

**Rotary**  
**Albert Park**



# Operating Guidelines

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April 2010, September 2011, January 2018, May 2019

# **Purpose of Rotary Club of Albert Park**

- **Do good for humanity ..  
within our community and globally**
- **Be Socially Responsible**
- **Live life with High Integrity**
- **Acknowledge and Support each other**
- **Have Fun**
- **Speak with Good Purpose**

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# Administration

## AGM Procedure

AGM to be scheduled on a recurring date, eg 2<sup>nd</sup> or 3<sup>rd</sup> Wednesday in November, in accordance with the Rules and Constitution of the Rotary Club of Albert Park Inc.

Date of AGM preferably to be a club day with no guest speaker.

Consumer Affairs Victoria regulations require the AGM to be held within 5 months from the end of the financial year and the Annual Statement by the Public Officer (incorporating the accounts presented to and accepted by the AGM) must be submitted to Corporate Affairs within 30 days of the AGM.

Format as follows ..

- Review & Adoption of minutes of the prior AGM
- Presentation of Accounts for past financial year
- Election / Announcement of following year office bearers
- Tabling of club status report
- Pre-proposed agenda items

## Annual Handover

Incoming officers are to attend the May Board Meeting of current Rotary year to become familiar with board procedure and current items of discussion.

Outgoing officers to make an official handover to incoming officers and provide ..

- Relevant forms, aids to the role .. hard copy and electronic
- Details of unfinished / ongoing projects
- Step by step written guidelines / actions plans for all completed / ongoing projects

Outgoing board members to file appropriate items, electronically where possible, and pass to appropriate person for archiving.

## Annual Records

An electronic copy of the following documents is to be archived by the Club Secretary with a copy to be provided to the Club Historian.

- President's Annual Report
- Treasurer's Monthly Reports
- Monthly / Annual Accounts
- Minutes of Board Meetings
- Copy of the annual return to Corporate Affairs Victoria (signed by the Public Officer)
- Minutes of AGM
- Copy of the signed statement re the AGM that accompanies the annual return to Corporate Affairs
- Membership applications received and reviewed by the Board
- Member signed Child Protection Compliance Statements

- Member signed RCAP Shared Values and Expectations
- Copy of the July 1<sup>st</sup> Semi-Annual Return to RI detailing club membership
- Record of Paul Harris Fellows presented (to be provided by Paul Harris Committee)
- Record of Club Centurions (to be provided by Foundation Chairman)
- Record of Paul Harris Society members
- Record of Major Donors

## **Email Protocol**

### **Guidelines and Etiquette for Using Email**

Email rules are simply guidelines to make internet life more pleasant and secure for all members.

Good manners and consideration for others make for a more pleasant experience for all.

Group emails to all members are composed and distributed via Clubrunner.

Historic emails are available in Clubrunner for modification / re-sending.

Other emails may be sent from personal email addresses by individual members to either one member or a number of members.

### **General Information**

#### **Know when to write or reply to e-mail.**

Electronic communication does not afford face to face contact to use expression, gesture, or tone of voice to express the way you feel, since all you have is text on a computer screen.

You therefore need to express yourself carefully so that you aren't misinterpreted.

#### **Don't write unnecessary messages**

A lot of messages are replies to other messages.

You may not be the only recipient of the original message and someone else may have already replied (with a CC: to you) with an adequate answer, so review all e-mails you have received on a particular subject before responding.

#### **Do not reply in haste or anger**

Occasionally you may wish to write an angry and impassioned mail message.

Write it, but don't send it until you have calmed down. It is almost never a good idea to send an angry message. Once it is sent it cannot be retrieved.

### **Email Guidelines for Albert Park Rotarians**

- When emailing a group message, refer the message firstly to either the President or Secretary for appropriate distribution to members
- Emails pertaining to Rotary to contain "Rotary" at the start of the subject line
- All Rotary email to contain a signature block that includes the name of the person sending the email and the sender's title or committee designation (if any).  
(Do not include a digitized graphic of your written signature. This is the fastest way for someone to obtain your signature for fraudulent use.)

