

Article I

Election of Directors and Officers

Section 1. At a regular meeting at least one month prior to the annual meeting, the presiding officer shall ask for suggested names or members with an interest in serving the club for president-elect, secretary, treasurer, three club directors to serve two year terms, and a director to serve on the Olympia Rotary's Foundation board. The names shall be forwarded to the Past President, who serves as the Chair of the Nominating Committee, for consideration of the members as a part of the Nomination Process. The Nominating Committee shall consist of all active past presidents with the chair being the current past president. The Nominating Committee shall present their recommended slate of candidates for consideration by the members. The President, shall open the nominations from the floor for members to offer additional nominations to the slate of candidates, prior to the members vote for the new Club Board members. The candidates for president-elect and the three candidates for directors receiving a majority of the votes shall be declared elected as directors, to serve for a two year term. The president-elect elected in such balloting must have previously served a full term on the board and shall further serve as a member of the board as president-elect for the year commencing on the first day of July next following election as president-elect and shall assume office as president on the first day of July immediately following one year of service on the board as president-elect. The Nominating Committee shall appoint candidates for secretary and treasurer and then present them for confirmation by the members.

Section 2. The officers and directors, so elected, together with the immediate past president shall constitute the board of directors. Prior to July 1st, the board of directors-elect shall meet and select a member of the club to act as the Club Coordinator.

Section 3. A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board based on recommendations by the Nominating Committee.

Section 4. A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board of directors- elect based on recommendations by the Nominating Committee.

Article II

Board of Directors

The governing body of this club shall be the board of directors consisting of eleven members of this club, namely, six directors elected in accordance with Article I, Section 1, of these by-laws, the president, president-elect, secretary, treasurer, and the immediate past president. The Club Coordinator shall be a non-voting member of the board of directors.

Article III

Duties of Officers

Section 1. President. It shall be the duty of the president to preside at meetings of the club and the board of directors and to perform such other duties as ordinarily pertains to the office.

Section 2. President-Elect. It shall be the duty of the president-elect to serve as a member of the board of directors of the club, to preside at meetings of the club and board in the absence of the president, and to perform such other duties as may be prescribed by the president or the board. The president elect shall also serve as co-chair of the membership committee.

Section 3. The club shall employ an Executive Secretary with the title of “Club Coordinator”. It is a paid position with salary determined by majority vote of the board and the salary shall be reviewed annually. The Club Coordinator’s responsibilities shall include all “back-office” duties, including but not limited to maintaining the member database, day-to-day bookkeeping, handling attendance, venue management, and general communications with the full membership.

Section 4. Secretary. It shall be the duty of the secretary to insure that all club records are maintained in accordance with good practices with the assistance of the Club Coordinator.

Section 5. Treasurer. It shall be the duty of the treasurer, with the assistance of the Club Coordinator, to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the board and to perform such other duties as pertain to this office. The treasurer, with the president elect, will also prepare a draft budget by April 1st of each year for board review and approval by June 1st. The final budget to be presented to the members by July 1st. Upon retirement from office, the treasurer shall turn over to his/her successor or to the president all funds, books of accounts or any other club property in the treasurer’s possession.

Section 6. The duties of the sergeant-at-arms, working in conjunction with the Club Coordinator, shall be to manage the logistics of the club’s weekly meetings and other such duties as shall be prescribed.

Article IV

Meetings

Section 1. Annual meeting. An annual meeting of this club shall be held prior to January 15th at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2. The regular weekly meetings of this club shall be held on Monday at 12:00 noon. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club via an e-mail system. Attendance at official Rotary events, including committee meetings, may be used to satisfy the attendance requirements.

Section 3. On the day of a regular meeting, all members, with the exception of honorary members, shall be counted as “present”. Members shall maintain at least fifty (50) percent attendance, in accordance with club attendance policy (attached addendum “A”) devoted to the regular meetings of this club, at any other Rotary-chartered club or other attendance “makeups” as defined by the board of directors. Exceptions to this bylaw are members excused by the board of directors of this club because the aggregate of the member's years of age and years of membership in Rotary is 85 years or more.

Section 4. One-third of the membership shall constitute a quorum at the annual and regular meetings of this club when official action is being taken.

Section 5. Regular meetings of the board shall be held at least monthly, on a schedule proposed by the incoming president and approved by the board of directors. The schedule will specify a consistent day and time for all board meetings during the president's term and will be published to the members as well as posted on the club's website.

Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) members of the board, due notice having been given. Electronic mail or other internet technology may be used for board decisions in order to reduce costs and increase responsiveness as long as a record of the decision is made.

Section 6. A majority of the board members shall constitute a quorum of the board.

Article V

Fees and Dues

Section 1. The board shall establish the admission fee from time to time.

Section 2. The membership dues shall be established by the board from time to time, payable at least semiannually on the first day of July and of January, with the understanding that a portion of each semiannual payment shall be applied to each member's subscription to The Rotarian magazine.

Article VI

Method of Voting

The business of this club shall be transacted by voice vote except the election of officers and directors, which may be by ballot if more than one candidate for any such office is nominated.

Article VII

Five Avenues of Service

The five Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, New Generation Service and International Service. This club will be active in each of the five Avenues of Service.

Article VIII

Committees

Section 1. Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service and as outlined in the club organization chart, which is

attached as addendum “C” of these by-laws. The president-elect, president and immediate past president shall work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for his or her year in office to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office. It is recommended that the committee chair have previous experience as a member of the committee and should not serve for more than three consecutive years. If vacancies occur prior to the president elect taking office, those vacancies will be filled at the discretion of the current president.

