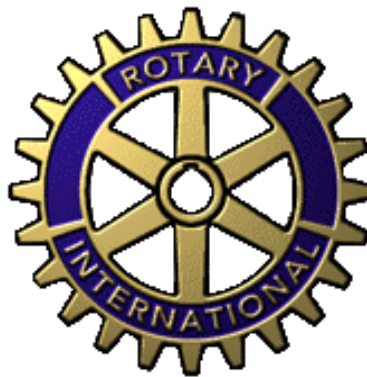


# **Rotary District 5390**

## **Manual of Procedure**

*As of April, 2012*



**Arlene Weber**  
**District Governor 2011-2012**

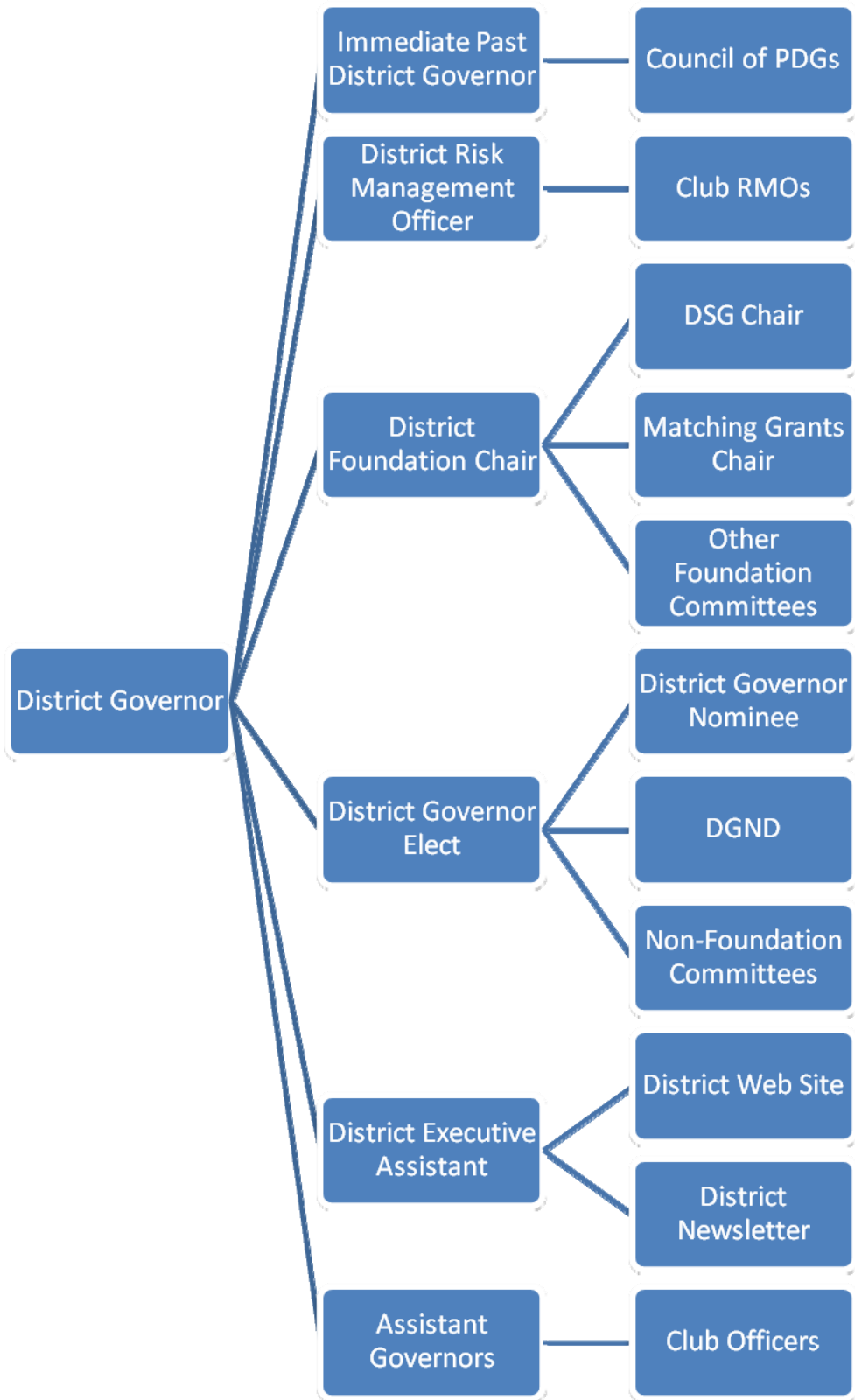
**Daryl Hansen**  
**District Governor 2012-2013**

**This document is a compilation of the Leadership Plan, Financial Policies and Procedures, and the Risk Management Plan.  
The Risk Management Plan also remains as a separate document.**

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**DISTRICT #5390 ORGANIZATIONAL CHART**



## **I. The STRUCTURE of District 5390**

### **THE LEADERSHIP**

A District Governor, Governor Elect and Nominee, Assistant Governors, District Rotary Foundation Committee Chair, the various Committee Chairs, and other assigned persons will lead District 5390. This leadership group will support the Club Presidents, Club Committee Chairs, and individual Rotarians.

### **DISTRICT LEADERSHIP TEAM**

District 5390 will have a District Leadership Team, which will serve as a coordinating and advisory body for the District. It will work primarily to help the DG affect his or her goals and objectives for the year, and promote the goals of Rotary. It is also the TEAM which leads the District: the goal of which is to strengthen the individual clubs, the presidents and their leadership team, the individual Rotarian---and enable them to provide service in the world and in their community. The District Leadership Team goal is to strengthen and empower Rotarians and Rotary clubs. (enabled by Rotary, the programs of The Rotary Foundation, and their fellow Rotarians)

The District Leadership Team has an additional goal of making connections among clubs and among the various programs/projects within District 5390

Activities of the Leadership team will be disseminated to the membership by the DG in the District Newsletter.

Membership of the District Leadership Team: District Governor, Assistant Governors, District Governor Elect (DGE), District Governor Nominee (DGN), the Immediate past District Governor (IPDG), District Rotary Foundation Committee Chair, District Secretary/Treasurer.

The Leadership Team is chaired and directed by the District Governor. Members will communicate regularly and hold formal meetings at the discretion of the District Governor. Specific tasks of the members are defined below under the roles of the various officers and committees

## **II. DESCRIPTIONS OF THE DISTRICT 5390 LEADERSHIP**

### **DISTRICT GOVERNOR**

The Principal Officer of District 5390 shall be the duly elected District Governor. The District Governor is the sole officer of Rotary International in the District nominated by the clubs of District 5390 and elected by the convention of Rotary International. The Governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the District. He or she shall encourage participation in a district leadership plan, and foster effective clubs by providing inspiration and motivation to the clubs. The District Governor shall be responsible for the proper operation of the District and for the accomplishment of District 5390 goals and objectives.

The District Governor is responsible for the following activities in the District, as provided in the Rotary International bylaws:

- Strengthen existing clubs and organize new clubs
- Promote membership growth
- Support The Rotary Foundation with respect to program participation and financial contributions
- Promote cordial relations among the clubs and between the clubs and RI
- Plan for and preside at the District Conference and Assembly.
- Conduct an official visit-- meeting individually or in multi-club venue. At that time focus on important Rotary issues, motivate club members to participate in service projects, recognize the outstanding contributions of Rotarians in the District and in the club. Weak and struggling clubs will receive special attention during the year—not just at the official visit.
- Issue a monthly letter to each club president and secretary---or to all in the District via the Internet.

- Serve as a spokesperson for the district.
- Assure that district nominations and elections are conducted in accordance with the RI constitution, bylaws, and established policies of RI.
- Perform such other duties as are inherent as the officer of Rotary International
- Report promptly to Rotary International, as may be requested by the President or the Board.

The District Governor is also responsible to supervise the other members of the District Leadership Team and the activities of the Council of Past District Governors:

- Support the Governor-elect: providing any requested assistance in the planning and preparation for the PETS training seminar; providing him/her with full information as to the condition of clubs with recommended action for strengthening clubs (to be done prior to the International Assembly); transferring continuing district files.  
Hold a district membership seminar  
Hold a district leadership seminar
- Support and assist in training of the DGN
- Support and appoint the Assistant Governors
- Appoint District Committee chairs
- Advise and work with the District Rotary Foundation Committee Chair on Foundation related projects in the District
- Hold a district Foundation seminar
- Supervise and support the District Treasurer and Chair the Finance Committee of the District
- Supervise and support the District Executive Secretary
- Supervise the activities of the Council of PDGs
- Governor Nominating Committee
- Legislation/Resolution Committee
- Club Extension Committee

### **DISTRICT GOVERNOR ELECT**

The District Governor Elect is the officer who succeeds the present sitting Governor, assuming the position on July 1 of the next Rotary year. The DGE is nominated by District 5390 and elected at the Convention of Rotary International.

#### Duties:

- Prepare to serve as an officer of RI for next Rotary year.
  - Attend GETS at the Zone Institute
  - Attend the International Assembly
  - Attend the International Convention
- Provide support to the District Governor as requested
  - Participate as an active member of the District Leadership Team
  - Attend the Finance Committee as a member
  - Attend District Training Seminars as scheduled
  - Attend District Conference and Assemblies
  - Attend the Peace Park Assembly
  - Prepare the Annual District Awards
  - Encourage attendance at the International RI Convention
  - Oversee the Leadership Academy.
- Plan, prepare and conduct the Pre-PETS Assembly, the PETS training seminar
  - Select Leadership Trainers as needed for PETS and Training Seminars
- Supervise the District Assistant Governors
  - With the DG, appoint Assistant Governors for the year of service
  - Train Assistant Governors or organize training for Assistant Governors who will be serving when the DGE is District Governor.

## **DISTRICT GOVERNOR NOMINEE**

The Rotarian nominated by District 5390 to Rotary International to be the District Governor following the District Governor-Elect.

### **Duties:**

Provide support for the DG

- Serve as a member of the District Leadership Team
- Serve as a member of the Budget and Finance committee
- Perform duties as requested

Prepare self for position of leadership as an officer of RI two years hence.

- Attend GNATS training at Zone Institute.
- Attend other training for upcoming District Governors at the invitation of the sitting DG
- Attend PETS and the pre-PETS Assembly
- Attend District Training Seminars
- Attend District Assembly
- Attend the Peace Park Assembly
- Attend District Conference

Oversee all club related committees

- Club Service
- Vocational Service
- Community Service
- International Service
  - World Community Service
  - Literacy
  - Water, Hunger, Health
  - Peace Park
- New Generations
  - RYLA
  - Youth Exchange
  - Rotaract/Interact

Oversee District Committee activities

- WEB/Newsletter
- Public Relations/Communications
- Food Bank

## **DISTRICT GOVERNOR NOMINEE DESIGNATE**

The Rotarian nominated by District #5390 to follow the District Governor Nominee. This person will become a recognized future officer of RI when recognized at the assumption of the office of District Governor Nominee. The DGND shall be selected by the Governor Nominating Committee.

### **Duties**

Prepare for a year of service upon becoming an officer of RI

- Provide support to the DG as requested
- Attend the District Leadership Team ex officio
- Attend the District Training Seminars as scheduled
- Attend District Conference, Assembly, pre-PETS, and PETS
- Serve or have served as an AG

## **ASSISTANT GOVERNORS**

### **Qualifications:**

- An AG should be a past president, who is respected by his/her club;
- Have three years, in good standing, as a Rotarian;

- Have proven experience working as a team lead or the desire to learn to work in a team mode;
- Have thorough knowledge of Rotary and its program;
- Have proven follow-through;
- Have ability to act as an advisor.
- Have completed or be participating in the District Leadership Academy
- A Past District Governor may not serve as an AG

#### Selection:

Assistant Governors are selected by the District Governor Elect for an 18-month term, beginning in January. An Assistant Governor's term can be extended, on an annual basis, up to no more than 3 years. This extension is at the discretion of each succeeding District Governor-Elect. An AG may be removed from responsibility if he/she so requests or if he/she is unable to perform the duties of the AG (for whatever reason) or at the discretion of the District Governor.. Assistant Governors are district appointees of the Governor. They are not officers of Rotary International.