- No Rotarian to be added to any e-group, or bulk mailing list, without that member's permission; except mailing lists specifically established for RI directors, trustees and officers, as well as RI committees, task forces etc
- By virtue of having accepted duties and responsibilities of their positions, Rotarians included in the "exceptions list" in the above Guideline shall be presumed to have given permission to receive Email pertaining to their position
- E-groups and other bulk mailing lists are not to be used for expressing political views, or for the distribution of SPAM or jokes etc
- E-groups and other bulk mailing lists not to be used for expressing criticisms, which could be interpreted as personal attacks on individuals and groups within the club
- Constructive criticism with regard to any issue relating to Rotary business to be addressed to the Board, and to be written with appropriate, non-judgmental and respectful language
- Email lists not to be published in any form that is available to the public
- Whenever possible, attachments to emails should be avoided to reduce the spread of viruses. Where possible, cut and paste into the body of the email.
- Reply personally to emails, not "reply all" unless requested
- When sending an email to a group, the sender should indicate whether it is appropriate to reply personally or "reply all"
- When emailing to a group use the BCC box instead of the TO or CC box to protect privacy / security of email addresses

Breaches of these guidelines may result in censure by the Board, with repeated breaches potentially leading to a request for resignation.

## Horizons Committee

The Horizons Committee is made up of all current-member Past Presidents of the club, the current President and the President Elect, and is established for the purpose of ..

- Setting and reviewing from time to time the long term objectives of the club
- Establishing club policies
- Advising the Board on matters of policy at the request of the President
- Mentoring the President, President Elect and President Elect Nominee
- Assisting with selection of future officer bearers (see Nominating Committee)

The Committee is to meet once every 4 months or more frequently if required.

## Record of Meetings

### Committee Meetings

Committee meetings must be held monthly.

Committee directors are to contact all committee members at the start of the Rotary year (or when they join the club) to advise timing / location of monthly meetings.

Meeting times / locations to be published in the Club Bulletin.

Committee meetings should be scheduled in the week prior to the club board meeting to ensure information is up-to-date at all times.

Minutes of committee meetings to be a true and accurate record of the meeting, including agreements and / or decisions made and action to be taken.

Minutes to include ..

- Members in attendance
- Apologies received
- Topics discussed and decisions made
- Action Plan

Committee director reports to the board to be a condensed version of committee minutes, including agreements and / or decisions made and action to be taken, and to be distributed to all board members 48 hours prior to the monthly board meeting.

## **Board Meetings**

All club members are eligible to attend Board Meetings.

General club members wishing to attend must notify the Secretary 24 hours prior to the meeting.

Minutes of board meetings to be a true and accurate record of the meeting, including agreements and / or decisions made and action to be taken.

Minutes to be written in the 3<sup>rd</sup> person with reference to individuals made only in regard to the proposing / seconding of items or action to be taken.

Minutes to include ..

- Members in attendance
- Apologies received
- Meeting commencement time
- Meeting finish time
- Topics discussed and decisions made
- Names of persons 'proposing' and 'seconding' appropriate items
- Action Plan

Attendance at Committee Meetings to be advised to Club Attendance Officer by Committee Director.

Attendance at Board Meetings to be advised to the Club Attendance Officer by the Secretary.

## **Selection of Board Members**

### **Nominating Committee**

The Horizon's Committee is available to act in an advisory capacity to assist in selection of President Elect / President Elect Nominee.



## **President**

Club President candidates will ideally have at least 2 years board experience, have served on at least 2 committees and be committed to the long term objectives of the club.

President Elect to ..

- Be strongly encouraged to attend / have attended Rotary Leadership Institute
- Attend all PELD, other President training sessions and District Assembly
- Attend District Conference
- Ensure all Committee Directors attend District Assembly

Each President to advise members of their vision for the coming year.

Committee Directors of each Avenue of Service to have served at least one year on designated committee within past 2 years, preferably the previous year.

Club Secretary and Club Treasurer to have had at least 2 years Rotary experience and to have prior board experience.

## **Mentoring of Board Members**

Incoming Presidents are encouraged to appoint a Past President to their Board in a senior role (Vice President, Secretary, Treasurer, or Avenue of Service Director) to act as a personal guide and mentor.

One Past President to be allocated to each Avenue of Service Committee each year to work with Director as mentor.