Section 2. Standing committees should be appointed in accordance to the six director areas of responsibility as outlined in the club organization chart. These director responsible areas are:

1. Club Administrative Services
2. Community Development Services
3. Fellowship and Public Relations
4. International Development Services
5. Membership Services
6. Scholarship and Youth Leadership

Section 3. Additional committees may be appointed as needed and as determined by the president or the board.

(a) The president shall be, ex officio, a member of all committees and, as such, shall have all the privileges of membership thereon.

(b) Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made and approved by the board.

(c) Each committee chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall, upon request, report to the board on all committee activities.

Article IX

Duties of Committees

Section 1. The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall refer to appropriate RI materials. The service project committee will consider vocational service, community service and

international service avenues when developing plans for the year. Each committee shall have developed clearly defined goals, and action plans established by July 1st of each year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, goals and plans for presentation to the board in advance of the commencement of the year as noted above.

Article X

Leaves of Absence

Section 1. Upon written application to the board, setting forth good and sufficient cause, leaves of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.

Section 2. Each member on leave shall be required to pay full club, Rotary International and Rotary District 5020 dues while on leave unless granted an exemption by the board.

Article XI

Board Finances and Liability

Section 1. The Club Coordinator, in conjunction with the treasurer, shall deposit all funds of the club in a financial institution as determined by the board.

Section 2. All bills shall be paid only by checks signed by the president, immediate past president, or treasurer upon vouchers presented to and verified by an officer of the club. At the discretion of the board, a review by a certified public accountant or other qualified person may be made once each year of all the club's financial transactions.

Section 3. Officers and directors, having charge or control of funds shall be bonded as per Rotary International's "Directors and Officers" Insurance Policy, administered by Rotary International. This includes the non-voting board member of club coordinator.

Section 4. The fiscal year of this club shall extend from July 1 to June 30. Members' dues, may be Collected in the following manner:

- Full payment of annual dues July 1st of each year
- Half payment of dues on July 1st and January 1st of each year
- An electronic monthly payment plan with 10 equal monthly payments

The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1 and January 1 of each year based on the membership of the club on those dates.

Section 5. At the beginning of each fiscal year the board shall oversee the preparation or cause to be prepared a budget of estimated income and expenditures for the year. A draft will be presented to the board by April 1st and a final budget to be approved by June 1st. The budget, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

Article XII

Method of Electing Members

Section 1. Active members.

- 1) The name of a prospective member, proposed by an active member of the club or by the membership development committee, shall be submitted to the board in writing, through the Club Coordinator. Any proposal shall be kept confidential.
- 2) The board shall request the classification/membership committee to consider and report to the board on the eligibility of the proposed member from the standpoint of classification, and investigate and report to the board on the eligibility of the proposed member from the standpoint of character, business, social standing, and general eligibility.
- 3) The board shall consider and approve or disapprove the recommendations of the committee within 7 days of the proposal and shall then notify the proposer, through the club coordinator, of its decision.
- 4) If the decision of the board is favorable, the prospective member's name and proposed classification shall be electronically published to the club for a period of seven (7) days.
- 5) If no written objection to the proposal, stating reasons, is received by the board from any member of the club within seven (7) days following publication of the name of the prospective member, the proposer, together with one or more members of the Rotary Information Committee, shall inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership in the club, following which the prospective member, upon payment of the admission fee, as prescribed in Article V of these by-laws, shall be considered to be elected to membership.
- 6) If any objection is filed with the board, it shall consider the same at any regular or special meeting of the board and shall vote on the proposed member. If less than three negative votes are cast by the members of the board in attendance at such regular or special meeting, the proposer, together with one or more members of the Rotary Information Committee, shall inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership in the club, following which the prospective member, upon payment of the prescribed admission fee, shall be considered to be elected to membership.

7) Following the member's election to membership as herein provided, the Club Coordinator shall prepare the proposed member for induction and shall report his or her name to the general secretary of Rotary International.

8) The member shall be formally inducted as a new member at a regular meeting of the club.

Section 2. Group/Team Membership

Group/Team membership is available for two (2) or more members from the same group or corporation. Group/Team members are elected in the same manner as Active members (Article XII, Section 1.) and shall have all of the same rights and requirements, including paying full membership dues, as Active members except for the attendance requirement. The fifty percent (50%) attendance requirement for Group/Team members will be met based upon the cumulative attendance of all of the group or corporation's Rotary Club of Olympia members. Thus, the fifty percent (50%) attendance requirement shall be calculated based on the attendance of all members of the group rather than each group member individually.

Section 3. Honorary Membership.

Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the board. Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

Article XIII

Resolutions

Section 1. The club shall not consider any resolution or motion to commit this club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

Article XIV

Order of Business

Section 1. The agenda for a club meeting shall be generally as follows: Meeting called to order. Invocation. Flag salute. Song. 4-way test. Introduction of visiting Rotarians and guests. Happy

Bucks. Correspondence, announcements, and rotary information. Committee reports, if any. Old business. New business. Address or other program features. Raffle. Adjournment.

Article XV

Amendments

Section 1. These by-laws may be amended at any regular meeting, a quorum being present by a two-thirds vote of all active members present, provided that notice of such proposed amendment shall have been given to each member at least ten days before such meeting. No amendment or addition to these by-laws can be made which is not consistent with the club constitution and by-laws of Rotary International, except where such amendment constitutes an action required by a court of law.