#### Duties:

The AG will work directly with club Presidents, while the Committee Chairs will work with the respective chairs in clubs.

An Assistant Governor will have responsibility for 4-6 clubs. They *may* or *may not* be assigned their home club, and may be moved among clubs for better administration.

- Support the Clubs and the Presidents:
  - Visit each club regularly, at least quarterly, more often as problems develop
  - Help the club president resolve club problems.
    - Act as a management consultant
    - Act as a friend to the club president and his/her team
  - Schedule the District Governor visit, working with the Club President.
  - Identify social, fundraising or other events at which the Club would like the DG or AG to attend.
  - Promote district training events and other district activities
  - Develop yearly club goals with the president-elect using the “Planning Guide for Effective Rotary Clubs” This is to be completed and shared with the incoming District Governor (DGE) before July 1.
  - Develop the club goal report for the Rotary Foundation. Assist the president-elect and club board to complete this report and return it to the incoming District Governor (DGE) prior to May 1.
  - Assure that each club is up-to-date on submitting their Semi-Annual Reports (SAR) to Rotary International—coordinating with District Secretary and Treasurer. (The Treasurer or Secretary may inform the AG)
  - Assist the clubs in achieving a Presidential Citation.
- Assist the District Governor
  - Attend club meetings at least once per quarter. Briefly speak at meetings—informing clubs of changes in Rotary, upcoming events, or other matters which would be of import to Rotarians.
  - Periodically attend club Board meeting.
  - Attend club assemblies as invited.
  - Prepare and submit a final Report of Club Visit to the Governor by **May 1**
  - Schedule and attend the District Governor club and board visit
  - Prepare the draft “club visitation report” for the District Governor—prior to his/her visit
  - Provide the District Governor with each club’s “Planning Guide for Effective Rotary Clubs” prior to the official visit.
  - Keep the District governor informed of successes or innovations in clubs, of important social or recognition events which he/she should attend.
  - Encourage clubs to follow through with the governor’s requests and recommendations
  - Monitor club’s performance with respect to service projects
  - Keep the DG informed on a regular basis of problems in clubs, recommended solutions, and/or need for additional assistance
  - Advise the DG such as suggesting ways to enhance Rotary and address problems
  - Participate in goal setting with DGE

- District Duties:
  - Attend Pre-PETS and PETS training, serving at the DGE's direction
  - Attend other District Training
  - Attend Leadership Team Training
  - Attend District Assembly and Conference
  - Identify potential committee chairs, committee members, AG's and persons for other leadership roles in the District.

### **IMMEDIATE PAST DISTRICT GOVERNOR (IPDG)**

#### **Duties:**

- Provide insights/advice to the District Governor
- Undertake problem solving or project responsibility, at the request of the District Governor
- Assume Zone or other Rotary responsibilities.
- Member of the District Budget & Finance Committee.
- Member of the District Leadership Team
- Member of the Nominating Committee
- Member of the Council of Past District Governors.
- Chair of the District Club Extension Committee

### **DISTRICT EXECUTIVE ASSISTANT**

The District Executive Assistant (DEA) shall be a Rotarian of good standing, knowledgeable in Rotary, and a member of a club within District #5390. The DEA is appointed by the District Governor for a three year term that may be extended if agreed upon between the DEA and the District Leadership. The DEA must have the understanding of basic accounting principles and the capability to communicate via telephone, fax, email and the Internet. The DEA will be bonded.

#### **Treasurer Duties**

Be responsible for books of accounts on all funds coming under the Treasurer's jurisdiction. On retirement from office, the Treasurer shall deliver to the successor Treasurer all books of accounts and any properties of the District in the possession of the Treasurer.

#### **Duties:**

- Member of the Budget and Finance Committee
- Maintain custody of District financial records except those of committees authorized to maintain individual budgets (such as District Projects and the District conference)
- Maintain inventory of (the small amount of) District equipment including, but not limited to fax machines computer software and office equipment
- Disburse funds and pay bills upon approval of the DG
- Bill the clubs for the annual per capita levy and collect it. (The membership basis for such levy shall be the membership listed on the district web site as of September 1<sup>st</sup> of each year. See p. 21)
- Take follow up-action on clubs delinquent on dues—using information sent to the District Governor.  
This follow-up may be done in concert with the Assistant Governors.
- Issue financial statements monthly to the District Governor, the District Governor-Elect and the Finance Committee.
- Train incoming treasurers, at the District Leadership Assembly
- Present the District Budget and expenditures at the District conference.
- Periodically, evaluate District insurance coverage and rates; bring information to Budget and Finance Committee.
- Pay, in a timely manner, requests for payments that have been approved by the DG
- Quarterly, and at the end of each Rotary year, prepare a statement of net assets and a statement of income and expense for the year



- Oversee the reimbursement policy and reimbursement guidelines for District 5390. Guide the AG's and the Committee chairs in budget and reimbursement issues..
- Advise the DG on District financial matters, including preparation of the upcoming District Budget.
- File tax returns as required in the USA.
- Provide necessary information to the Audit committee as requested
- Provide independent oversight and review for those committees maintaining individual accounting — (e.g., District conference, District projects treasurers).

#### **Secretary Duties:**

- Serve as a Member of the District Council.
- Be knowledgeable in Rotary functions and operations at club and District level
- Have the ability to communicate via telephone, fax, and electronically with e-mail and web access.

#### **Duties**

- Assist the District Governor in District Administration.
- Assure newsletter editor compiles, edits and produces the monthly District Governor's Newsletter and make each issue is available on the District Web Site
- Issue District-wide correspondence as needed and approved by the District Governor.
- Maintain files of all District records as requested by the District Governor  
e.g. DG correspondence, committee reports, committee archives, RI directives, minutes, etc.
- Take and maintain minutes of District meetings and make copies available to the members of the Leadership team
- Assist the District Governor in preparing for the District Conference
- Serve on the District Conference Committee
- Assist with correspondence
- Assist with mail and web based promotion of the conference
- Take minutes of the Annual Meeting of the District
- Serve as (or supervise) Web Master of the District Web Site
  - Maintain association with "ClubRunner" to keep website functioning well
  - Assure that information is current and accurate
  - Membership
  - District Directory
  - Maintain an up to date list of all club officers
  - Update information and format as needed.
- Assist Club Secretaries with solving problems related to their position.
  - As a District level resource for club problems
  - As a resource for using the district Web Site for reporting and updating
    - Membership
    - Club activities
    - Club directory
  - Inform club secretaries of changes in RI rules in areas such as attendance and classifications per Council on Legislation
- Provide training for incoming club officers
  - As a member of PETS and pre-PETS staff
  - At the District Assembly
  - Ad hoc as directed by the District Governor
- Serve as administrative resource to committee chairs
  - Assist the District Membership Chair to assure monthly reporting of membership by all clubs in the District
  - Assist the District Historian
    - Obtaining and storing records
    - Educating members on the collection, availability and use of such records.

- Assist the District Legislation/Resolutions Chair
  - Help gather, organize, and disseminate resolutions from the clubs

### **DISTRICT TRAINER:**

The District Trainer supports the District Governor and District Governor-elect in training issues on the club and District level. The focus of the District Trainer is the development of club presidents, Assistant Governors, and upcoming Rotary leaders.

The District Trainer will be a skilled, knowledgeable Rotarian, appointed by the District Governor on an annual basis, normally serving no more than three one-year terms. The District Trainer (ideally) will have expertise in training and in team development. The District Trainer must have the understanding of and the capability to communicate via telephone, fax, email and the Internet. A PDG *may* fill this position.

#### **Duties:**

- Support the DGE in developing and conducting Pre-PETS and PETS  
Assist the DGE and the DG in training and developing Assistant Governors, and the rest of the District Leadership team.
- Serve as a member of the District Assembly Committee
- Assist in the development of Foundation training seminars,
- Carry out other training tasks as required (e.g., train facilitators, arrange for logistics, identify speakers, put together content
  - Membership training seminars
  - Rotaract/Interact leader training
  - District Committee member training
  - Approves curriculum and content
  - Works with District Webmaster to assure internet access to all participants
  - Assures as many graduating participants yearly as possible

### **DISTRICT RISK MANAGEMENT OFFICER:**

The District Risk Management Officer shall be a Rotarian in good standing in District #5390 and a professional with training in abuse and harassment prevention and youth protection issues. This appointment is yearly renewable for three years.

#### **Duties:**

1. Serve as the chair of the District 5390 Risk Management committee.
2. Maintain, supervise, and increase awareness of the District abuse and harassment policies.
3. Assure that clubs that wish to participate in and committees that supervise, Rotary sponsored activities involving protected persons and youth such as Youth Exchange, RYLA, Rotaract and Interact, have their own policies in place that address abuse and harassment and have met the District Risk Management certification requirements.
4. Assure that clubs and committees that participate in Rotary sponsored activities involving protected persons and youth follow the District #5390 policies for abuse and harassment and the reporting guidelines for such allegations.
5. Assure that clubs and committees that participate in Rotary sponsored activities involving protected persons and youth follow the District #5390 policy for screening of program volunteers, hosts and participants.
6. Report to the District Governor any information regarding situations of possible abuse or harassment.
7. Assure that cases of abuse and harassment are reported to the proper law enforcement agency, in compliance with District policy.
8. Supervise District training in the prevention and awareness of abuse and harassment.
9. Maintain records of club and District compliance with these District policies and guidelines.
10. Maintain a list of local services for crisis situations as supplied by participating clubs.
11. Supervise the District "hot line" for crisis situations involving protected persons.
12. May, with the agreement of the District Governor, assist as club protection officer for those small clubs where situations of size prohibit the confidentiality of this position.

### **III. DISTRICT COMMITTEES AND COMMITTEE CHAIRS**

District 5390 has a number of committees established to carry out the specific goals developed by the District leadership. The Committee Chairs and committee members are chosen to assure that there is continuity of leadership, and knowledge, and yet provide the opportunity for new Rotarians to participate. A Committee Chair, selected by the District Governor, will serve a term of 1-3 years.

#### **A. COUNCIL OF PAST DISTRICT GOVERNORS**

Membership: All Past District Governors who are members of clubs in the District.

##### Responsibility/role:

- Meet periodically with the District Governor, to review District goals and provide advice and lend assistance as requested by the District Governor.
- The District Governor shall call a meeting of the Council shortly after the International Convention to present new information from Rotary International
- The Council shall elect its own chairperson to serve as presiding officer at meetings of the council.
- Promote the District Conference and International Convention
- Provide direct assistance as requested to weaker clubs
- Provide a subcommittee of members selected by the current District Governor to serve on the Nominating Committee
- Provide a subcommittee for Legislation/Resolutions. The chair will be that PDG who serves the District and RI as a member of the Council on Legislation.
- Provide a subcommittee and chair for the District committee for Club Extension.

#### **1. GOVERNOR NOMINATING COMMITTEE**

This committee consists of seven persons: all of who shall be either Past District Governors or Past Club Presidents who have not served as District Governor. Of the Seven persons of this committee, one will be the current DGE, at least three shall be Past District governors and at least two shall be Past Club Presidents who have relevant and meaningful experiences in District matters. The chairperson shall be a past District Governor, named by the District Governor. The Immediate Past District Governor sits on this group, but may not chair in the year immediately following his/her year as governor.

The terms of the members shall be staggered, so that at least half of the committee members shall have served in the prior year. The work of this committee shall be governed by the terms of the Manual of Procedure (pp. 31-32, MOP 2010).