2ICs to be nominated in each committee.

**2ICs to attend Board Meetings in the absence of the Director.**

## **Paul Harris Fellow Committee**

A PHF Committee of 3 Paul Harris Fellows is to be selected by the President at the commencement of the Rotary year.

## **Selection of Paul Harris Fellows**

Nominations to be sought from all club members for Rotarians and / or community members in March each year, for recognitions to be awarded at the Club Changeover in June. This does not restrict the members, President or the Board from proposing suitable candidates for PHF recognition at any other time.

The committee may make recommendations for PHF recognitions to the President / Board. The President / Board may make recommendations for PHF recognitions to the PHF committee.

Nominated member of the PHF committee to order PHFs from Rotary Sth West Pacific in Parramatta (see District Directory).

## **Selection of Rotarian of the Year**

Rotarian of the Year is to be selected by the President. Recipients name / year to be engraved on the perpetual trophy.

# Attendance

## Leave of Absence Guidelines

Leave of Absence allows exemption from attendance requirements and / or participation in club activities for a board-approved period of 3 or 6 months under the following circumstances

- Extended travel overseas
- Illness
- Major work, study or family commitments

According to the Club Rules and Constitution, Section 2(a)(1) provides that a maximum 12 months “special leave of absence” may be granted to a member who moves away from the locality of the RC of Albert Park (ie the Port Melbourne/South Melbourne/Albert Park/Middle Park area delineated in RCAP’s Charter).

Requests for Leave of Absence are to be ..

- Made in writing to the board on the appropriate form (see Appendix 3)
- Approved by the Board
- Confirmed in writing to the member by the Club Secretary

Leave of Absence must conform with Club By-laws.

The Club Rules and Constitution Section 2(a)(2) provides that a member who moves away from the area (or who never lived there in the first place) can continue to be a member if they continue to meet all the conditions of club membership, ie Are an adult of good character and business/professional reputation, pay their dues on time and attend at least 50% of the RCAP weekly meetings or make-ups as outlined below.

## Make-Up Guidelines

Whilst Rotary International currently has an attendance requirement of 50%, the club has an objective to achieve 60+% attendance by members, together with at least 12 hours engagement in club projects in each half of the year.

The following activities will contribute towards attendance ..

- Meetings at other Rotary clubs (a make-up)
- Formal Board meetings
- Committee meetings (held other than after club meeting unless for a minimum period of 60 minutes)
- Horizon Meetings (held other than after club meeting unless for a minimum period of 60 minutes)
- District Meetings
- Club fundraising activities
- Club community activities
- District functions
- Rotary International functions
- Meeting of external organisations supported by RCAP (eg CaSPA Care)

## **Inclusiveness**

Members planning club activities and events to be aware of religious events and dates that may impact on members ability to attend.

# Membership

## Membership Guidelines

Membership in a Rotary Club is by invitation only.

Every applicant for membership with RCAP will be treated and evaluated according to his or her individual skills, qualifications for membership, commitment to their responsibilities of membership and attendance requirements.

Membership decisions based on any criteria other than a person's qualification to be a member of Rotary are prohibited.

## Potential Members

Potential RCAP members are required to attend a minimum of 3 evening meetings, preferably consecutive, within a maximum period of eight weeks.

Potential members should be encouraged to participate in a hands-on project, and to attend fellowship functions, to allow them to be exposed to the culture of the club.

This will give them the opportunity to assess whether the culture and nature of RCAP is attractive to them.

They should, however, not be invited to attend Board or Committee Meetings at this time.

No reference should be made at a regular club meeting regarding induction of a potential member until their membership has been officially sanctioned by the Board.

Membership Director to ..

- Provide Membership Application Form at end of second visit
- Arrange interview on receipt of completed application form and after third visit
- Provide completed application form, with recommendation by interviewer, to Club Secretary at earliest opportunity, retaining copy for Membership file

Club Secretary to ..

- Circulate application form to Board Members via email for approval
- On approval by board, circulate advice of proposed membership to all club members who have a period of 7 days within which to comment
- Confirm no objections to President / Club Services Director / Membership Director
- Forward details to Attendance Officer (at time of induction)
- Request Door Roster coordinator to add to Door Team at earliest opportunity
- Request roster coordinators to speak with new member re willingness to be on roster
- Request name be added to weekly Attendance list

(See Protocol for Notification to Board & Members)

## Responsibilities of Membership

Prospective members are expected to ..

