etc.
- Ensure that the host counselor for each student is not a member of the student's host family.
- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians.
- Report all serious incidents (accidents, crimes, early returns, deaths) involving Youth Exchange students to the district immediately.
- Conduct interviews of all applicants and applicants' parents or legal guardians.

### ***Additional Recommendations for Rotary Clubs:***

- Delegate responsibility for the protection of persons at risk to the Club Counselor. Identify a Counselor responsible for dealing with allegations or disclosure. Members and volunteers should know how to contact this individual quickly, including a named alternate. This person and his or her team is responsible for raising awareness and training all members of the club for the procedures they should follow when concerned with the personal security of others.
- Plan club activities to minimize situations where abuse may occur. Access to and from venues should be planned so that people at risk are not required to use a route to and from an event or venue that is unsupervised, lonely, dark, or otherwise potentially open to danger. Avoid situations where on child is supervised by one adult. For example, Rotarians providing transportation to one child may be accompanied by another adult.

- Introduce a process where children can talk in confidence and safely with an independent person. It is known that adults who abuse may exploit their role or situation to gain the submission and/or silence of the child. This is particularly true in residential situations, such as hosting an exchange student. Clubs should identify someone suitable who has demonstrated trustworthiness to be available for children wanting to report abuse. This person should have available clear written guidelines explaining what action must be taken when abuse is disclosed.

In non-residential situations it may be more appropriate to ensure that children are aware they have the right to talk privately to someone responsible for their overall safety and welfare. It is important that children know who this person is and how to contact the individual.

- Event supervision as a means of protecting children. Rotary event supervisors are responsible for protecting children and others from abuse and should receive and should be expected to understand the material contained in this document. Supervisors should remain alert and monitor and assess a volunteer's relationships with children, looking for signs that a particular child is receiving exceptionally harsh or favorable treatment. Supervisors suspecting that abuse may be occurring are expected to intervene as required and report their concerns to the individual responsible for the overall conduct of the club and its members and volunteers.
- Prepare Rotarians and volunteers to work effectively with all vulnerable persons. Clear club policies, effective procedures for various events programs, and regular proactive education programs for all Rotarians will provide a healthy, prevention-oriented approach for this serious responsibility we all share.
- Issue guidelines on how to deal with the disclosure or discovery of abuse.
  - a. Rotarians and volunteers should know they have a responsibility to report anything that concerns them about the personal security of others.
  - b. YEO's, Counselors and Host Families should be trained to be sensitive to changes in behavior or signs of physical injury that might indicate something is wrong.
  - c. Clubs should promote an attitude that reporting suspicions and/or taking action is the right thing to do. It should be clear that anyone doing so will not be discriminated against in the future.
  - d. Rotarians should not attempt to deal with a problem alone. All complaints, allegations or suspicions should be reported to the DAPC who will be responsible for deciding at what stage and in what circumstances the authorities will be informed.
  - e. Debriefing sessions following a reported incident are excellent for improving procedures and identifying new training requirements.
  - f. Rotarians and volunteers often are required to drive their personal vehicle in the delivery of service. Procedures should be established to ensure driver's licenses are valid and insurance adequate for the proposed activity.

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## ATTACHMENT B

### BYLAWS FOR ROTARY INTERNATIONAL DISTRICT 5230 BOARD OF DIRECTORS

#### PURPOSE

#### ORGANIZATION

ARTICLE 1 – Election and Duties of Officers

ARTICLE 2 – Election and Duties of Directors

ARTICLE 3 – Duties of the Board

ARTICLE 4 – Meetings and Voting

ARTICLE 5 – Supporting Documents

**PURPOSE** - The Board of Directors, hereinafter referred to as the “Board”, oversees the business and finances of the District and is responsible for establishing and updating District policies consistent with Rotary International’s governance documents, Rotary Code of Policies, and District 5230 Policy Manual.

**ORGANIZATION** – The Board of District 5230 consists of 14 voting members and 2 non-voting members:

#### Voting Members:

##### Officers

1. Current District Governor, who shall serve as Board Chair
2. District Governor Elect
3. District Governor Nominee
4. Immediate Past District Governor

##### Directors

5. Fresno County Clubs
6. Fresno County Clubs
7. Fresno County Clubs
8. Tulare County & Kings County Clubs
9. Tulare County & Kings County Clubs
10. Tulare County & Kings County Clubs
11. Monterey County Clubs
12. Monterey County Clubs
13. Monterey County Clubs
14. District Rotaract Chair or District Rotaract Representative (DRR)

#### Non-Voting Members:

1. District Secretary
2. District Treasurer

Members of the Board shall not be compensated for their duties as Board members, except for their reasonable and substantiated expenses incurred on behalf of the District. Board Members are ineligible to provide paid services or products to the District.

No member of the Board may obligate District funds unless specifically approved by the Board.