The Nominating Committee conducts the selection process for the District Governor Nominee Designate, and will undertake informational/recruiting efforts during the six-month period prior to selection of the District Governor Nominee Designate. The selection of the DGND shall be completed no sooner than 36 nor less than 24 months prior to taking office as the District Governor.

#### **2. COMMITTEE ON LEGISLATION/RESOLUTIONS**

This committee is chaired by the PDG who serves RI on the Council on Legislation. This person's duty is to seek resolutions from the clubs in District #5390 and the District leadership on issues of importance to Rotary. After District approval, these resolutions are to be carried to the Council on Legislation of Rotary International, where this person sits as a voting member for District #5390

#### **3. CLUB EXTENSION COMMITTEE**

Chaired by the IPDG, the role of the extension committee is to identify possible locations for new Rotary Clubs.

- Solicit opportunities for new clubs from the existing clubs
- Respond to community interest
- Analyze geographic and population possibilities
- The Committee then identifies a sponsoring Rotary club to support and mentor the new club during its early years of existence.

## **B. COMMITTEES OF DISTRICT ADMINISTRATION**

### **1. DISTRICT BUDGET AND FINANCE COMMITTEE**

Membership: Composed of the District Executive Assistant the incoming DEA (if a new treasurer is needed), the District Governor, the District Governor Elect, the District Governor Nominee (if appointed), the Immediate Past District Governor and one Past District Governor who is currently an active member in a club in District 5390. The District Governor will appoint the Past District Governor for a two-year term.

The District Governor chairs this Budget and Finance committee, except when the committee is considering the budget for the following year—in which case the committee shall be chaired by the District Governor Elect.

Responsibilities:

- Safeguard the assets of the District 5390 fund.
- Prepare the annual operating budget. The budget is based on the previous district experience and requests from the DGE and the various district committees.
- Recommend changes to the annual per capita levy. Assures that the budget is submitted to clubs at least four weeks prior to, PETS and approved at the meeting of the incoming club presidents at said meeting.
- Assure that the District Treasurer prepares an annual report on the status of the district's finances for the District Assembly.
- Evaluate the District insurance policy; deal with operating budget impact of insurance costs.
- Meet quarterly, in person or conference call, to review the District financial reports and status, and advise the DG on interim changes to the budget or other financial matters of importance to the District

### **2. DISTRICT CONFERENCE CHAIR:**

The District conference Chair organizes the annual district conference. This celebratory event recognizes the successes of the Rotary clubs in District 5390. In addition it will provide an opportunity to hear excellent speakers on Rotary, receive training, enjoy a pleasant venue, and get together in fellowship with other Rotarians.

The Chair is appointed for a specific conference, and should have experience on a District Conference committee or experience in meeting coordination.

Duties:

- In concert with the District Governor, select a site for the District conference.
- Responsible for negotiating convention center rates and hotel rates and acquiring appropriate space.
- Select members of the extensive Conference Committee, clarify expectations and goals, and hold regular meetings of the District Conference committee.
- Arrange for speakers and programs beneficial to Rotarians, Rotary program alumni, family members, and participants in Rotary Youth programs.
- Set in place a promotional approach, to encourage Rotarians and families to participate and attend.
- Work with the District Executive Assistant to assure proper handling of conference finances.

### **3. COMMUNICATIONS/PUBLIC RELATIONS COMMITTEE**

The Public Relations Committee exists to assist the District and the individual clubs in their efforts to access the media to promote Rotary and its activities on the international, district and club level.

#### **Duties:**

- Encourage Rotary clubs to make public relations a priority...AND provide them with professional expertise and advice about successfully mounting a public relations program appropriate for their community, news media, etc.
- Promote Rotary and District 5390 to external audiences. This will include contacting the media with newsworthy stories of district projects and events.
- Share RI public relations materials with clubs.
- Work closely with the District CIO to identify PR opportunities via the District WEB site.
- Advise Rotaract, Interact, and District Projects about PR approaches and opportunities.

### **4. DISTRICT MEMBERSHIP COMMITTEE:**

The goal of this committee is to increase the number of Rotarians, in order to accomplish the important service goals of the clubs through both membership development AND retention.

Terms start in January and last 18 months. The qualifications of the Chair and committee members are: persons who have served as Presidents or membership chairpersons; Rotarians with a proven track record of inviting new members to join Rotary; Rotarians who understand retention and member development.

#### **Duties**

- Identify, market, and implement membership development strategies within the District.
- Assist the club officers to meet their club's growth and retention goals.
- Serve as a link between the Governor, Rotary International, and the clubs in District 5390 with respect to membership development issues.
- Serve as membership trainer for the District
  - At Assembly and other official functions
  - Ad hoc and at request for special problem clubs
  - Attend training sessions put on by RI or Zone Membership Coordinators
- Assist the District Governor on membership issues.
  - Monitor monthly club membership reports on the District Web Site
  - Advise the DGE as to membership goals for the upcoming year
  - Advise the DG as to progress and problems developing
  - Identify "best practices" clubs and disseminate their strategies
  - Keep a roster of club membership, and development chairs

### **5. DISTRICT ASSEMBLY CHAIR:**

The District Assembly chair is typically appointed for a one-time event...and is appointed by the District Governor-elect. This Assembly is the point at which annual goals, themes and priorities are communicated broadly to leadership and membership in the clubs. The Chair works closely with the District Trainer to provide content training for the Club and District committees (e.g., Foundation, Membership, Vocational Services, etc.).

The Chair and his/her committee are responsible for orchestrating the Training Seminar, locating an appropriate venue, arranging for the speakers and sessions, arranging for facilitators, publicizing the event, and other appropriate duties.

### **6. ROTARY INTERNATIONAL CONVENTION PROMOTION COMMITTEE**

The committee promotes attendance at the annual RI convention.

Persons on this committee should have attended a minimum of one previous Rotary International convention, and should have skills in marketing.

Duties:

- Serve as a local resource for convention materials and information
- Create content for the District website
- Identify and target potential registrants by e-mail, letters, and other methods
- Attend club and district meetings to promote the convention.

## **C. AVENUES OF SERVICE COMMITTEES**

### **1. CLUB SERVICE**

The Club Service Committee exists at the District level to assist the Rotary clubs in the goal of improving club service activities. This committee will poll the clubs to find and list outstanding club service projects, disseminate these ideas to other clubs via the District Web Site, and serve as a resource for club officers.

Areas of concern include, but are not limited to, Rotary information, classifications, bulletins, programs, attendance, and fellowship. Public relations, membership, and membership development have their own separate committees; but will work with the Club Service chair to disseminate good ideas.

### **2. COMMUNITY SERVICE**

The Community Service Committee of the District exists to assist clubs in finding and developing good service projects in their community. This committee is charged with the goal of assembling a list of worthy community service projects, disseminating that list to the clubs (via web or print), and serving as a resource to club officers on community service concerns.

The areas of interest include human development projects, community development, environmental protection, and partners in service. All community service projects should be based on an assessment of needs.

### **3. VOCATIONAL SERVICE**

This committee will serve as a resource to clubs and club officers in the area of vocational service. In particular it shall find ideas that will assist clubs to help Rotarians to improve the general standards of practice in the members' respective vocations. It will also assist clubs in finding ways for Rotarians to discharge their responsibilities in their vocational relationships.

As an example, the Four-Way Test essay Contest is directed by this committee.

Career Days and other District-wide programs that explore vocational opportunities are the focus of this committee.

### **4. INTERNATIONAL SERVICE**

### **5. WORLD COMMUNITY SERVICE COMMITTEE**

- a. The object of the WCS Committee is to promote greater awareness, direct lines of communication, and provide accountability for all types of international service.
- b. Goals of the WCS Committee are to be:
  - i. To improve the quality of life of those in need through international Rotary service
  - ii. Encourage cooperation between Rotary clubs and districts in different countries in their efforts to carry out international service projects
  - iii. Provide an effective framework for the exchange of information about WCS projects
  - iv. Increase awareness in the District on WCS projects and activities
  - v. Educate about funding opportunities for the WCS projects through the Foundation and other sources
  - vi. The WCS program includes:

1. Promotion of WCS opportunities and activities
2. Promotion and use of the WCS Projects Exchange (MOP 2010, p. 110)
3. Promotion of cooperation between the international service and Foundation committees on the District, and club levels
4. Promotion of support of disaster relief projects
5. Promotion of February 23, World Understanding and Peace Day (MOP 2010, p.111)
6. Use of the Donations-in-Kind Information Network to support WCS projects (MOP 2010, p.111)

**c. LITERACY RESOURCE COMMITTEE.**

- i. This committee serves as a major focus for RI and thus will respond to directives from RI as they are published
- ii. The Literacy Resource Committee will work to encourage participation from Rotary clubs and districts in projects that promote the ultimate goal of universal literacy for all
- iii. Raise awareness about literacy concerns
  1. Encourage clubs to celebrate July as Literacy month
  2. Promote International Literacy Day Sept 8
- iv. Work directly with Rotary clubs to develop literacy training for adults and children
  1. Special attention on programs involving women, at-risk children, and inmates
  2. Organize and participate in mentoring programs promoting vocational and life-skills training
- v. Serve as a resource to clubs to support community schools
  1. Donating time as management consultants
  2. Offering materials such as books and computers
  3. Helping establish libraries in schools and communities
- vi. Provide educational opportunities in low-income areas
  1. Assist clubs in offering direct support to street children, AIDS orphans, and refugee and immigrant populations
  2. Promote school and orphanage “adoption” programs

**d. WATER, HEALTH, HUNGER**

The Water, Health, and Hunger Concerns Committee will provide information, support and encouragement for Rotary clubs and districts to take an active role in projects/programs to develop water and sanitation resources as a means of promoting health and alleviating hunger. The committee will encourage all Rotarians to become aware of the importance of conservation, sustainability, and local and global water-related issues. This committee is also a major focus of RI and will need to respond to RI directives as they are published.

- i. Disseminate information on appropriate technologies for supplying, conserving and purifying water
- ii. Develop and encourage mutually beneficial partnerships with other organizations, corporations, agencies, and NGOs sharing common water-related goals
- iii. Identify alternative sources of financing from outside The Rotary Foundation, e.g. private foundations, corporations, government agencies, etc
- iv. Assist in the identification and definition of programs and projects that will promote sustainability

**e. GROUP STUDY EXCHANGE (GSE)**

The function of this committee is to promote club and district participation in the GSE program, recruit, select and help the Team Leader prepare the outbound GSE team for its

exchange, and plan and implement the visiting GSE Team's itinerary. It will also manage the GSE Selection Committee—which selects and outbound team leader and team members.

Duties of the committee:

- Set up the process and timetable for recruiting and selecting Outbound District 5390 GSE team members, and alternate(s)
- Support the outgoing team leader in arranging for pre-trip orientation and language training.
- Ensure fulfillment of all program guidelines and requirements as described in the district Leaders' Handbook.
- Manage the District budget allocation for GSE.
- Arrange for GSE inbound and outbound members to attend and speak to the District Conference. Keep financial records, in order to get Rotary Reimbursement (\$500).
- Organize the GSE program for the incoming team, including housing, transportation, events, vocational days, club visits, team orientation and support.
- Develop and have in place a disaster-plan—should something happen to team members while on an exchange.
- Provide support to District Governor Elect in selecting and arranging for upcoming exchanges.
- Participate in District Foundation seminars.
- Explain and promote Group Study Exchange at club meetings and district events.
- Develop and train successor.

f. **PEACE PARK**

This committee is charged with the task of liaison between the Waterton-Glacier International Peace Park Association and the District Leadership. The primary focus is to see that the coordination of effort between the Rotary Districts in Alberta Canada and Montana USA continues in order to preserve Waterton Provincial Park and Glacier National Park as an international peace park. Furthermore, in this direction, it is to see that the annual assembly is held and functions smoothly, with good fellowship and excellent and pertinent programs on the subject of international peace and understanding.