- attend weekly club meetings

- pay annual / pro-rata dues to the club (which also covers Rotary District and Rotary International affiliation fees) within 30 days of notification
- participate in local and international Rotary club activities or project

All members are encouraged to aspire to club leadership roles.

## Age and Student Membership Eligibility

There is no minimum or maximum age to join Rotary.

A person may be invited to join at any age after they have become established in a career and have the time and financial resources to meet all Rotary club qualifications for membership and a commitment to the responsibilities of membership and attendance requirements.

College or University Students are not eligible for membership of Rotary as they have not yet reached a level in their personal and professional lives that allows them to fulfil all aspects of Rotary club membership, however, undergraduate and recent graduates, as well as young adults, may become members of a Rotaract club.

## Interview Guidelines

Prior to being recommended to the Board of RCAP as a potential member, a potential new member is required to ..

- Complete an application form, including a personal profile and / or information regarding reasons for wishing to become a Rotarian
- Sign a D9800 Protection Policy Declaration Form
- Apply for a Working with Children card
- Sign RCAP Shared Values

and undergo an informal interview process (say, over a cup of coffee) with the club President, Membership Director (or appointed RCAP member) to ensure that they are aware of the expectations and commitments of Rotary membership and to determine their expectations.

The interviewer should sell the concept of “Service to the Community” and explain the following ..

- Structure of the club & members
- Role of the Avenues of Service
- RCAP financial commitments, including joining Fee, weekly meeting attendance, Changeover event, etc
- The induction process
- RCAP projects, providing further information of any Projects that the person has an interest in
- The club attendance objective of 60+% and the contribution that make-ups, involvement in projects and attendance at committee meetings makes to personal attendance percentage
- Expectation of their commitment to participation and involvement in at least 2 projects in their first year to assist their integration into the club (see Shared Values & Expectations)
- District Conference and the benefits of attendance
- Purpose of RCAP Changeover and importance of attending

- The process by which new members are integrated into the Club and the support provided by the Membership Committee
- Requirement to make payment of Joining and Membership Fees when completing paperwork
- Requirement to have / apply for a WWCC

## **Interview Questions**

- Why are they seeking to join a service club, especially Rotary
- Prior involvement with a service club
- Why do they wish to join RCAP and what can they bring to the club / organisation
- Who introduced them, or where did they hear about RCAP
- Where they work and what type of work they do / did
- What skills do they believe they can contribute to the club or a project
- Area of interest within Rotary (eg Community, International, Vocational, Youth, Communications, Special projects, Fundraising, Administration eg future role as Secretary or Treasurer)
- Understanding of the time commitment and willingness to live up to it
- Understanding of the financial commitment

If the person is enthusiastic about membership, and they have satisfactorily answered the questions posed, ask them to choose a particular project to participate in initially.

By conducting an informal “Interview” we aim to minimise the number of member’s resigning because of expectations not being met.

## **Protocol for Notification to Board & Members**

The interviewer, if not the Membership Director, is required to provide completed application documents to the Membership Director via email, together with a recommendation for acceptance / non-acceptance into the club.

If the interviewer is not recommending the applicant for membership, the notification should state only “I have reservations” about this application.

No further details should be given at this stage.

Membership Director / Committee to bring the matter to the attention of Board Members to be discussed and voted on.

If the Board votes against the applicant, the Membership Director then informs the applicant of the decision.

To expedite the membership process, the Membership Director or Secretary is required to provide completed application documents to all Board Members via email at the earliest opportunity.

Board members are to respond to the Membership Director or Secretary as soon as possible.

If the Membership Director is not recommending the applicant for membership or a board member considers the applicant to be unsuitable for membership, the notification or response

should state only “I have reservations” about this application. No further details should be given at this stage.

The application is to be discussed and voted on by the Membership Director and Board Members.

When applicants are approved by the Board, the Secretary is to advise all financial members of the club, via email, of the proposed induction of the applicant and allow a period of 7 days for comment / objection.