## ARTICLE 1 - ELECTION AND DUTIES OF OFFICERS

Officers serve a four-year term starting as District Governor-Nominee and finishing as Immediate Past District Governor.

- 1.01 District Governor.** The District Governor serves a one-year term during his or her year of service as District Governor, commencing on July 1<sup>st</sup> and ending on June 30<sup>th</sup> of the following year. The District Governor's duties and committees include, but are not limited to:

### Duties

- a. The RI Officer for the District
- b. Chair of all official functions of the Board, including Board meetings.
- c. Promote the Object and Values of Rotary membership
  1. Promote externally to attract new members
  2. Inspire internally to engage members
- d. Determine and announce the date, time, and location for the Annual Meeting to occur in the final six months of the current Rotary year.
- e. Other duties as identified by Rotary International and in the District 5230 Policy Manual

### Committees

- a. Member of all District committees

- 1.02 District Governor Elect.** The District Governor Elect serves a one-year term during his or her year of service as District Governor Elect, commencing on July 1<sup>st</sup> and ending on June 30<sup>th</sup> of the following year. The District Governor Elect's duties and committee assignments include, but are not limited to:

### Duties

- a. Serves as Chair of the Board in the absence of the District Governor.
- b. Develops goals for the ensuing year which align with the District Strategic/Action Plan and Rotary's Strategic/Action Plan
- c. Attend Zone DGE Training (GETS)
- d. Attend Rotary Institute
- e. Attend Rotary International Assembly
- f. Determine and announce time and place for the District Conference to occur in the following Rotary year
- g. Conduct Presidents-Elect Training Seminar (PETS) in coordination with the PETS Committee.
- h. Schedule and conduct the District's Club Training Assembly
- i. Other duties as identified by Rotary International and in the District 5230 Policy Manual

### Committees

- a. Finance Committee
- b. Member of other committees as assigned by the District Governor

- 1.03 District Governor Nominee.** The District Governor Nominee serves a one-year term during his or her year of service as District Governor Nominee, commencing on July 1<sup>st</sup> and ending on June 30<sup>th</sup> of the following year. The District Governor Nominee's duties and committee assignments include, but are not limited to:

#### Duties

- a. Expand knowledge of District challenges and opportunities
- b. Attend Zone DGN Training (GNTS)
- c. Attend Rotary Institute
- d. Attend regional training events (i.e., PETS)
- e. Other duties as identified by Rotary International and in the District 5230 Policy Manual

#### Committees

- a. Finance Committee
- b. Member of other committees as assigned by the District Governor.

**1.04 Immediate Past District Governor.** The Immediate Past District Governor serves a one-year term commencing on July 1<sup>st</sup> and ending on June 30<sup>th</sup> of the year, immediately following the year he or she serves as District Governor. The Immediate Past District Governor's duties and committee assignments include, but are not limited to:

#### Duties

- a. Replace the District Governor (or Vice Governor) in case of his/her temporary or permanent inability to continue in the performance of Governor duties
- b. Other duties as identified by Rotary International and in the District 5230 Policy Manual

#### Committees

- a. Chair of the Nominating Committee
- b. Member of other committees as assigned by the District Governor

**1.05 Directors.** Directors serve to represent the best interests of the clubs in their defined geographical area. Three representatives from each of the defined areas serve as Board members with full voting rights. One Rotaract representative will serve as a Board member representing all Rotaract Clubs in the District with full voting rights. The Directors' duties include, but are not limited to:

#### Duties

- a. Represent the best interests of the Rotarians, Rotaractors and clubs in their defined geographic area
- b. Serve as non-voting Board Representatives on District Committees as assigned by the Board
- c. Other duties as assigned by the Board

**1.06 Secretary (non-voting).** The Board Secretary is appointed to the Board by the District Governor and serves a one-year term during the District Governor's year of service commencing on July 1<sup>st</sup> and ending on June 30<sup>th</sup> of the following year. The Secretary duties include, but are not limited to:

#### Duties

- a. Prepare and distribute the agenda and minutes for the Board meetings two weeks prior to the Board meeting
- b. Make meeting arrangements and communicate with Board members
- c. Record and maintain historical documents of Board activity
- d. Other duties as assigned by the District Governor

- 1.07 Treasurer (non-voting).** The Board Treasurer is appointed to the Board by the District Governor and serves a one-year term during the District Governor’s year of service commencing on July 1<sup>st</sup> and ending on June 30<sup>th</sup> of the following year. The Treasurer’s duties include, but are not limited to:
- a. Finance Committee
  - b. Coordinate with and oversee the actions of the District Comptroller, which include:
    - i. Coordinate and manage all financial transactions of the District.
    - ii. Prepare and distribute financial reports one week prior to the Board meeting.
    - iii. Assist with the development and administration of the annual budget.
    - iv. Prepare and maintain all financial records and submit the State and Federal tax returns.
  - c. Other duties as set forth in the District Policy Manual and as assigned by the District Governor.