Duties:

1. Assure that a Montana District #5390 host club is selected for the even numbered year event
2. Provide support and assistance to the hosting club
3. Promote attendance at the annual Peace Park Assembly
4. Assist the District Governor in providing members for the Association's board.
5. Advise as to topics, speakers, and events for the annual Peace Park Assembly

**5..NEW GENERATIONS**

**1. YOUTH EXCHANGE**

Youth Exchange is a structured program developed by Rotary International to create an opportunity for the development of international understanding. It gives youth between the ages of 15 and 18 an opportunity to visit or study in a country other than their own. The Youth Exchange committee exists to facilitate and manage this program in District #5390.



Duties:

- Establish necessary committee infrastructure: Outbound recruitment, Inbound Placement, Marketing and Promotion, Special Events & tours, Short Term Exchange, and Year Long.
- Participate in training programs, to explain to Rotarians how to have a successful Youth Exchange program.
- Problem solves issues with students or hosts, when club committees are unable to resolve.
- Have a disaster plan in place for unexpected problems.
- Assure that insurance is in place for the program.
- Work with other Districts and Rotary International, to take advantage of their ideas and support.
- Provide information about the program to the CIO, for posting on District Website
- Maintain a separate budget and assure the program is self funding. The program is not to be financially supported by the District.

**2. RYLA (ROTARY YOUTH LEADERSHIP AWARDS)**

RYLA is a structured program of Rotary International for young people ages 14-18. It is intended to develop qualities of leadership, good citizenship, and personal development among young people; and to demonstrate Rotary's respect and concern for youth.

The District RYLA committee is responsible for developing and conducting a youth leadership training program for students approximately 15 years of age and between their freshman and sophomore year of high school.

Duties of the RYLA Committee:

- Arrange for an appropriate location
- Set agenda and secure speakers
- Oversee the work of the RYLA staff coordinator
- Attend conference and introduce speakers
- Facilitate opportunities for feedback and evaluation
- Oversee committee finances
- Network with RI staff and with and other district RYLA committees
- Control expenses to stay within the amount received from camper registration fees. The RYLA program is self-funding and not supplemented by the District.

Goals of the Core Curriculum:

- The fundamentals of leadership
- The ethics of positive leadership
- The importance of communication skills in effective leadership
- Problem solving and conflict management
- What Rotary is and what it does for the community
- Building self confidence and self esteem

**3. ROTARACT/INTERACT**

**a. ROTARACT**

Rotaract clubs are composed of young adults between the ages of 18 and 30 who are employed, studying, or residing within the vicinity of a sponsoring Rotary club. The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

The goal of the District Rotaract committee is to assist in the development of Rotaract clubs in District #5390. This will be done by finding and supporting sponsoring clubs and by providing liaison with resources at RI.

Duties:

- Work with clubs that wish to create ROTARACT clubs.
- Act as a Champion for ROTARACT---helping the ROTARACT clubs to find opportunities and to leverage their efforts.
- Promote ROTARACT involvement at District events, with other districts and with International ROTARACT.
- Put together a training program (Rotary-like) for Rotaract Clubs and officers, in concert with ROTARACT leadership and the District Trainer.

**b. INTERACT**

Interact clubs are organized, supervised and sponsored by a Rotary club. They serve the purpose of providing an opportunity for young people to work together in a world fellowship dedicated to service and international understanding. Interact members are students at the secondary or pre-university level between 12 and 18 years of age.

The Interact committee exists at the district level to assist in the formation of new Interact clubs, and to serve as a resource and support for the sponsoring Rotary clubs of existing Interact clubs. It will also arrange a District Interact leadership training seminar, and host periodic meetings of all Interactors to exchange ideas and collaborate on projects. Attendance of Interactors at the District Conference will be encouraged.

**IV. FOUNDATION CHAIR and FOUNDATION COMMITTEES**

**A. DISTRICT ROTARY FOUNDATION COMMITTEE CHAIR:**

The District Rotary Foundation Committee Chair (DRFC) has overall responsibility for fundraising for the Rotary Foundation and for channeling information about TRF and programs of The Rotary Foundation to others in the District. The DRFC and his/her committees educate, motivate, and inspire Rotarians to participate in Foundation programs and fundraising activities--- and help make the connection between giving and the humanitarian programs of Rotary International, the District, and local clubs.

The DRFC shall be a Rotarian with a history of leadership in the District or at the Club level. The Chair is appointed for a 3-year term, renewable yearly by the District Governor. He/she is expected to have significant knowledge of The Rotary Foundation and its programs. In addition, the chair must have the ability to oversee, manage, motivate and support the subcommittees. Prior service or involvement in The District Foundation subcommittees is desirable. The chair shall be a member of the District Leadership Team.

Duties of the District Rotary Foundation Committee Chair:

- Supervise and establish District Goals & Objectives for The Foundation:
  - Establish goals and objectives for District giving (Annual Fund, Permanent Fund, and Bequest Society) as well as agree on goals for the subcommittees
  - This shall be done in consultation with the various Foundation committee chairs, and in association with the DGE prior to the International Assembly
- Consult with the District Grants sub-committee chair, to track progress in spending SHARE monies.
- Co-Sign the annual district SHARE allocation form submitted by the DGN

- Monitor, maintain, and communicate up-to-date reports as to Annual Foundation giving and Permanent Fund participation.
  - Insure that the reports are current and accurate
  - Communicate status regularly with the DG and with the Club
  - Post on the District Web Site.
- Serve as District liaison to the clubs in the District
  - Communicate regularly with club Foundation Chairs
  - Visit clubs as needed or invited to provide information or encouragement on participation in the Rotary Foundation
  - Participate in the selection of GSE and Ambassadorial Scholar selection process, and promote these programs to the clubs.
- Serve as District trainer on issues of the Foundation
  - Participate in PETS
  - Conduct two Foundation Training seminars (with the support of the District Trainer and in consultation with the District governor).
  - Provide clubs' Foundation chairs with specialized training at the Foundation seminar and District Assembly
- Supervise District recognition events
  - Set up recognition opportunities within the District, including (but not limited to) District Governor recognition of Rotary Foundation giving.
  - Co-host annual reception for the Bequest Society members, Major Donors and Benefactors at the District conference.
- Arrange and host annual Foundation Dinners
- Serve district #5390 as liaison to The Rotary Foundation (TRF)
  - Share information with the TRF International Services Chair and the District Matching Grant Coordinator and maintain contact with the Regional Rotary Foundation Coordinator
  - Attend Rotary sponsored Regional Rotary Foundation seminars,
  - Provide TRF with reports as required

**B. DISTRICT ROTARY FOUNDATION SUB-COMMITTEES (NOT ALL MAY BE ACTIVE)**

**1. ANNUAL GIVING SUB-COMMITTEE**

Designs and implements a comprehensive district program to achieve the district's Annual Program Fund Giving.

The Annual Giving Sub-committee Chair will appointed yearly.

Duties:

- Assist the Governor Elect and the DRFC in the District Annual Fund Rotary Foundation Goal.
- Establish an action plan for Subcommittee to achieve the Annual Giving goals and objectives..
- Assure that club Foundation Chairs are aware of the District per-capita Annual Giving goals and overall goal, and that they receive regular feedback and information.
- Assure that The Rotary Foundation Reports are getting to the Club Foundation Chair (Coordinate this with DRFC)
- Identify opportunities to recognize giving---at the club level, at Foundation seminars, at District events. Plan Foundation events if appropriate.
- Promote special giving opportunities such as corporate matching gifts and corporate and community Foundation support—to maximize and leverage the Rotarians' gifts.
- Promote the concept of annual gifts from every Rotarian every year.
- Participate in District Foundation seminars.
- Answer inquires and assists club Foundation Chairs, Presidents, and others in interpreting their club contribution reports and giving records. Assist them in leveraging prior contributions or credits, to give PHF awards. Problem solve with TRF staff on problems.
- Maintain liaison with TRF and Zone resource personnel

## **2. PERMANENT FUND SUB-COMMITTEE**

The committee is responsible for soliciting and securing major donations to the Permanent Fund of the Rotary Foundation. It is also responsible for soliciting, securing, and presenting Foundation recognition for these major donors.

The Chair should have prior service or involvement in Foundation programs or subcommittees, expertise in fundraising and public relations, and a commitment to and understanding of The Rotary Foundation Programs. His/her term of office shall be yearly

### **Duties:**

- Prior to the International Assembly, Work with the District Governor and DRFC to establish District major donor goals.
- Establish an action plan for Subcommittee to achieve the Permanent Fund giving goals and objectives
- Inform Rotarians of Planned Giving opportunities.
- Participate in District Foundation seminars.
- Work with the Governor, the Foundation Chair, PDG's and others to identify and solicit potential donors
- Maintain contact with those who have already made major gifts, and encourage them to be part of the solicitation team to identify additional donors.
- Plan and implement appropriate recognition events—at the Club, at District events. Nurture relationship with major donors.
- With DRFC and Major Gifts Sub-committee Chair, co-host annual reception for the Bequest Society members, Major Donors and Benefactors at the District conference
- Maintain close working relationships with appropriate staff at The Rotary Foundation and with Zone resources.

## **3. MAJOR GIFTS SUB-COMMITTEE:**

The committee is responsible for soliciting and securing Benefactor Commitments and Bequest Society donations/members. It is also responsible for soliciting, securing and presenting Foundation recognition to benefactors and Bequest Society members.

The Chair should have prior service or involvement in Foundation programs or subcommittees, expertise in fundraising and public relations, and a commitment to and understanding of The Rotary Foundation Programs. His/her term of office shall be yearly

### **Duties:**

- Prior to the International Assembly, Work with the District Governor and DRFC to establish District benefactor and Bequest Society goals.
- Inform Rotarians of Planned Giving opportunities.
- Participate in District Foundation seminars.
- Work with the Governor, the Foundation Chair, PDG's and others to identify and solicit potential donors
- Maintain contact with those who have already made commitments, have been recognized as benefactors or bequest society members, and encourage them to be part of the solicitation team to identify additional donors.
- Plan and implement appropriate recognition events at the club and at District events. Nurture relationship with benefactors.
- With DRFC and Permanent Fund Sub-committee Chair, co-host annual reception for the Bequest Society members, Major Donors and Benefactors at the District conference
- Maintain close working relationships with appropriate staff at The Rotary Foundation and with Zone resources.

**4. SCHOLARSHIPS SUB-COMMITTEE**

Manage all aspects of the program: promoting and recruiting, selection, orientation, training and mentoring outbound scholars, mentoring and hosting inbound scholars. Conduct alumni outreach and ongoing relationships. The Chair and the Committee are responsible for promoting club participation in the Ambassadorial Scholarships, Grants for University Teachers, and Rotary Centers for International Studies in Peace and Conflict Resolution.

The Scholarships Sub-committee Chair shall serve a one year term.

**5. ALUMNI SUB-COMMITTEE**

Actively track and keep in touch with returning ambassadorial scholars, GSE team members. Encourage alumni to join Rotary. Maintain a database of present and past Foundation program participants. The chair is encouraged to use the Foundation Alumni Resource (FATG) an international task force intending to aid districts Foundation alumni committees.

**6. POLIO PLUS SUB-COMMITTEE**

Responsible for supporting Rotary's commitment to polio eradication and encouraging participation in the PolioPlus program. Assure that clubs are informed of opportunities to promote immunization projects.

**7. GRANTS SUB-COMMITTEE**

This committee will oversee all Grant activity in District #5390 and serve the DRFC in this capacity.