The email to include instruction that members wishing to make comment or objection should respond only “I have reservations about this application”.

Any such comment / objection to be referred to the Membership Director for further action.

At the end of the 7 days period the Secretary is to advise the Membership Director & President if any objections have been received.

## **Inducting New Members**

The induction of a new member to our club is a very important occasion for the inductee and the club.

The induction therefore demands appropriate ceremony and formality.

During the induction ceremony by the President, members should be requested to stand as a mark of respect for the occasion and the inductee.

This will also ensure that the formality of the occasion is not distracted by ongoing dinner activity.

A Rotary pin is presented to the new member at the time of induction and is on loan whilst a person is a Rotarian.

Members are requested to return the Rotary pin at time of termination of membership.

A New Member Kit is also provided.

## **New Members**

It is important for the President, in conjunction with the Membership Chairman, to continue to assist a new member integrate into RCAP. (Remember your initial involvement with Rotary .. the acronyms used, the bulk of information you were exposed to.)

## **Orientation**

Our Orientation Program sets out the standard achievements we expect for new members in their first six months. Orientation is planned with the Membership Committee, and includes ..

- Attending a meeting of each Avenue of Service Committee and being allocated to / choosing one of the committees to join
- Being taken to another club's meeting (a make-up)
- Volunteering for a club activity, eg Sunday Suppers or Library Book Pick-Up
- Being rostered for door duty shortly after induction



- Presenting 'My Brilliant Career / The Person Behind the Badge'
- Working on at least one Club project
- Attending a "fireside" chat
- Being offered the opportunity to participate in Rotary Leadership Training

## **Mentoring for new Members**

The Membership Committee is to comprise members with thorough knowledge of Rotary and is responsible for training its members in the skills of mentoring new members.

Mentors to ..

- Introduce new member to fellow Rotarians at club meetings
- Sit with them .. sitting with different other members each week
- Ensure new member is on an active committee and attending monthly committee meetings
- Ensure new member attends club Fireside Chat about 1 month after joining
- Accompany new member to a 'make-up' to experience other Rotary clubs
- Monitor new member's attendance (consult attendance officer if necessary)
- Suggest attendance at District Conference
- Meet with new member monthly, for half hour discussion for first 6 months, and bi-monthly for following 6 months.
- Review after 3 months to ascertain member's feelings / problems / concerns
- Report to President / I Care officer re their progress and integration
- Get new member involved in club activities including fellowship events and club projects

## **Membership Review**

RI annual dues are payable for all members current as at June 30 each year.

It is therefore important to confirm that current members will continue their membership after that date.

Board to review Membership list at the May board meeting each year to establish if any members should be terminated or their application for membership renewal in the following year be refused due to non-compliance with Membership Guidelines including qualifications for membership, responsibilities of membership and attendance requirements.

The decision of the Board to terminate or not renew shall only be taken after the member has been formally advised by the Board of the proposed action and the member has had the opportunity to respond within 14 days.

## **Exit Interview & Ceremonies**

President and / or Membership Director to conduct exit interviews with resigning members and request completion of Exit form.

Where practical, the President is to arrange for departing members to attend a farewell meeting.

# Member Shared Values & Expectations

The following values have been compiled by Rotary Club of Albert Park members. They should be known, owned and practiced by all club Members.

**Remember .. we are important people working with, and for the benefit of, important people**

- Encourage a “Culture of Involvement & Acknowledgment”
- Practice ‘Awesome’ participation
  - Attend at least 2 weekly meetings per month
  - Attend a committee meeting each month
  - Participate in 2 club projects each year
  - Attend Club Changeover unless interstate / overseas / or ill
  - RSVP or Apologise in advance** for weekly meetings & events
  - Do one Make-Up at another club each year
  - Attend District Conference at least every 3<sup>rd</sup> year
- Be considerate of other members
- Make Albert Park a fun, welcoming club for our members, guests and supporters
- Be punctual to meetings
- Be warm and sincere in your greeting
- Be aware of Rotary’s objectives, ideals and procedures
- Embrace rotary’s 4-Way Test when dealing with others
- Be an ambassador of Rotary at all times

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I will do my very best to actualise the Shared Values & Expectations of the Rotary Club of Albert Park.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

# Member Support

## We Care .. Role of “I Care” Officer

Contact to be made with members who have not ..