## **ARTICLE 2 - ELECTION AND DUTIES OF DIRECTORS**

- 2.01 Terms of Office.** Directors serve a two-year term of office commencing on July 1. The terms of office for approximately one-half of the Directors shall expire each Rotary year. No Director may serve more than four consecutive years on the Board without leaving the Board for a minimum of one year, upon which time they shall become eligible for re-election to the Board.
- 2.02 Election of Directors.** On or about the first week of November of each year, nominations shall be called for Directors whose terms expire on June 30 of the following year. The District Governor Elect shall call for nominations through the Assistant Governors for Director Candidates to serve on the Board. Written nominations shall be submitted to the Board within thirty days of the call for nominations.

Candidate requirements:

- a. Served a full term as Club President (or will have served a full term before serving on the Board) or
- b. Served a full term in a District level position
- c. A member in good standing in their club.
- d. Nominated by their club. (clubs may nominate more than one candidate.)
- e. Rotaract representative will be selected by the District Governor.

Selection to fill the Director positions will be made by a majority vote of Board Members present and voting from the candidates nominated.

**2.03 Appointment of Directors and Successor Directors**

Should a Director leave office during his or her term of office with less than one year to serve, the District Governor with approval of the Board, shall appoint a replacement from the same geographical area as the vacating Director. Should a Director leave office during his or her term of office with one year or more to serve, a new director shall be nominated from the same geographical area as the vacating Director and elected by the Board. If the Board is unsuccessful in acquiring nominations from clubs, the District Governor may appoint a replacement Director from the same geographical area as the vacating Director upon approval of the Board.

**2.04 Removal from the Board**

Any Director may be removed from the Board by a 2/3 vote of the entire membership of the Board, with or without cause.

Any Director missing three consecutive meetings is deemed to have resigned.

**2.05 Committees**

Director shall be assigned to one or more District committees to provide oversight and help ensure the District committees remain active and productive. The Directors shall regularly report progress to the Board.

**ARTICLE 3 – DUTIES OF THE BOARD**

**3.01 Strategic/Action Plan**

The Board shall review and approve a Strategic/Action Plan developed by the DG line for the District and shall review the Plan annually. The Board shall report on its review of the Strategic/Action Plan during the Annual Meeting.

**3.02 Fiduciary Responsibility**

The Board shall review the proposed District Annual Budget in advance of it being presented to the Presidents-Elect..

At each regular Board meeting, the Board shall receive and review current financial statements, as submitted by the Treasurer.

**3.03 Rules of Procedure and Practice**

The Board is authorized to adopt rules of procedure and practice relating to the efficient operation and administration of Board meetings and activities. Such rules shall be posted on the District’s website upon adoption or amendment.

**ARTICLE 4 – BOARD MEETINGS AND VOTING**

**4.01 Time and Place**

Meetings of the Board may be held from time to time, but not less than quarterly during the Rotary Year. Board meetings shall be held at locations determined from time to time by the Chair of the Board. Board meetings shall be open to all Rotarians in good standing of a Rotary Club, Satellite Rotary Club, Rotaract Club, or Provisional Rotary Club within the District.

**4.02 Participation in Meetings**

Any meeting of the Board may be conducted in person, by electronic means, or any combination thereof if during the meeting all Board members may interact with each other, have full access to all documents presented, and simultaneously hear others. All Board meetings are subject to Section 4.03 and the quorum requirements contained in Section 4.05. Participation in a meeting by these means constitutes presence at the meeting.

**4.03 Notice of Meetings**

The Secretary shall provide an annual calendar of meetings at the first meeting of the Rotary year and written or electronic notice to all members of the Board of the date, time, and place of each regular meeting at least seven (7) days in advance of each meeting. Such notice shall also be posted on the District’s website while the notice is provided to members of the Board.

The District Governor as Chair or any three Officers or Directors may call a special Board meeting by giving at least seven (7) days’ written or electronic notice to all Board Members of the date, time, and

place of the special meeting. The notice will state the purpose of the meeting. A copy of such notice shall also be posted on the District's website while the notice is provided to members of the Board.

**4.04 Quorum for the Transaction of Business**

A majority of the membership of the entire Board shall constitute a quorum for the transaction of business.

**4.05 Voting**

Except as provided in these Bylaws, each Officer and Director shall have one (1) vote. Approval is by a majority vote of Officers and Directors present and voting. Should there be a tie, the District Governor will cast the deciding vote.

**ARTICLE 5 – SUPPORTING DOCUMENTS**

**5.01 District Policies**

These Bylaws are intended to be consistent with the District Policy Manual. If any conflict arises between the two documents, the Board shall take the necessary action to reconcile the documents.

These Bylaws, together with any amendments subsequently adopted, the Constitution of Rotary International, the Bylaws of Rotary International, the most recent Rotary Code of Policies, and the District Policy Manual shall constitute the governance documents for the operation and administration of District 5230.