Duties:

- Serve as a resource to the District and clubs on Grants.
  - This will include matching grants, CAP grants, transportation grants, Discovery Grants, 3-H Grants, Blaine Immunization grants, and others
  - Problem solve, on behalf of clubs, with The Rotary Foundation.
- Assist clubs in preparing matching grant application forms (all kinds), advising them re: how to complete the application accurately and completely
- Maintain matching grant files until the project is completed, all reports received by RI, and RI has closed the file.
- Advise the incoming District Governor (DGE) re how much to allocate in DDF/SHARE for matching grants.
- Provide the District Governor with regular reports on the status of matching grants in the district.
- Speak at Foundation seminars, Rotary training meetings (as requested) and training seminars for International Chairs as requested

## **DISTRICT 5390 FINANCIAL POLICIES AND PROCEDURES**

**As of April 20, 2012**

### **REVENUE**

1. All receipts from Rotary International will be deposited in the District #5390 account:
  - a. District Governor's Allocation
  - b. GETS reimbursements
  - c. AG Training reimbursements
  - d. GSE attendance at the District Conference, and other such miscellaneous payments from RI.
  - e. Club Extension from RI
2. **Club Dues:** District 5390 Rotary Clubs are invoiced for their annual Rotary Year district dues during September. Per Capita dues are based on the number of active club members listed on the administration page of district web site as of September 1 of each year. Clubs are responsible to assure accuracy of this list. Club payment of the September 1 assessment is due by December 31 of the same calendar year of the invoice. After December 31, clubs are not eligible to participate in The Rotary Foundation or district grants, RYLA or any district activity or project, or have the PE registration paid for PETS until outstanding debts are paid. All receipts from club dues will be deposited into the District 5390 account.
3. All money received for committee activities such as RYLA and the District Conference Committee shall be deposited in the District #5390 account, to be disbursed as per reimbursement guidelines.
4. The only reimbursement that will not be placed in the District account is for the DGE as a result of expenses incurred at the International Assembly.
5. All receipts for The Rotary Foundation (TRF) and District Foundation will be deposited in a separate Foundation account.
6. When at all possible, monies held in the District and Foundation accounts should be in an interest bearing account.
7. A reserve account to the amount of 50% of the usual yearly expenses of the District shall be established and maintained.
8. The District Treasurer and CFO shall be responsible for the bookkeeping and reporting of these income accounts on a monthly financial statement.
9. Quarterly reports will be sent to the clubs through the club presidents.

### **EXPENSE AND REIMBURSEMENT**

#### **Procedures:**

1. All expenses will be itemized on a complete Expense Report Form with attached receipts. Receipts without an expense form will be returned to the requestor who should complete the form and resubmit it for payment.
2. All District checks will have a double signature. Authorized signors are the District Treasurer, CFO or the District Governor (DG). The Governor's approval signature on the Expense Report Form will constitute a signature for that one form and the actual check may have only one.
3. All expense forms and/or vendor invoices are to be sent to the District Governor for an authorizing signature. The Governor will then submit approved forms to the Treasurer within 30 days. Expense forms and receipts should be submitted as soon as possible and no less than quarterly during a Rotary year.
4. No requests for reimbursement will be accepted that are received more than 30 days after the end of the Rotary year (July 1 – June 30)
5. Checks will be sent to the vendor or Rotarian by the 10<sup>th</sup> day of the following month.
6. All reimbursement requests must be signed by the requestor, and be accompanied by receipts for the full amount.
7. All Expense Report Forms must be further endorsed:
  - a. By the District Governor in all cases
  - b. By the District Governor Elect for PETS
  - c. By the committee chair for areas of separate budget such as RYLA

8. Reimbursements in excess of budget must receive prior written approval of the DG.  
Exceptions may be allowed in extraordinary circumstances with written concurrence by the DG. Again, written authorization is required.
9. Development of the budget, with assignment of categories of income/expenses is the responsibility of the District Treasurer and DG with approval and concurrence of the Finance Committee.
10. Committees with budgets in excess of \$500/year are to provide a proposed income/expense budget to the Finance Committee prior to the start of the Rotary fiscal year. Reimbursements are to comply with this committee budget, just as with the District budget.
11. All Rotary and District Foundation activities and expenses are to be reimbursed from the TRF or District Foundation budgets and not District 5390 budgets.
12. The treasurer and CFO will provide monthly financial reports for the District and Foundation accounts to all Finance Committee members.
13. A quarterly report of the Finance Committee with a financial report will be sent to the clubs through the club president.

**Policies:**

**1. Mileage reimbursements:**

- a. DG will be reimbursed for travel, hotel, meals, etc to all club visits; meetings and official duties at the RI rate in the DG allocation. (Currently the IRS standard rate)
- b. All other district reimbursed mileage for officers, committee members, and other approved functions will be at the current federal government rate /per mile.
- c. Mileage distance will be that reported or the MapQuest distance, whichever is the lesser.
- d. DGE will be reimbursed for air travel to PETS and all official meetings or mileage as listed in item (j) below.
- e. DGN will be reimbursed for air travel to PETS or mileage as listed in item (j) below and all meetings listed below.
- f. DGND will be reimbursed for travel to meetings listed below.
- g. AGs will be reimbursed air travel or mileage as listed in item (j) below to PETS, up to 4 visits to each assigned club per year, and the District Assembly and Conference as listed below.
- h. Finance Committee members will be reimbursed for travel to finance committee meetings.
- i. All unbudgeted travel reimbursements must have prior written approval of the DG.
- j. Reimbursement for air travel will be at the coach class rate. Air travel that costs in excess of the reimbursed rate for auto travel to the same destination must have DG approval. Reimbursement for vehicle travel to PETS will be at the current allowable rate per mile and no more than the cost of the lowest cost coach class ticket to destination city airport.

**2. Meeting attendance reimbursement** *(sp) indicates spouse also approved*

- a. The DG is approved for full reimbursement for registration, lodging, meals and travel to:
  - i. International Convention (sp)
  - ii. District Conference (sp)
  - iii. District Assembly
  - iv. PETS
  - v. Peace Park (sp)
  - vi. Zone Institute (sp)
- b. The DGE is approved for full reimbursement for registration, lodging, meals and travel to:
  - i. International Convention (sp)
  - ii. International Assembly (paid by RI)
  - iii. District Conference (sp)
  - iv. District Assembly
  - v. PETS

- vi. Peace Park (sp)
  - vii. Zone Institute (sp)
- c. The DGN is approved for full reimbursement for registration, lodging, meals and travel to:
- i. District Conference (sp)
  - ii. District Assembly
  - iii. PETS
  - iv. Peace Park (sp)
  - v. Zone Institute (sp)
- d. The DGND is approved for full reimbursement for registration, lodging, meals during the event if not included with registration, and travel to:
- i. District Conference
  - ii. District Assembly
  - iii. PETS, if not already covered as an AG
- e. The AGs are approved for full reimbursement for registration, lodging (at shared room rate), meals during the event if not included with registration and travel to:
- i. PETS
  - ii. District Assembly
  - iii. District Conference
- f. The District Trainer is approved for full reimbursement for registration, lodging (at shared room rate), meals during the event if not included with registration and travel to:
- i. PETS
  - ii. As may be required by the DG or DGE (see i. below)
- g. Each President Elect is approved for District payment of registration and shared lodging for PETS. A club may send the PEN if the PE is excused by the DGE from attending. The PE (or PEN) attendance will be monitored at PETS. Those who miss more than 25% of the total PETS program will have their reimbursement reduced or their club will be billed for the percentage of time missed unless the PE (or PEN) can provide an acceptable reason for the absence including but not limited to illness or injury requiring doctor treatment. Other Rotary Club members who attend PETS will be at the expense of the individual or their club.
- h. Travel for District committee chairs, committee members or other individuals require prior approval of the District Governor.
- i. All above officers are reimbursed for travel and expenses to special meetings or seminars if called specifically by the DG, DGE, or DRFC. Examples are Leadership Training or AG Training Seminars

### 3. Supplies

- a. The DG will be reimbursed for supplies according to RI guidelines in the District Governor's Allocation:
- i. Report A – Printing and Multi-copying
    - 1. District Governor business cards and stationery
    - 2. Necessary photocopying
  - ii. Report B – Postage
    - 1. Personal correspondence as DG to clubs, AGs, and committees
    - 2. Mailing of materials to RI
    - 3. Necessary correspondence as to District Assembly and Training Seminars
    - 4. District –level election materials
  - iii. Report C – Office Supplies



1. General office supplies such as paper, envelopes, notebooks, pens, etc...
  2. Necessary and reasonable computer software for personal use as governor
  3. Compact discs or flash drives
  4. Toner and ink
  5. Reasonable rental of personal computer *or* laptop, one printer, one copier, one data projector
- iv. Report D – Telephone and Fax
1. Monthly usage only for the following:
    - a. One telephone line
    - b. One Cellular phone account
    - c. One Internet Line
    - d. One fax line
  2. Internet access (AOL, MSN, etc)
- b. The DGE will be reimbursed for necessary supplies according to RI guidelines in the District Governor Elect allocation
- i. PETS related supplies and postage
  - ii. Business cards and stationery
  - iii. Telephone and fax usage as DGE for PETS and team training seminar
  - iv. District training Seminar related supplies
  - v. AG Training Seminar related supplies
  - vi. Other supplies as needed and approved by the DG
- c. All other officer supplies will be reimbursed if prior approval has been granted by the DG and Finance Committee. Any PETS expense requires the prior approval of the DGE.
- d. All committee supplies will be reimbursed according to the approved budget.

**The District MOP is not a static document and will be updated by the District Executive Committee on an as needed basis.**

## Contact information for the 2012-13 Rotary Year:

District 5390 Governor, 2012-13:

Daryl Hansen

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District 5390 Risk Management Officer (effective July 1, 2012):

Curt Belts

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406-273-6204

PO Box 63

Florence, MT 59833

District 5390 Youth Exchange Chairperson:

Julie Anne Schmidt

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District 5390 Governor, 2011-12:

Arlene Weber

[DG5390.2011@msn.com](mailto:DG5390.2011@msn.com)

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## **ROTARY INTERNATIONAL DISTRICT 5390      RISK MANAGEMENT PLAN**

(First Draft Approved by the District #5390 Board of Directors 4/11/06)  
(Amended 7/23/07) (Amended 06/07/09) (Amended 01/01/2012)

The Rotary International Board of Directors in November 2002 adopted this statement of conduct for working with youth as follows:

“Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians’ spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.”

It is the policy of Rotary International that each district shall put in place guidelines for the prevention of abuse and harassment which apply to all Rotary programs, activities and planned events. In 2006 the Board of Directors of District 5390 approved this policy for the prevention of abuse and harassment which includes guidelines for the reporting of allegations of such abuse or harassment. All Rotary clubs in District #5390 are to follow these guidelines in connection with programs, activities and planned events.

In 2009, Rotary International mandated that each district or multidistrict program shall also have a written policy related to emergencies and a committee to oversee and implement specific policies and procedures for dealing with such crises. The Board of Directors subsequently approved the enclosed Crisis Management plan.

Club bylaws may be created in accordance to these guidelines. If a club wishes to produce its own policies or procedures, it must be in compliance with RI and District guidelines, and a copy should be provided to the District Governor for approval. Such approval must be obtained in order for a club to participate in any Rotary program involving children or any other vulnerable persons as defined in this document.

This policy may be amended or its contents changed at any time by a majority vote of the Board of Directors of Rotary District #5390. The District Risk Management Officer and all Club Risk Management Officers shall be notified of any such changes or amendments.