Section 2. These by-laws are to be reviewed every 3 years by an ad hoc committee appointed by the board of directors.

Article XVI

Youth Protection Policy

Section 1. Rotary clubs are required by Rotary International to have a written “Youth Protection Policy”. This club’s policy is detailed in Addendum “B” of these bylaws.

ROTARY CLUB OF OLYMPIA, WASHINGTON

By: _____ PRESIDENT
Jack Belmont

Adopted by the Board of Directors on Feb. 29, 2016

ADDENDUM "A"

Attendance Policy

Section 1- General Provisions. Each member should attend this club's regular meetings. A member shall be counted as attending a regular meeting if the member attends the business portion of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to satisfaction of the board that such action was reasonable, or **makes up** for an absence in any of the following ways:

1. Attends the business portion of the regular meeting of another club or provisional club; or
2. Attends a regular meeting of Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship; or
3. Attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the board of directors of RI, or the president of RI acting on behalf of the board of directors of RI, a Rotary multizone conference, a meeting of a committee of RI, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs; or
4. Is present at the usual time and place of the a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time or place; or
5. Attends and participates in a club service project, fellowship event or club-sponsored community event or meeting authorized by the board; or
6. Attends a board meeting or a meeting of a service committee to which the member is assigned; or
7. Participates though a Rotary e-club requiring a minimum of 30 minutes of participation.

At Time of the Meeting. If, at the time of the meeting absence, the member is

1. Traveling with reasonable directness to or from one of the meetings specified in sub-subsection (a) (3) of this section; or
2. Serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation; or
3. Serving as the special representative of the district governor in the information of new club; or

4. On Rotary business in the employ of RI; or
5. Directly and actively engaged in a district – sponsored or RI- or Rotary Foundation-sponsored service project in remote area where making up attendance is impossible; or
6. Engaged in Rotary business duly authorized by the board which precludes attendance at the meeting.
7. If the member must leave early, the member shall apologize to the speaker and deposit \$1 in the early leaver basket.

Section 2- *Extended Absence on Outposted Assignment.* If a member will be working on an outposted assignment for an extended period of time, attendance at the meetings of a designated club at the site of assignment will replace attendance at the regular meetings of the member's club, provided there is a mutual agreement between the two clubs.

Section 3- *Excused Absence and Leaves of Absence.* A member's absence shall be excused if

- (a) The absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient. Such excused absences shall not extend for longer than twelve months.
- (b) The age of the member is 65 and above and the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.

Section 4- *RI officers' Absences.* A member's absence shall be excused if the member is a current officer of RI.

Section 5- *Attendance Percentage Monitoring*

- (a) *Attendance Percentages.* A member must
 - 1) Attend or make up at least 50% of club regular meetings in each half of the year, and
 - 2) Attend at least 30% of this club's regular meetings in each half of the year (assistant governors, as defined by the board of directors of RI, shall be excused from this requirement.)
- (b) *Monitoring.* Attendance non-compliance shall be determined by data provided annually by the Club Coordinator during the month of April and delivered to the board of directors. Unless otherwise excused by the board for good and sufficient reason or pursuant to sections 3 or 4, each member who fails to meet the requirements of Section 5(a) shall be contacted by the club's immediate Past President, by telephone, e-mail or letter of their non-compliance. Continuous non-compliance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.

Addendum “B” Rotary Club of Olympia Youth Protection Policy

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Adoption/Revision History

DATE: 02/17/2016

Introduction

This Policy statement is to complement and be used in conjunction with RI Youth Exchange Abuse, Neglect and Harassment Allegation Recording and Reporting Guidelines and Training Manual.

This Policy is incorporated by reference into the Rotary Club of Olympia’s Policy. The Rotary Club of Olympia (Club) has an impressive history of programs dedicated to serving the youth of our community, and it is important to protect and maintain this great tradition of service. Rotary Youth Exchange, Rotaract, Interact, RYLA, and other youth programs initiatives have helped to define our Club’s identity, and many Rotarians in our Club regard youth services as a key reason for the enjoyment and commitment to Rotary.

So that our Club understands and adheres to the administration of Rotary youth programs, these guidelines have been produced to describe the key elements that should be part of strategies to ensure the safety and well-being of all participants in any Rotary youth activities.

These Policies apply to all Club Policies. These statements have been taken from the RI Abuse and Harassment Prevention Training Manual and from materials developed for the Rotary District 5020 Youth Protection Training.

While the Youth Protection Recording and Reporting Guidelines (**Appendix A**) is an important document for our Club, the statements below are designed to complement recording and reporting guidelines with information pertinent to abuse, neglect, and harassment prevention strategies for all Rotary youth programs.

This Youth Protection Policy covers, but not limited to, the following Club programs:

1. Youth Exchange: The documentation will be recorded within the YEAH program using the additional documents provided by WESSEX. The Club YPO and/or the YE Coordinator (YEC) is responsible for ensuring all screening (vetting) is completed and documented.
2. RYLA: The Club YPO and/or YEC is responsible for proper screening and documentation. Record keeping will either be through the WESSEX Database or, through an Excel Format that achieves the same end.
3. INTERACT: The Club YPO and/or YEC is responsible for proper screening and documentation. Record keeping will either be through the WESSEX Database or through an Excel Format that achieves the same end.
4. OTHER: Any programs or activities involving youth (a person 18 years or younger) needs appropriate screening with documentation responsibilities as described above.