- Attended
- Tendered apology
- Advised they are on vacation

for a period of 3 weeks.

Weekly report of contact with members to be emailed to President.

Verbal presentation to be made each week at meeting.

## Bereavement / Illness Expenditure Guidelines

Member illness	Card signed by all members Flowers, at discretion of President
Death of Member	Card signed by all members Donation of \$50 to appropriate organisation Notice in Herald Sun
Member immediate family illness	Card signed by I Care Officer and / or President
Death of partner / children	Card signed by all members Donation of \$50 to appropriate organisation
Death of parent / sibling	Card signed by all members

## Fellowship Guidelines

Members are to personally encourage other members (especially new members) to attend club / district functions and even offer to drive them if they live in your area.

New members, members without partners and those who do not feel confident driving at night would be grateful for such a gesture.

## **President Support for Members**

- Speak with each member individually (as time permits)
- Schedule 6-week follow up meeting for new members with current President and President-Elect
- Appoint 4 current members to be 'new member & guest support team' at all times
- Recognise each member's involvement in activities
- Foster 2-way communication
- Encourage Avenues of Service to schedule meetings in week prior to each board meeting
- Be informed of dates for all activities

# **Fundraising & Expenses**

## **Rotary Foundation Support**

The club commits to donate a minimum of A\$150 per member per annum to The Australian Rotary Foundation Trust.

The club encourages members to personally support The Foundation by ..

- contributing to The Every Rotarian Every Year Program
- becoming a Paul Harris Society member
- becoming a Major Donor

## **Member Contribution of Services**

Members who consider their professional services provided to Rotary are in excess of what they are able to contribute are to submit a quote to the club prior to the commencement of work.

If professional services provided extend beyond the original understanding / agreement the member should contact the President / Treasurer to discuss.

# Speakers

## Appropriate & Acceptable Speakers

It is important that the Program Director ..

- Complete a background check on the proposed speaker (speaker's to be interesting and entertaining)
- Discourage speakers from making 'sales presentations'
- Confirm presentation date and timing with speaker, in writing
- Arrange for introductory notes to be provided to the Chairman of the day prior to the meeting
- Arrange for current 'gesture of acknowledgment' to be available
- Send written Thank You to speakers
- Provide Bulletin Editor with upcoming list of speakers

# Harassment Policy

## Sexual & Other Harassment / Discrimination

It is a violation of the moral values of this club (and unlawful) to sexually (or otherwise) harass or discriminate against a fellow member or potential member and any such behaviour will not be tolerated.

This includes the following behaviours which may make a person feel offended, humiliated and / or intimidated and can be a single or recurring incidents ..

- Unwelcome / uninvited comments / questions about a person's sex / personal life or physical appearance
- Suggestive behaviour including comments or jokes
- Unnecessary physical familiarity including touching / hugging / kissing
- Sexual jokes / offensive phone calls / photographs / reading matter / objects / emails / SMS messages / screensavers or posters
- Sexual propositions / unwanted invitations
- Indecent assault
- Treating one person less favourably than a person of another sex in similar circumstance

Sexual harassment is not sexual interaction, flirtation, attraction or friendship which is invited, mutual, consensual or reciprocated.

Any complaints of harassment / discrimination should be confidentially reported to the President immediately so that an investigation may be carried out, an appropriate warning given and further action taken, after consultation with members of the Horizon's Committee.

Refer to Rotary District 9800 Harassment Policy for further guidelines.



# Protection Policy

The District Protection Committee is responsible for safeguarding children, young persons and vulnerable adults, together with Rotarians, their families and other volunteers, participating in Rotary organised Activities (ROAs)..

All Rotarians in District 9800 ..

- Are committed to creating and maintaining the safest possible environment for all participants in Rotary activities
- Accept the responsibility to safeguard to the best of their ability the welfare of children, young persons, and vulnerable adults with whom they come into contact
- Will act to ensure that they, their spouses or partners, and other volunteers understand and enact this commitment in all Rotary activities

Refer to D9800 website, <http://rotaryd9800.org>, for information regarding the District Protection Policy.