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Requirements of Clubs

## **Crisis Management For Youth Exchange and other Rotary Youth Programs**

Should an emergency situation arise involving a minor in a Rotary-sponsored program such as Youth Exchange or RYLA the following steps must be followed:

### **1. Safety and medical help for all involved young people**

a. One person from the club sponsoring the Rotary event needs to take charge of the situation immediately. That person should be the Club Risk Management Officer. If he/she is not readily available, then the committee chair for that event or the club president must take control of the situation. The designated person in charge must do the following:

1. Notification of proper law enforcement officials
2. Immediate response to nearest medical help/hospital
3. Pass on all necessary information regarding the young people to the hospital and other authorities.
4. Notify parents. If Youth Exchange is involved, notification could involve both "host parents" and the young person's own parents in his/her own country. If a death is involved, consult with proper law enforcement officials regarding notification. Be aware that if transporting a body internationally will be necessary, then notification will include a Consulate or the State Department. Note: It is important that each club's Risk Management Officer has all the information regarding youth activities, those participating, parents' contact information, etc. available to him/her at all times. In the event Youth Exchange is involved in the emergency, then the Club YE Chair should immediately assist with such information as needed.

b. Notify the District Risk Management Officer and, if pertinent, the District Youth Exchange Chair and any involved Rotary YE counselors. Then notify the District Governors of any involved districts.

### **2. Protection of young people from the media**

a. One person designated by the District 5390 Risk Management Officer or the District Governor will provide information to the media.

1. This person must be familiar with the laws regarding the releasing of names of minors. (ie: Rotary personnel are not to disclose names or medical conditions of minors to any third party.)
2. This person should also be familiar enough with the workings of Youth Exchange and other Rotary youth programs to be able to answer any questions regarding such programs.
3. All other Rotarians should defer comments to the appointed spokesperson.

b. Don't gossip! All Rotarians should be alert to the dangers involved regarding misinformation and minors.

### **3. Other notifications**

a. If injury prevents school attendance, notify all involved schools and/or school districts. If death is involved, also encourage them to prepare grief counseling for students and friends.

b. If YE is involved, ask the District Youth Exchange Officer to notify, or assist in the notification of all other involved "host families".

1. Such notification should include international partners (ie: District YE Chairs) of the involved students' countries.
2. If the incident occurs during the time of student outbound selection, notification may involve more students and their families.

- c. Notify Rotary International both orally and in writing immediately. Keep notes, including participants in, and the time and date of the conversation!

Rotary International  
One Rotary Center  
1560 Sherman Ave.  
Evanston, IL 60201

Phone: 847-866-3000

If Youth Exchange is involved: Office of Youth Exchange Coordinator

Phone: 847-866-3421

Also notify C.S.I.E.T.

- d. Notify the District Governor.

#### **4. If death is involved**

- a. Obtain from the parents and/or legal guardians clear instruction regarding burial, cremation or the return of the body. Confirm such instructions in writing. Such instructions might include a request for an autopsy. Obtain a copy of the police report and reclaim the deceased's personal possessions. Obtain the death certificate. Locate the passport if necessary.
- b. Be prepared, if appropriate, to bring parents from where ever they are located to your location.
- c. Ask about, and if recommended, plan a memorial service. Consideration must given to the religion of the deceased. There may be a need for a private memorial service for family and a public service for friends and/or other students.
- d. Refer to the Rotary International *Guidelines for Youth Exchange Emergencies* (Appendix A) for details on any of the above requirements.

#### **5. Continuing care**

- a. Arrangements should be made for continued care for involved students and families.
  - 1. Such care may involve housing for persons from a different state or country.
  - 2. Such care might involve assistance in providing counseling.
- b. Eventually, a complete report should be sent to your District Governor. Copies should be sent to Rotary International (address above) and, if Youth Exchange is involved, to the student's home district and Rotary club.

Finally, should an emergency ever occur while away from the host area, any local Rotary club may be contacted for assistance and/or guidance.

## **Rotary District #5390 Policy For Prevention of Abuse and Harassment**

### **Introduction**

District #5390 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare and prevent the physical, sexual or emotional abuse or harassment of every young or vulnerable person with whom they come into contact in connection with any Rotary program, activity or event.

Rotary Clubs place great emphasis on their work with people in the community, including children, young people, and other vulnerable persons through Rotary's many programs including Rotary Youth Leadership Awards ("RYLA"), Interact and Rotaract clubs, mentoring programs, and Rotary International Youth Exchange ("Youth Exchange"). This volunteer effort is vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For this exemplary work to continue, it is 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 programs, activities or events. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with these guidelines. This policy will also assist in ensuring that an adult against whom an allegation is made is treated fairly, since an allegation of abuse or harassment does not necessarily mean that abuse or harassment actually occurred. *Nonetheless, whenever an allegation is made, the safety and well-being of youth or vulnerable persons should always be the first priority.*

### **Scope**

This Policy applies directly to all Rotarians and volunteers in District programs, activities, or events who come into solitary or unsupervised contact with youth or vulnerable persons, including host families and Club counselors in Youth Exchange programs and leaders in RYLA, Interact, or Rotaract clubs. This Policy also applies to all adults over the age of 18 years who are ordinarily resident in homes in which an Exchange student is residing.

Furthermore, each club that belongs to the District must follow the "Requirements to Clubs" that are attached as Schedule "B" to this Policy. This includes adopting this Policy, either directly into its bylaws or by incorporating it into the club's own written policy for the prevention of abuse and harassment.

### **Definitions**

In this Policy and in the Guidelines:

"Abuse" means physical, emotional or sexual abuse;

"Physical abuse" means the intentional use of force to the body which results in injury. It may be a single incident or a series or pattern of incidents;

"Emotional abuse" means chronic exposure to alcohol or drug abuse, verbal attacks on a person's sense of self, repeated rejection or humiliation. It also means exposure to domestic abuse, isolation or existing in an environment of fear and/or anxiety; and

"Sexual abuse" means improper and unwanted exposure to sexual contact, activity or behavior. This may be engaging in implicit or explicit sexual acts with a protected person, or forcing or encouraging a protected person to engage in implicit or explicit sexual acts alone or with another person of any age of the same sex or of the opposite sex. It includes, but is not limited to, any sexual touching, intercourse or exploitation, non-touching offenses, indecent exposure, or exposure to sexual or pornographic material.

*“Harassment”* means any conduct by an individual that is directed at, and offensive to, another person or persons and which the individual knew, or ought reasonably to have known, would cause offense or harm. It includes any objectionable act, comment or display that belittles, demeans or causes personal humiliation or embarrassment or any act of intimidation or threat.

Harassment may include, but is not limited to:

- Conduct that erodes the dignity of the victim, particularly based on the victim's color, race, national origin, ethnic origin, age, sex, gender, physical characteristics, sexual orientation, or physical or mental disability;
- Unwelcome and demeaning remarks, jokes, and innuendos about race, sex, religion, age, national origin, marital status, color or disability;
- Use, display, or distribution of racist, pornographic, derogatory, or other offensive written material;
- Practical jokes based on race, sex, or other discriminatory grounds;
- Verbal abuse or threats;
- Inappropriate or offensive gestures;
- Voyeurism or inappropriate photography or recording; and
- Misuse of the internet or the telephone.

*“Sexual harassment”* means any intentional or unintentional behavior of a sexual nature that would make a reasonable person feel offended, humiliated or intimidated.

Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, and the display of offensive material or other behavior that creates a sexually hostile environment.

Sexual harassment may include, but is not limited to:

- Uninvited or unwanted touching;
- Uninvited or unwanted kisses or embraces;
- Crude or sexist jokes or comments;
- Sex-based insults, taunts, teasing or name-calling;
- Making sexually suggestive or obscene comments or gestures;
- Staring or leering at a person or at parts of their body;
- Making promises or threats in return for sexual favors;
- Making requests for sex or sexual favors;
- Repeated invitations to go out after prior refusal;
- Unwelcome sexual flirtations, advances or propositions;
- Persistent or unwelcome questions or insinuations or comments about a person's private or sex life;
- Offensive phone calls, letters or internet communication;
- Voyeurism or inappropriate use of photography or recording; and
- Sexual assault.

*“Volunteer”* means any adult involved with Rotary programs involving protected persons who has direct, unsupervised interactions with those protected persons. This includes, but is not limited to, Rotarians and non-Rotarians, their spouses and other family members.

*“Protected person”* means a youth or other vulnerable person, and

“Youth” means any person less than 18 years of age involved in a Rotary program (such as Youth Exchange, RYLA, Interact, Rotaract, or any other community or youth service project), activity or event and to whom Rotary may have a duty of care, and specifically includes children; and

“Vulnerable person” means anyone who is elderly, physically or mentally disabled or infirm, or suffering from any sort of disability that might render him or her in need of protection or care,



who is involved in a Rotary program, activity or event and to whom Rotary may have a duty of care.

“*Prohibited person*” means anyone who

- 1.) Has been convicted of an offence which resulted in harm to an individual, including assault, sexual assault, sexual interference with a minor or failure to provide the necessities of life;
- 2.) Has been convicted of any offence which, in the opinion of the District Risk Management Officer, suggests an unacceptable risk of harm to a person in the care of that individual; or
- 3.) Is subject to a court order prohibiting that person from being in contact with any other individual.

### **Policy Statement**

It is the responsibility of every Rotarian and every volunteer in Rotary programs to safeguard the welfare of every person with whom they come into contact during Rotary activities. Special attention is to be given to protected persons. This includes the prevention of abuse and harassment.

Rotarians and volunteers should always:

- Treat protected persons with respect;
- Provide a model of good and appropriate behavior;
- Respect protected persons’ right to privacy;
- Be aware that behavior can be misinterpreted even when well intentioned; and
- Challenge unacceptable behavior.

### **District Commitments**

In accordance with its moral, ethical and legal obligations, insofar as possible District #5390:

- 1.) Will ensure that protected persons who are involved in District programs, activities, or events are protected from abuse, harassment, or sexual harassment;
- 2.) Will ensure that District programs for protected persons are provided in a safe and caring environment;
- 3.) Will prevent contact between protected persons and individuals who are either prohibited by law from working with protected persons, or who are considered by the District to be inappropriate individuals to be working with protected persons;
- 4.) Will NOT permit a prohibited person to participate in any program related to protected persons;
- 5.) Will NOT permit any person to host or become a counselor or a mentor to a youth exchange student, whether as a home-stay parent or as an adult living in the same home in which the youth exchange student will live, without first determining the suitability of the person through the District’s Youth Exchange screening process;
- 6.) Will designate each year a District Risk Management Officer whose duties will include maintaining and raising awareness of this Policy and advising the District Governor with respect to matters of harassment or abuse;
- 7.) Will encourage and facilitate the timely reporting of incidents where protected persons are at risk of harm;
- 8.) Will ensure prompt notification of allegations of abuse or harassment made by protected persons where allegations involve Rotarians or persons involved with Rotary programs, activities or events; and
- 9.) Will report any allegations of abuse of protected persons in compliance with state legislation and as outlined in the Guidelines.