Policy

Rotary International requires all Rotary Clubs in the world to address the issue of youth protection, and in so doing, all Rotarians can be confident that our international exchange partners are applying protection measures that meet the same minimum standards as those within our own programs.

Statement of Conduct for Working with Youth:

The Rotary Club of Olympia (Club) is committed to protecting the safety and well-being of all who are involved in youth programs. It is the duty of Rotarians, Rotarian's spouses and partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, emotional abuse or neglect of young people with whom they come in contact.

Goal

In accordance with the intent of related human rights legislation in Canada and the United States of America, and in light of the objects of Rotary, it is the goal of the Club to provide a supportive environment, within which members, and those associated as volunteers or members of specific Rotary programs and activities, are treated with respect and dignity, free from harassment and abuse.

Definitions

1. Rotary Youth Services:

All Club and District activities involving youth (anyone younger than 18 years of age), including but not limited to, Rotary Youth Exchange (RYE), Rotary Youth Leadership Award (RYLA), Rotaract, and Interact.

2. Youth:

Any person under age 18.

3. Volunteer:

Any adult involved with Rotary youth activities, who has contact with youth, is a volunteer.

This includes, but is not limited to, Rotarians and non-Rotarians, their spouses and partners who are involved with youths under age 18 for any activities. This includes adults who are involved in RYLA, and Interact, Youth Exchange, etc.

4. District 5020 Youth Protection Officer:

Reporting to the District Governor (DG), the District Youth Protection Officer (District YPO) is responsible for risk management and due diligence on behalf of the DG ensuring Policy and procedures are followed and completed. The District YPO is also responsible to ensure training is made available for all parties requiring it in the District.

5. Club Youth Protection Officer:

Responsible for risk management and due diligence of all programs involving the club's youth activities. This includes, but not limited to Youth Exchange, RYLA, Rotaract, and Interact. The Club YPO is responsible for the documentation and safe keeping of records and to provide the District YPO with the Club Compliance Form

(Appendix F) that shall be completed by the club President within 30 days of the new Rotary year. The Club YPO will also be responsible to provide necessary documentation to the District YPO for purposes of auditing compliance. Duties include ensuring all adults with continued contact with youth are vetted (screened) using appropriate protocols.

6. Types of Contact

a. **Continued Contact:** Persons having continued contact are persons assigned to support Rotary youth, persons assigned to transport youth to and from meetings and events, as well as Rotarians who serve in other roles, such as Interact Liaison, RYLA attendee, and other Rotary sponsored activities involving youth under the age of 18 years. These persons, as well as any adult who will have more than 72 hours of continuous contact, must be vetted (screened). In the event of District Youth Exchange (YE) organized activities where students are home-hosted and members of the Club YE Committee sees every student every day, then the normal host family vetting (screening) will not be required.

b. **Casual Contact:** Persons having casual contact are persons not directly responsible for the youth under age 18, but who might provide incidental transportation or invite a youth to an event such as dinner, movie, sports event, weekend activity, or other travel

(RYLA, Interact, etc.). Casual contact must be infrequent and incidental so that a regular pattern is not developed. Further, casual contact must take place in a group setting with no reasonably foreseeable risk of abuse or harassment. Persons having casual contact with youth are not required to be screened (i.e., not required to have volunteer applications or background checks). The Club recommends three or more people (any combination of students and adults) are present during any casual contact outing with a youth.

c. Casual Contact - Overnight Travel

This policy will permit a youth under age 18 to take advantage of unanticipated overnight opportunities that might occur, thereby enhancing the youth's understanding and experience of the local environment. Such opportunities include trips of up to 72-hours duration, such as ski weekends, in which the youth will be in the care and custody of an adult who has not been screened. It is understood that no activity can be totally free of risk and the objective of the policy is to minimize risk for all parties. For overnight travel to be permitted under this casual contact policy, the Club's Youth Protection Officer (YPO) or Youth Exchange Coordinator (YEC), must decide that:

i. the unscreened adult appears to be responsible and trustworthy; ii. the unscreened adult understands that he or she must treat the youth as would a conscientious parent caring for the welfare of their own child and the unscreened adult accepts that responsibility; iii. the proposed activity does not present significant risk of abuse; and iv. they accept the consequences and outcome of their decision. Otherwise, the proposed activity shall not be permitted.

Screening (Vetting)

The following selection and screening steps must be completed prior to participation in youth activities:

1. Management of Screening Process:

The Club shall appoint one or more persons to carry out the selection and screening process. As well, the Club must appoint one Rotarian or non-Rotarian, who will maintain all records of criminal background checks as prescribed by law, and all waivers, and screening information in perpetuity. Youth Exchange screening (vetting documents) will be kept in the YEAH system.

2. Prohibited Person:

A person prohibited from participating in a Rotary youth program is anyone who: a) has been convicted of any offense, which resulted in harm to an individual, including, but not limited to assault, sexual assault, sexual harassment or neglect; b) has been convicted of any offense which, in the opinion of the Club Exchange Coordinator, suggests an unacceptable risk of harm to a person in the care of that individual; c) is a person subject to a court order or decree prohibiting that person in being in contact with another individual or being at a specific location?

3a. For all non-youth exchange programs:

a. *All volunteers* who have continued contact with youth must: i. complete a volunteer affidavit; (**Appendix B**)

ii. be interviewed; iii. undergo background/criminal record checks; (**Appendix E**); iv. complete Youth Protection Awareness Training; and have completed three documented reference checks.