To this end the following procedures are adopted by District #5390:

1. The Rotary District Youth Exchange Program will be incorporated under the laws of the State of Montana, USA.
2. District #5390 and its members will be covered for general liability insurance by the policy of Rotary International purchased as a part of the annual dues.
3. A District Risk Management Officer will be appointed yearly to oversee the workings of this policy. (See job description page 10)
4. District #5390 will provide abuse and harassment training to all Youth Exchange and other vulnerable sector program participants who will come into direct, unsupervised contact with protected persons. It will also maintain records of participation in training to assure compliance that all required to be trained have participated.
  - a.) The responsibility for providing these training sessions will rest with the chair of the program (eg: Youth Exchange, RYLA, Rotaract, Interact, et. al.) and the District Risk Management Officer (RMO).
  - b.) The calendar for training, the frequency of such, the descriptions of who is to participate in each session, and the content of the Program is the responsibility of the District Risk Management Officer.
  - c.) Who is to be trained will be determined by the District Risk Management Officers working in conjunction with the Club Risk Management Officers. Participants in the training may include the District Governor, District Youth Exchange Committee members, Rotarian counselors, RYLA counselors, etc.
5. District #5390 is committed to protecting the safety and well being of all protected persons and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and will be handled in accordance with the Guidelines defined in Schedule "A".
6. District #5390 takes all allegations of abuse and harassment seriously and will investigate each allegation thoroughly in accordance with the Guidelines defined in Schedule "A". The District will cooperate with all law enforcement, child protection services, and legal investigations, and will only conduct its own independent investigations such that it does not interfere with other investigations.
7. Other responsibilities of District #5390, carried out through the District Risk Management Officer and committee chair (Youth Exchange, RYLA, etc.) include:
  - a.) Have a procedure for reporting, investigating, and proper handling of non-criminal offences or historic cases that law enforcement will not investigate.
  - b.) Ensure that all inbound Youth Exchange students maintain adequate insurance.
  - c.) Provide each Youth exchange and other protected person with a list of the local services in the District. (rape and suicide crisis hotline, alcohol and drug awareness programs, proper law enforcement agencies, community services, private services, etc.)
  - d.) Have a completed student data request form for all participating Youth Exchange students returned to RI one month before the beginning of the exchange.
  - e.) Maintain and provide to Youth Exchange and other protected persons in District youth activities a "district hotline"
  - f.) Will follow RI guidelines for Youth Exchange Websites
  - g.) Will appoint an independent lawyer, therapist, or counselor to represent any alleged victim in cases of sexual abuse and harassment.
  - h.) Will report all criminal allegations to RI within 72 hours.
  - i.) Will report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students and other protected persons involved in Rotary District #5390 programs to RI within 72 hours.
  - j.) Will evaluate and review these policies and procedures yearly.

#### **Club Commitments:**

District #5390 has adopted the Rotary District #5390 Policy for the Prevention of Abuse and Harassment (the "District Policy" above) and the Rotary District 5390 Reporting Guidelines for Allegations of Abuse and Harassment (the "District Guidelines" Schedule "A") in an effort to enhance existing protections at both a club and District level for youth and vulnerable persons who are involved in Rotary programs, activities or events.

The District *requires* that each club adopt the District 5390 Policy (or a formally approved alternative) and apply the District Guidelines and club commitments, described in Schedule “B”, in order to participate in Youth Exchange or other Rotary District #5390 programs for protected persons.

Specific recommendations to the clubs as to written policies, guidelines on dealing with disclosure or discovery of abuse or harassment, function of the club protection officer, and screening of volunteers and participants is spelled out on Schedule “B” that follows.

### **Screening of Rotarians and Volunteers**

It is the policy of District #5390 that:

- 1.) In connection with the Youth Exchange, all Club counselors, mentors, and host family members over 18 must provide the host club with a completed Criminal Record Check for working with youth, which also includes Vulnerable Sector Screening. For background check procedures, contact the Club or District Risk Management Officer. Cost of such screening is the responsibility of the clubs.
- 2.) For all other District 5390 programs and activities involving protected persons such as RYLA and Interact, Rotarians and volunteers who will be alone and/or unsupervised with protected persons will provide the Club and/or District Chair responsible for the program, event or activity a successfully completed Criminal Background Check. For background check procedures, contact the Club or District Risk Management Officer. Anyone failing to pass such a background check may challenge the result of that check, but must do so himself/herself by direct contact with the screening company at his or her own expense. Cost of such screening is the responsibility of the sponsoring club or committee.
- 3.) Student Selection and Screening:
  - a. All students interested in participating in District #5390 Youth Exchange or other youth related programs must complete a written application and be interviewed for suitability. They must attend and participate in all district orientation and training sessions.
  - b. All parents or legal guardians of students interested in participating in District #5390 Youth Exchange or other youth related programs, must be interviewed to determine the youth’s suitability for participation on the program.
- 4.) Volunteer Selection and Screening:
  - a. **All volunteers** interested in participating in District #5390 Youth Exchange or other programs involving youth or other protected persons must:
    1. Complete a *Youth Volunteer Affidavit* form and authorize the district to conduct a criminal background check. The volunteer must pass the background check. Anyone failing to pass a criminal background check may challenge the result of that check, but must do so himself/herself by direct contact with the screening company at his or her own expense.
    2. Undergo personal interviews.
    3. Provide a list of references.
    4. Understand and comply with RI and district guidelines for the Youth Exchange or other program.
    5. Meet RI and district eligibility requirements for working with students.  
(RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited 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, then, for the safety of the youth participants and the protection of the accused, additional safeguards must be put in place to

assure the protection of any youth with whom the individual may have future contact. 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.)

**b. Host families**

1. Host families will meet the selection and screening requirements listed above for all volunteers. In addition they will:
2. Complete a written application.
3. Participate in a comprehensive interview that determines their suitability for hosting students. This should include:
  - a. Demonstrated commitment to the safety and security of students.
  - b. Motivation to hosting a student is consistent with Rotary ideals of international understanding and cultural exchange.
  - c. Financial ability to provide adequate accommodations (room and board) for the student
  - d. Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well being.
4. Agree to home visits, both announced and unannounced, both prior to and during the placement. Home visits must be conducted annually, even for repeat host families.
5. All adult residents of the host family must meet the selection and screening guidelines. This includes adult children of the host family, and other members of the extended family that reside in the home either on a full- or part-time basis.

**c. Rotarian counselors**

1. Must meet all the criteria for all Volunteers listed above (inc. a successfully completed background check.) In addition they must:
2. Not be a member of the student's host family.
3. Be trained in responding to any problems or concerns which may arise during the exchange, which may include instances of physical, sexual, or emotional abuse or harassment.

## Guidelines for Youth Exchange Emergencies

Although they are rare, unfortunate emergency situations do occasionally arise during Youth Exchange activities. Preparation for any possibility is an essential part of a Youth Exchange program. How the exchangee's family and the media perceive that the emergency was handled will have a direct impact on the program. The following guidelines outline how to prepare in advance for a possible emergency, the individuals to contact should an emergency occur, and the steps to follow during an emergency. Each Rotary club hosting a Youth Exchange student should have a small committee to help share the work in the event of a tragedy. Suggested committee members are the host parents, the club Youth Exchange chairperson, the club counselor, and the club president. **Each district or multidistrict program should have a written policy related to emergencies and a committee to oversee and implement specific policies and procedures.**

Tips for emergency preparedness:

- The District Youth Exchange Officer shall identify a qualified interpreter or interpreters for each inward and/or outward bound exchange student and provide his/her contact information to the District RM Chair and the District Governor. The interpreter should be competent in both English and the language of the student he/she represents. If the interpreter is another YE student or a Rotex, there is the additional advantage that the student is knowledgeable about the Rotary YE program.
- The club counselor should keep the student's passport and airline ticket readily available at all times. Store these items in a safe place so that they can be accessed 24 hours a day if necessary.
- The District Youth Exchange Chairperson should have copies of the airline ticket and passport should the student be traveling or in case the student's documents are not accessible through the club counselor.
- The District Youth Exchange Chairperson should obtain consent from the student's parents or legal guardians to reissue a student's passport in the case it is lost, stolen, or inaccessible at time of departure.
- The District Youth Exchange Chairperson should share with the sponsoring Youth Exchange Officer the student's itinerary and know who will meet the student at the airport upon arrival.
- The sponsoring club should outline who (e.g., club, district, student's parents, a combination of sources) will pay for the student to return to finish the exchange after being evacuated in the case of political or civil unrest.
- The Rotarian counselor and current host family should know details regarding all of the exchangee's travel plans and should ascertain that these travel plans have been approved by the natural parents/legal guardians of the exchangee, especially if the exchangee is traveling to another city or country during the exchange.
- The exchangee's parents should issue a written authorization letter (or powers of attorney) naming the host Rotarian counselor, host families, and another Rotarian of the host/receiving club (preferably the host club president), any of whom is to act for the parent in the event of injury or death. This is very important because most government departments and local authorities require it. Some districts have the parents/legal guardians sign a number of parental consent forms separate from the application form to ensure that each host family and counselor has a copy of the form.

The letter mentioned above should also authorize the incurring of:

- Funeral expenses (cost of claiming body, embalming, casket, compliance with legal and government fees, and transportation of casket/body, cremation cost, etc.) to be reimbursed from the insurance policy;
- Expenses of authorized persons (Rotarian counselor and/or host parent) to act on behalf of parent (transportation and hotel charges for travel to place of accident, etc.), to be reimbursed from the insurance policy.

The handling of expenses is important as not every host club can afford to incur such immediate expenses. The ability of the club or district to handle immediate costs can prevent a tragic situation from becoming worse and increasing the agony and anguish of the student's parents.

The host Rotarian is committed to treat the exchangee as though he/she is his or her own child and will do everything a natural parent would do. However, if a host Rotarian has to spend a substantial amount of money for immediate needs, other Rotarians may be discouraged from becoming host parents and counselors in the future.

It is therefore recommended that either the host Rotary club or the host Rotary district establish an emergency fund to cover immediate expenses in the event of a tragedy. The insurance money received will reimburse this fund. Many hosting districts require the students to have an emergency fund to assist in the event of an emergency.

When a tragic event occurs, things need to be done quickly. Tasks should be assigned to the various members of the club/district emergency committee. The following people need to be informed immediately:

Parents/Legal guardians. (In case of death, obtain clear instruction concerning burial, cremation or return of body. Also ask about memorial service. Consideration must be given to the religion of the deceased.)

Host family, club counselor, and District Youth Exchange Chairperson.

Host District Governor and the Governor of the sponsoring District.

Host Rotary club, for assistance and guidance.

Insurance company (and remember to follow up).

Embassy Officer, to obtain his/her advice.

Procedures to follow when the death of an exchangee occurs:

- Ascertain that the deceased is the exchangee.
- Contact all of the above individuals.
- Check with local police for local regulations and obtain a copy of the police report. Reclaim the deceased's possessions, especially the passport.
- Check with the local hospital and mortuary for the claiming of the body and regarding an autopsy. Obtain the death certificate.
- Contact a local undertaker and embalmer. Ensure that the embalmer possesses an internationally recognized practice license so that the embalmed body may cross national borders. (This is to prevent the spread of disease.) Obtain the embalmer's certificate. Order a suitable casket and arrange transportation to exchangee's home country or arrange for burial or cremation, according to the parents' wishes.
- Obtain the "sealing certificate." For the casket to cross national borders, the inside must be metal-lined and sealed. Sealing must be officially witnessed, to prevent smuggling. In order for a sealed casket to leave the country, an export permit is required. For the sealed casket to enter the exchangee's home country, an import permit is required. An established undertaker should be able to deal with these matters. The embassy can assist in obtaining the two permits.
- Appoint a reputable air-transport agent to airlift the casket to the exchangee's home country. This is to ensure that all connecting flights are correctly scheduled without risk of the casket being accidentally off-loaded at an intermediate airport. The arrival flight details should be correctly passed to the deceased's parents so that they can make arrangements to receive the casket. Give copies of the death certificate, embalming certificate, casket sealing certificate, import and export permits, and passport to the transport company and must accompany the casket on the airplane.
- Hold a memorial service for the exchangee.
- Write a complete report to your District Governor. Send copies to Rotary International and to the exchangee's home district and Rotary club.
- If an accident occurs away from the host area, you may want to contact a local Rotary club for assistance and guidance.

## REPORTING GUIDELINES FOR ALLEGATIONS OF ABUSE OR HARASSMENT

### Introduction

These reporting guidelines should be read and used in conjunction with the Rotary International District #5390 Policy for the Prevention of Abuse and Harassment (the “Policy”). In particular, please refer to the Policy for definition of terms used in these Guidelines.