3b. For youth exchange programs: volunteer and host families must complete the appropriate screening (vetting) processes for their particular roles in accordance to Rotary International, governmental requirements, and the Club policies as stated above. Compliance with these requirements shall be documented in the YEAH system (Youth Exchange Administrative Hub).

Training

Rotary District 5020 will provide youth protection awareness (i.e., abuse and harassment prevention) training for all youth program volunteers. The District YPO will engage those who have been appropriately trained to lead the training program and will organize these training opportunities for those who will have contact with those younger than 18. This training may take place at a district assembly and in various locales throughout the district in a given Rotary year. A calendar of district training events for the year will be published at the beginning of a Rotary year by the District YPO and/or the District Trainer. A second option for the required training is to complete the Youth Protection Awareness training available online. The most recent edition of the RI Abuse and Harassment Training Manual will form the basis for these training sessions, and this document should be available in every club participating in Rotary youth programs. A Club YPO must attend training at a minimum of every three years.

Rotary Club Compliance

It is **the duty of each club to appoint a Club Youth Protection Officer who will ensure club members comply with the statements within these guidelines.** The District YPO will also monitor District clubs' compliance via the timely submission of the District Club Compliance Forms. All clubs that wish to participate in youth programs must comply with the guidelines described in this document and the attached Appendix A.

Harassment, Abuse, and Neglect Issues

1. The District Governor of 5020, through the District and Club YPO, will make every prudent and reasonable effort to ensure that no member or associate is subjected to such behavior in the context of Rotary activities and the Club and/or District will take appropriate action if such behavior occurs.

2. Reporting an Allegation:

A youth involved in a Rotary program may report an allegation of abuse to an adult. This adult must immediately contact the Club Youth Protection Officer, who in turn must immediately contact the District Youth Protection Officer whose name and contact information is available on the district website. The District Youth Protection Officer will then contact the District Governor, the Rotary Club President, and other district leaders, where appropriate. The District Youth Protection Officer must ensure the procedures described in the Youth Protection Recording and Reporting Guidelines (**Appendix A**) are followed.

3. Actions:

a. Harassment or abuse by members or those associated with authorized Rotary activities in the Club and District 5020 will not be tolerated in any form;

b. This policy applies to all members of Rotary clubs in District 5020 and to those who are involved in activities with Rotary members, Rotary associates or minors involved in Rotary activities;

c. The Club and District 5020 are committed to: i. treat all allegations seriously; ii. make the protection of children, minors and all people at risk a fundamental concern; iii. assist with any investigation initiated as a result of any allegation associated with a Rotary activity; and iv. maintaining the innocence of an individual during a period of investigation until an allegation is proven otherwise. d. The Club will adhere to the D5020 Youth Protection Policy; e. Any incidents of alleged harassment or abuse will be reported to the appropriate authorities

in accordance with the laws of the province, state or municipality by the individual receiving the complaint, the club president or a District 5020 leader.

4. Records Retention:

It is the District's policy that each of the 5020 District Clubs keep records involving youth activities for each year for a minimum of seven years in a secure location of the club's choice.

APPENDIX A: YOUTH PROTECTION POLICY RECORDING & REPORTING GUIDELINES

Introduction

Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare of and prevent the physical, sexual, or emotional abuse or harassment of every youth with whom they come into contact. All allegations of abuse and harassment will be taken seriously and must be handled within the reporting guidelines.

The safety and well-being of youth should always be the first priority.

Definitions

1. Sexual Abuse: Sexual abuse refers to engaging in implicit or explicit sexual acts with a youth as well as forcing or encouraging a youth to engage in implicit or explicit sexual acts alone or with another person of any age of the same sex or the opposite sex. Additional example of sexual abuse could include, but are not limited to non-touching offenses: a. Indecent exposure; b. Exposing a youth to sexual or pornographic material.
2. Sexual Harassment: Sexual harassment refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or "groom" their victims. Examples of sexual harassment could include, but are not limited to: a. Sexual advances; b. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess; c. Verbal abuse of a sexual nature; d. Displaying sexually suggestive objects, pictures or drawings; and/or e. Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments.
3. Physical or Emotional Abuse and Harassment: All other non-sexual physical or emotional abuse or harassment that affects the health or well-being of the youth involved.
4. Neglect: Failure to provide adequate care, i.e., supervision, nourishment, medical care, and/or fulfilling other needs for which the youth cannot provide for themselves.

Is it Abuse, Harassment, or Neglect?

Whether the alleged conduct amounts to abuse, harassment, or neglect is not to be determined by the adult to whom allegations are made. After ensuring the safety of the student, all allegations must be immediately reported to appropriate Rotary leadership and the appropriate authorities.

Inappropriate Behavior:

There may be circumstances where allegations are reported of inappropriate behavior such as but not limited to, an adult supplying a minor with drugs or alcohol, staying out too late, etc. These types of instances must be reported to the Club Youth Protection Officer and in turn the District Youth Protection Officer.

Reporting Guidelines

For use by all adults to whom a youth reports an incident of abuse, harassment, or neglect.

1. Allegations from the youth

a. Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse.

It is appropriate to listen and be supportive. Do not express shock, horror or disbelief.

b. Assure privacy and the limits of confidentiality. Explain that you will have to tell someone about the abuse and/or harassment to make it stop.

c. Get the facts, but do not interrogate. Ask the youth questions that establish what happened and who was involved. Reassure the youth that he/she did the right thing in telling you. Avoid asking "why" questions. Your responsibility is to present the youth's story to the proper authorities.

d. Be non-judgmental and reassure the youth involved. Do not be critical of anything that has happened or anyone who might be involved. It is especially important not to blame or criticize the youth. Assure the youth that they were brave and mature to come to you.

e. Record: Keep a written record of the conversation with the youth as soon as possible, including the date and time of the conversation. Use the youth's words and record only what has been told to you. **KEEP TO THE FACTS NOT OPINIONS.**

f. Do not contact person who is being accused of abuse or harassment

2. Protecting the Youth

To ensure the safety and well-being of the youth involved, remove the youth from the situation immediately and all contact with the alleged perpetrator. Give reassurance that this is for the youth's safety and is not a punishment.

3. Actions by person receiving an allegation and Rotary in District 5020

a. The allegation must be reported immediately to the District 5020 and/or Club Youth Protection Officer.

b. Allegations of abuse or harassment must be reported to local police authorities for investigation.

c. If the allegation involves an exchange student, the District Youth Protection Officer and/or the Youth Exchange Committee Chair must report any allegation immediately to the District Governor, who will then report to Rotary International within 72 hours. In addition, the Youth Exchange Committee Chair must report the allegation to their Responsible Officer.

d. Club officers, and an attorney (determined by the severity of the allegation), should quickly meet with parties to determine what steps should be taken to safeguard the youth and the wellbeing of the youth involved. These activities should be completed in confidentiality to protect the reputations of all the parties involved until decisions are made and actions are taken. **In Canada and the USA, the law requires that any claim of impropriety must be immediately reported to the proper authorities.**

e. It is probable that, even if a claim of sexual abuse, harassment, or neglect were not substantiated, then there would be no way that the youth could be returned to the original situation. Other arrangements must be made.

f. Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation. In the case of abuse, or harassment, or neglect, the adult to whom the youth reports must not contact the alleged offender. Investigations must be left entirely to law enforcement authorities. In cases of non-criminal harassment (harassment that does not meet the criminal measure of intent and/or proof beyond reasonable doubt), the District Youth Protection Officer, and District Governor are responsible for any necessary follow-up.

4. Post Report Procedures. For use by District Youth Protection Officer, Club Youth Protection Officers, or any other Rotarian involved with youth activities.

a. Confirm that the youth has been removed from the situation immediately and no further contact with the alleged abuser or harasser. b. Make sure all Allegation Reporting guidelines are followed up. c. Ensure the youth receives immediate support services. Offer, if available, the youth an independent, professional counselor to represent the interests of the youth. d. In the case involving a RYE student, the Rotary Country Contact Officer shall contact the youth's parents or legal guardian and will outline the steps taken to safeguard the health and well-being of the youth(s).

e. Keep the District Governor informed of initial and follow up action.

5. Response for Addressing Issues within the Rotary Club for Allegations Made Against Rotarians or Non-Rotarians.

a. Club members might experience ambiguity toward their roles and might feel unclear regarding their boundaries. They need to do whatever is necessary to reassure the youth of their support at all times.

b. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police investigations.

c. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals.

d. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or Clubs by the alleged abuser.

APPENDIX B: YOUTH VOLUNTEER AFFIDAVIT FOR NONEXCHANGE STUDENT YOUTHS

The Club is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, their spouses and partners, and any other volunteers to safeguard to the best of their ability the welfare of children and young people involved in Rotary programs or activities and to prevent physical, sexual, emotional abuse or neglect of youth participants.

PERSONAL INFORMATION:

Name: _

Address:

City: State/Province: _

Postal Code:

How long at this address? (If fewer than five years, list previous residence(s) on the back of this sheet.)

Driver's license number:

Date of Birth (dd/mm/yyyy):

CONSENT:

I certify that all the statements in this affidavit, and in any attachments hereto, are true and correct to the best of my knowledge and that I have not withheld any information that would affect this affidavit unfavorably. I understand that the Rotary Club of Olympia (Club) youth programs will deny a volunteer position to anyone convicted of a crime of violence.

I give my permission to the Club to verify information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks), contact with my former employers, and with references provided. I understand that this information will be used, in part, to determine my eligibility for a volunteer position. I also understand that as long as I remain a volunteer, this information may be checked again at any time. I understand that I will have an opportunity to review the criminal history and, if I dispute the record as received, a procedure is available for clarification.

WAIVER:

IN CONSIDERATION of my acceptance and participation in the youth programs, I, to the full extent permitted by law, hereby release and agree to save, hold harmless, and indemnify all members, officers, directors, committee members; employees of the participating Rotary clubs and districts; and of Rotary International ("Indemnities"), from any or all liability for any loss, property damage, personal injury, or death, including any such liability that might arise out of the negligence of any of the indemnities or might be suffered or claimed by me as a result of an investigation of my background in connection with this affidavit. I further agree to conform to the rules, regulations, and policies of Rotary International as well as the Club and District 5020 youth programs.

I acknowledge that I have read and understand the above affidavit, consent, and waiver and that I sign this form voluntarily.

Signature of Applicant:

Please Print Name:

Date:

ADDITIONAL INFORMATION:

Home Phone:

Business Phone:

E-mail:

Fax:

E-mail:

Fax:

Are you a member of a Rotary Club? Yes No

If yes, indicate club name and year joined:

Position applied for:

Have you held a Rotary youth programs position in the past? Yes _ No

If yes, what position and when?