The Guidelines were initially developed in connection with the Youth Exchange Program, but have been adapted to be of assistance with respect to all those defined as “protected persons” in the Policy.

### Scope

Unless specifically adopted by a club, these guidelines are intended to be used in connection with allegations arising in the context of District programs, activities or events. If adopted for use in connection with club programs, activities or events, references to the District Governor, District RMO and District Committee Chair should be applied, respectively, to the Club President, Club RMO and Club Committee Chair or responsible Director (depending on a club’s organization).

### Definitions

In addition to the definitions already set out in the Policy, in these Guidelines:

“*Complainant*” means the protected person making an allegation of abuse and/or harassment, either directly or through another person.

“*Respondent*” means the adult against whom a complainant has made an allegation of abuse and/or harassment.

### Procedures for Adult Receiving Allegation

Any adult to whom a complainant reports an incident of sexual abuse or harassment should comply with the following guidelines.

#### 1. *Receive Report from Complainant*

- a.) **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.
- b.) **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it does not happen to other protected persons.
- c.) **Get the facts, but don’t interrogate.** Ask the complainant questions that establish what was done and who did it. Reassure the complainant that he or she did the right thing in telling you. Avoid asking ‘why’ questions. Remember your responsibility is to present the complainant’s story to the proper authorities.
- d.) **Be non-judgmental and reassure the complainant.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the complainant. Assure the complainant that the situation was not his or her fault and that he or she was brave and mature to come to you.
- e.) **Record.** Keep a written record of the conversation with the complainant as soon after the report as you can, including the date and time of the conversation. Use the complainant’s words, and record only what has been told to you.

#### 2. *Protect the Complainant*

Ensure the safety and well-being of the complainant. If you or the complainant have any concerns regarding his or her safety, immediately remove the complainant from the situation and from all

contact with respondent. Reassure the complainant that this is for his or her own safety and is not a punishment.

### **3. *Report to District Committee Chair and District Protection Officer***

Immediately upon receiving the complaint, report the allegation to the District Committee Chair responsible for the program, activity or event in which the alleged incident or incidents occurred and to the District Risk Management Officer. They will keep the District Governor advised and will review the complaint in order to ascertain whether it needs to be referred to an appropriate law enforcement authority or whether it is a matter to be handled using internal policies and guidelines.

### **4. *Ensure Privacy is Respected***

Avoid gossip and blame. Do not tell anyone about the allegation other than those whom these Guidelines require to be told. Except as required by these Guidelines, all information with respect to the allegation must be kept strictly private and confidential to protect the rights of both the complainant and the respondent.

### **5. *Follow Up***

Once the case has been reported to the District Risk Management Officer and the District Committee Chair, your role is complete. You may wish to follow up to ensure that steps are being taken to address the situation. You must not however contact the respondent about the allegation.

## **Procedures in Response to Allegation**

The District Committee Chair who receives the report of an allegation has the primary responsibility for responding to an allegation and should comply with the following guidelines. The District Committee Chair should work with the advice and support of the District Risk Management Officer, and both should ensure that the District Governor is fully advised of the steps being taken to deal with the allegation. Where appropriate, the District Governor may wish to become directly involved in some or all of the steps set out below.

For Youth Exchange, the District Youth Exchange Chair should keep the complainant's Rotarian counselor fully advised of all steps being taken. Following receipt of a report of an allegation of abuse and/or harassment, the following steps must be taken promptly:

1. Confirm that the complainant has been removed from the situation immediately and from all contact with respondent.
2. The District Governor, District Committee Chair and the District RMO shall, with the assistance of legal counsel if appropriate, immediately determine if the report should be communicated to the appropriate law enforcement agency. If the decision is made to so report the allegation, the responsibility for investigation of the complaint lies with the law enforcement agency, and all District personnel should cooperate with any police investigation. The District RMO should ask the police to keep him or her advised of the progress of the investigation.
3. If a decision is made that the appropriate course of action is to investigate the allegations internally, or if the police decline to investigate, complete an investigation plan in collaboration with the District Risk Management Officer. Depending on the nature of the complaint, its severity, and the facts surrounding the case, one or more of the following options can be discussed with the complainant (remember that if a youth is involved he or she has the right to have an adult present at all times and to be represented by an adult):
  - pursuing an informal resolution of the complaint;
  - proceeding with a formal investigation;
  - taking advantage of counseling, mediation, and other resources; and/or



- exploring other possible avenues of recourse including the police, appropriate provincial agencies or the Human Rights Commission.
4. Ensure the complainant receives immediate support services.
  5. Offer the complainant an independent, non-Rotarian counselor to represent his or her interests. Ask the appropriate social service or law enforcement agency to recommend someone who is not a Rotarian nor in any way involved with the program, activity or event in question.
  6. For Youth Exchange, determine with the complainant's Rotarian counselor whether his or her parents should be contacted and whether the complainant should have the option of either staying in country or returning home. For any other situation involving a youth, decide these issues in consultation with an adult (other than the respondent) who is responsible for the complainant.
  7. While investigations are being conducted, remove the respondent from any contact in Rotary programs, activities or events with all protected persons including the complainant.
  8. For Youth Exchange, the complainant's Rotarian counselor must inform the District Youth Exchange Chair and District Governor of the allegation. Either the District Governor or the District Youth Exchange Chair must inform Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, outcome of all investigations and resulting actions.
  9. Complete as quickly as possible the investigation in accordance with the investigation plan and provide a report on the findings made to the respondent, the complainant and the District Governor.

### **Understanding the Needs of the Complainant**

There will need to be a cohesive and managed team approach to supporting the complainant after an allegation is reported. The complainant is likely to feel embarrassed, confused, and may become withdrawn.

For Youth Exchange, the complainant may in addition appear to be avoiding members of the host family or hosting Rotary club. After a report of harassment or abuse, complainants may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting club depending on the circumstances. In some cases, a complainant may wish to remain in country, but change to a different host club if one is available.

It may be difficult for club members, volunteers and host families who become aware of the complaint to understand how the complainant is feeling, but it would be helpful for the complainant to know that the club remains a support for them. Club members, volunteers and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However they need to do whatever is necessary to reassure the complainant of their support at all times.

### **Appropriate Behavior for Others Aware of Allegation**

When addressing an allegation of abuse or harassment, the most important concern is the safety of a complainant. Club members who become aware of the allegation should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any investigation. Club members who become aware of the allegation should be cautioned about speculating or commenting on the matter during the investigation.

Comments made about a complainant in support of a respondent or about a respondent in support of a complainant are inconsistent with our Rotary ideals. Furthermore, adverse comments made against either a complainant or a respondent could lead to a defamation claim filed against Rotarians or clubs by the person about whom those comments are made.

## Sanctions

A club must terminate the membership of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual or physical abuse or sexual harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual or physical abuse or sexual harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual or physical abuse or sexual harassment. (Upon obtaining information that a club has knowingly failed to terminate the membership of such a Rotarian, the Board of Directors of Rotary International will take steps to have the Rotarian's membership terminated, and will take action to terminate as well the club's charter for failure to comply.)

If an investigation into a claim of sexual or physical abuse or sexual harassment is inconclusive, then, for the safety of participants who fall into the class of "protected persons" and the protection of the accused, additional safeguards must be put into place to assure the protection of any other protected persons with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with protected persons in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to other protected persons. (It can also benefit the adult by preventing additional accusations from other persons.) A person who is accused, but later cleared of charges, may apply to be reinstated to participate in any and all Rotary programs. Reinstatement is not a right, and no guarantee is to be made that he or she will be reinstated to any former roles or responsibilities.

## Appendix C

### **REQUIREMENTS OF CLUBS REGARDING PREVENTION OF ABUSE AND HARASSMENT**

#### **Introduction**

District #5390 has adopted the Rotary District #5390 Policy for the Prevention of Abuse and Harassment (the "District Policy") and the Rotary District 5390 Reporting Guidelines for Allegations of Abuse and Harassment (the "District Guidelines") in an effort to enhance existing protections at both a club and District level for youth and vulnerable persons who are involved in Rotary programs, activities or events. Please refer to the District Policy for definition of terms used here such as "abuse", "harassment" and "protected person".

The District requires that the clubs adopt the District Policy modified to apply to the club, (or approved alternate), and apply the District Guidelines in Schedule "A" in order to participate in Rotary sponsored programs that deal with youth and protected persons.

In all instances, it should be the action of the club to assure that any youth or protected person be afforded a safe and healthy environment. If there is any doubt, as Rotarians, we err on the side of protection of youth and vulnerable persons.

#### **Requirements for Rotary Clubs:**

- 1.) Each club must have a written policy on the prevention of abuse and harassment.  
This may be an adoption of the District policy noted above, or individualized for the club. In either case, it must also include the delineated details following, and be approved by the District Risk Management Officer.
- 2.) Each club must issue guidelines on how to deal with the disclosure or discovery of abuse or harassment.  
It is recommended that they adopt or adapt the District Guidelines (Appendix A)
- 3.) Each club will designate a Club Risk Management Officer responsible for the Protection of youth and/or vulnerable persons.

- a. This person, along with the club president, will yearly complete and return a signed compliance statement that the club is operating their programs for protected persons in compliance with District #5390 and RI policy.
  - b. The CRMO will assure that all volunteers complete and sign the *Youth Volunteer Affidavit*.
  - c. The Club RMO and/or Youth Exchange chair will provide the District RMO:
    1. Copies of all materials produced in the club to promote and support the Youth Exchange program, including, but not limited to promotional materials and brochures, applications, policies, website links, etc.
    2. A list of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs, proper law enforcement agencies, community services, private services, etc.)
    3. Details of the club abuse and harassment training program.
  - d. The Club Risk Management Officer will conduct criminal background checks for all adults who will be alone and/or unsupervised with the exchange student. That includes, but is not limited to, adult full-time residents of the host home, and the Rotary counselor. Details on such checks are available from the Club or District RMO.
  - e. The Club RMO is responsible for dealing with allegations or disclosures and should designate at least one alternate to do so when he or she is not available. Members and volunteers should know how to contact the Club RMO or the alternate quickly.
  - f. The Club Risk Management Officer is also responsible for raising awareness and training all members of the club for the procedures they should follow when concerned with matters of harassment or abuse.
  - g. If a club cannot find a volunteer to serve as its Risk Management Officer, it may ask the District Risk Management Officer to serve as its CRMO. Or it may incorporate the duties of the RMO into the duties of the Club President or President-elect.
4. Each Club will establish a process where protected persons can talk in confidence and safely with an independent person. With respect to the Youth Exchange, this person would be the student's Rotarian counselor. Counselors should not be members of the host family, and should be trained in responding to problems that may arise during an exchange or other youth program. This is to include prevention of physical, sexual and emotional abuse and harassment. Three backup volunteers' names and contact information should be provided to students in the event of the counselor's absence.
  5. Each club will prepare Rotarians and volunteers to work effectively with all protected persons. Training on abuse and harassment prevention is to be provided for all volunteers, counselors, host families, inbound and outbound students, and their parents or legal guardians. A copy of the club's policy to prevent abuse or harassment and instructions on what to do if abuse or harassment is discovered or suspected should be provided to each Rotarian and volunteer at each such program, activity or event.
  6. Each club will establish a process of screening of volunteers, students and host families. This should follow the directives in the District #5390 policy noted above for "screening".
  7. Each club will have policies for reporting all suspected cases of abuse or harassment. These should be reported to the District Risk Management Officer immediately who will inform the District Governor. Reports to proper law enforcement agencies are covered in Schedule "A".
  8. Rotarians should always let the Four Way Test be the guide for their ethical and moral behavior.

The Four Way Test:

1. Is it the **Truth**?
2. Is it **Fair** to all concerned?
3. Will it build **Goodwill** and **Better Friendships**?
4. Will it be **Beneficial** to all concerned?