EMPLOYMENT HISTORY (for the past five years, attach additional sheets if necessary)

Current Employer:

Address:

City: _ State/Province: Postal Code:

Phone: Position:

Date of Employment: Supervisor's Name:

Supervisor's Name:

Previous Employer:

Address:

City: _ State/Province: Postal Code:

Phone: Position:

Date of Employment: Supervisor's Name:

Supervisor's Name:

VOLUNTEER HISTORY WITH YOUTH (for the past five years; attach additional sheets, if necessary)

Organization:

Address:

City:

State/Province: Postal Code:

Phone: Position:

Dates Held: Director's Name: _

Director's Name: _

PERSONAL REFERENCES (may not be relatives; no more than one former or current Rotarian)

1. Name:

Address:

City: State/Province: Postal Code :

Phone:

Relationship:

2. Name:

Address:

City: State/Province: Postal Code :

Phone:

Relationship:

3. Name:

Address:

City: State/Province: Postal Code:

Phone:

Relationship:

QUALIFICATIONS AND TRAINING

What relevant qualifications or training do you have for this position? Please describe in full.

CRIMINAL HISTORY

1. Have you ever been charged with, been convicted of, or pled guilty to any crime(s)?

Yes No

2. Have you ever been subject to any court order (including civil, family, and criminal courts) involving sexual, physical, or verbal abuse, including but not limited to domestic violence or civil harassment injunction or protective order?

Yes No

If yes, please explain. Also indicate date(s) and the country and state/province in which each occurred (attach a separate sheet, if needed).

For Club Use Only:

Date References Check by (name)

References Check by (name)

APPENDIX C: GUIDELINES FOR REFERENCE CHECKS FOR NON-EXCHANGE STUDENT YOUTHS

Who requires a reference check?

Any adult involved with Rotary youth activities who has continued contact with youth. This includes, but is not limited to, Rotarian counselors, Rotarians and non-Rotarians, their spouses as well as partners, who have continued contact with youths under age 18.

Who can be a reference?

Friend, neighbor, work colleague, employer etc. Personal references must not be related to the applicant and no more than one former or current Rotarian.

When should reference checks be done?

*Reference checks **MUST** be completed before applicant has unsupervised continued contact to youth.*

How should reference check be completed?

By telephone is sufficient.

How many reference checks should be done?

Minimum of three.

Who should do reference checks?

Any currently vetted (screened) Rotarian involved with youth activities, a member of the club's board, club a member assigned to do criminal record checks, or an outside agency contracted by the club.

May one person do all three reference checks for the same applicant?

Yes

Do references need to be done by the same person who is responsible for receiving the applicant's criminal record check?

No

Where should the reference check information collected be stored?

With the Club's Youth Volunteer Affidavit (Appendix B) and criminal record check. It is suggested that information involving youth protection documentation be kept in files, year by year, for a minimum of seven years.

Access to confidential information collected in the volunteer screening process should be restricted. Interviews and background checks might uncover sensitive information that would not disqualify a potential volunteer but should be kept confidential nonetheless.

APPENDIX D: SAMPLE PERSONAL REFERENCE REQUEST

_____ has applied to volunteer with “continuous contact” involving Rotary youth programs.

Description of program: (i.e. These programs involve youths up to age 18 years of age. Ensuring youth safety is our highest priority, as a volunteer, this person will have significant unsupervised involvement.)

The applicant has provided you as a personal reference. Any information obtained will be kept secure and confidential.

Reference Name:

Phone Number:

Address:

Association with Applicant (circle one):

Relative

Business Associate or Coworker

Fr i e n d

Other (please specify)

How long have you known applicant?

What experience does the applicant have with working or volunteering with young people?

In what activities have you observed applicant with teenagers or younger children? How are you aware of the applicant’s activities?

Do you have any direct knowledge of any violent or anger management incidents directly involving this person?

Yes No

If yes, please explain:

Do you have any direct knowledge of any incidents of inappropriate behavior involving minors? Yes No

If yes, please explain:

Do you have any direct knowledge if this person has any substance abuse or mental health i s s u e s? Yes No

If yes, please explain:

Does the applicant possess the skills and personality to be a positive influence and offer a good relationship for our youths? Yes No

If no, please explain:

Would you feel comfortable leaving one of your children in this person’s custody? Yes No

If no, please explain:

What other information can you provide to help evaluate whether this person is qualified to participate in the Rotary Youth Exchange Program?

Signature of person(s) doing reference check:

Date(s)

APPENDIX E: GUIDELINES FOR CRIMINAL RECORD CHECKS FOR NON-EXCHANGE STUDENT YOUTH ACTIVITIES

Who requires a criminal record check?

Any adult involved with Rotary youth activities who has continued contact with youth.

When should criminal record checks be done?

*Criminal record checks **MUST** be completed before applicant has unsupervised continued contact to youth.*

How often does someone involved in a Rotary youth program need to have a criminal record check completed?
A criminal record check shall be done at the time of the initial time of screening (vetting). An acceptable criminal record check shall then be sufficient for up to three subsequent years.

Is there a cost to get a criminal record check done?

In the normal sense the record check would be completed free of charge by the local police agency, however, throughout the county there might be some agencies which charge and in such cases it is suggested the local Rotary Club deal directly with the local police agency to see if the record check can be done free or at a discounted cost -- although this might not always be possible. In those rare cases where an applicant might have a Criminal Record and there is a need to confirm the record through the submission of fingerprints - then there is a charge to do so, the cost will vary depending on the jurisdiction.

Who in the club should receive the criminal record checks?

It is suggested a lawyer, law enforcement official, Youth Protection Officer or Youth Exchange coordinator of the club should receive all criminal record checks. All applicant information must be kept confidential. Once applicant process is complete (volunteer affidavit, reference checks, and criminal record check), information should be kept in a secure place. Some clubs rent a safety deposit box to store information.

How long does the above information need to be kept on file?

Yearly club records involving the above information shall be kept for at least seven years.

US Criminal record check processes requires use of both W.A.T.C.H. and the National Sex Offender Public Website (N.S.O.P.W.)

1. W.A.T.C.H. (can all be done on-line www.wsp.wa.gov):

- a. Establish an account with W.A.T.C.H. (Washington Access to Criminal History);
- b. Complete the W.A.T.C.H. form on each person requiring a criminal record check;
- c. Allow up to one week for the criminal record check to be completed;
- d. Record will come back with one of the following:
 - i. no exact match – which means there is no conviction record in the WSP database that matches the search criteria used (in other words, the person has not been found; rule out a misspelled name);
 - ii. a candidate listing – which means there is a candidate list of record that matches or closely matches the search criteria used and there is the ability to immediately retrieve a transcript of record; or
 - iii. a duplicate match – indicating there are two or more exact names and date of birth matches to the search criteria used – if this happens contact the Washington

State Patrol at 360-534-2000 for further instructions; **and**

2. Conduct a free N.S.O.P.W (<http://www.nsopw.gov>) search.

Appendix F: ROTARY DISTRICT 5020 CLUB CHECKLIST FOR YOUTH PROGRAMS 2016/2017

The following checklist outlines the club's responsibilities to participate in youth programs:

- a) By July 31st each year, the Club President must complete, sign and return the compliance statement (**Appendix G**) in accordance with District 5020 and RI policies.
- b) Have in place a Club Youth Protection Policy which mirrors the district policy or adopt that of the district;
- c) Appoint one Club member as a Club Youth Protection Officer to ensure all guidelines for participation in youth programs are followed;
- d) Ensure contact information for the District Youth Protection Officer is made available to club members;
- e) Ensure Youth Exchange host families and students to be given a copy of the Club and District Youth Protection Policy;
- f) Appoint one person (Rotarian or non-Rotarian) who will maintain all records of criminal record checks, all waivers, and screening information in perpetuity (Volunteer Affidavit, reference checks and criminal record checks together in one location in order to maintain privacy and

confidentiality of all information); a suggestion is to rent a safety deposit box to keep all documents;

- g) Follow the procedures outlined in District 5020 Youth Protection Policy Recording and Reporting Guidelines;
- h) Ensure at least one youth services volunteer from the club attends the District 5020 Youth Protection Training Session at the annual District Assembly. Clubs must have representation every three years; more often if the volunteer vacates the role of Club Youth Protection Officer and/or Rotary;
- i) Ensure youth services volunteer who attends the District 5020 Youth Protection Training Session provides other club youth services volunteers with the information from the training session. Club committees meeting to discuss youth activities shall always have 'youth safety' as an agenda item for discussion;
- j) Ensure club provides Youth Protection Training to host families;
- k) Ensure outbound/parents and inbound students receive training on Youth Protection at the September or March Youth Exchange Training Sessions;
- l) Maintain attendance records for all Club Youth Protection Training Sessions;
- m) Provide each Youth Exchange Student with a list of local services (i.e. rape and suicide crisis hot lines, alcohol and drug awareness programs) for teenagers, relevant law enforcement agencies and community services, as well as a 24-hour emergency contact number;
- n) Provide youth with District Youth Protection Officer contact information;
- o) Conduct home visits for host families as outlined in Guidelines for Rotary Youth Program; and
- p) Ensure that the host counselor for each student is not a member of the student's host family (if a host counselor wishes to host an exchange student in their home another member of the club must be appointed as host counselor for the exchange student during this period).

Appendix G: District 5020 CLUB COMPLIANCE Report Form

This form must be completed prior to the Rotary Club entering the Youth Exchange Program or conducting other Rotary Youth Services.

The Rotary Club of Olympia:

1) Acknowledges receipt and review of the following information;

- District 5020 Rotary Youth Services Guidelines
- Rotary District 5020 Club Checklist for Youth Services programs
- Abuse and Harassment Prevention Training Manual and Leaders' Guide (if the Club does not have a copy this document it can be found on the district website)

2) Confirms that this Rotary Club is operating its Youth Services Programs in Accordance with Rotary International and District 5020 policies and guidelines;

3) Has completed one of the following;

- Board adoption of the District 5020 Abuse and Harassment Prevention Policy; or
- Board adoption of a Club Abuse & Harassment Prevention Policy that mirrors the District policy; (if the club has used their own policies, then include a copy of the policy (s) with this form), **AND**

4) Conducts or will conduct any or all of the following Youth Exchange/Youth Services activities (check all applicable):

Youth Exchange

- _ RYLA
- _ Rotaract
- _ Interact
- _ Other

PLEASE EXPLAIN- ATTACH EXTRA SHEET IF NEEDED

Print Club President Name: _____

Print Club Youth Protection Officer (YPO) Name: _____

YPO Email _____ YPO Phone _____

Club President Signature: _____

Date: _____

Return to: Ron Fisher, District Youth Protection Officer
Email: fisherrk@telus.net
Cell: 250-202-6114
Updated 26 September 2015