Club members are required to have / apply for a Working with Children Check (WWCC) prior to their membership of the club / with any project which involves children under the age of 18. This requirement also applies to spouses or partners, and any other adults, who may in the course of that project come into contact with children.

Where a family is hosting a Rotary Exchange Student, all persons in the host household aged 18 or over must have a current WWCC.

# Duty of Care .. Exchange Students

Incoming Exchange Students not to be agreed to without RCAP full commitment to hosting or co-hosting arrangement with another D9800 Rotary Club.

Exchange Student and student host family contact information to be known, at all times, by both the New Generations Director and Club President.

Exchange Student to be encouraged to attend RCAP weekly meetings on a regular basis.

Further information relating to Exchange Students can be found on the following Rotary International website link [http://rotanet.com.au/users/youth\\_exchange/](http://rotanet.com.au/users/youth_exchange/).

# **Social Media Engagement Policy 2019**

## **Rotary District 9800**

### **Why do we have this policy?**

Rotary sees social media as an important tool for community engagement and creating volunteering opportunities. Rotary also encourages its members to use social media in a personal capacity as a way to reach out and share information and views with friends and communities.

Rotary recognises the need to have a policy which ensures that members who use social media either as part of their volunteering, or in a personal capacity, have guidance as to the Rotary's expectations where the social media engagement is about Rotary, its services, its people, its community partners and partner organisations.

### **Application**

This policy applies to District, Clubs and Club members in promoting or sharing information about Rotary and its programs and when commenting on or about Rotary, its members and partners.

If you are representing Rotary in social media, or if you are discussing Rotary or Rotary business related issues in your personal use of social media platforms, you are required to adhere to this Policy.

This policy does not apply to members' personal use of social media platforms where the member makes no reference to Rotary related issues. It only applies to occasions where the member makes reference to Rotary.

### **Policy**

That social media users:

- Be clear about who users are representing
- Take responsibility for ensuring that any references to Rotary are factually correct and accurate
- Do not breach confidentiality
- Are respectful of the individuals and communities with which users interact

### **Implementation**

#### **Representation**

You are required to:

- Identify yourself as a Rotary member;
- Ensure you do not imply in any way that you are authorised to speak on Rotary's behalf;
- Ensure you do not knowingly use the identity of another Rotary member; and
- Be mindful during your social media engagements of the importance of not damaging Rotary's reputation and interests and/or bringing Rotary into disrepute.

## Responsibility

You are personally responsible for the content of your posts online.  
In this context, you have a responsibility to ensure that:

- Any information about Rotary that you provide is informed and factually accurate by checking the District 9800 website or with the relevant District 9800 representative
- If you wish to express your opinions please make it clear they are your personal opinions
- If you are offering your personal perspective on a matter related to Rotary, be mindful that your commentary and opinion does not cause, or have the potential to cause, damage to the organisation or its interests.

You should:

- Use a simple disclaimer to ensure that your stated views and opinions are understood to be your own and not those of District 9800 or the Rotary Club of Albert Park when you refer to any aspect of, or work done by Rotary
- Ensure you do not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity, including about Rotary, its members, volunteers and partner organisations
- Think before you post and carefully consider the text, photos and videos from the perspective of those who may see them and react to them. It is likely they cannot ever be fully deleted

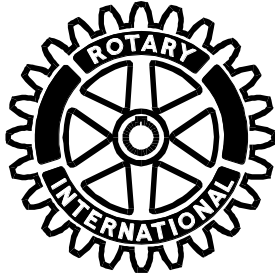
## Respect for others

Please:

- Be respectful of Rotary, District 9800, its Clubs and members in everything you post online
- Be respectful of all other individuals and communities with which you interact online
- Be polite and respectful of other opinions, even in times of heated discussion and debate
- Adhere to the Terms of Use of the social media channel you are using, and seek to conform to the cultural and behavioural norms, of the social media platform being used
- Respect copyright, privacy and other applicable laws when publishing on social media platforms

Policy revised: February 2019

Please also see the D9800 Mutual Respect Policy



## Rotary Club of Albert Park

### Request for Leave of Absence

(Required only where a member will be absent for more than four consecutive regular club meetings)

I \_\_\_\_\_ hereby advise that I shall be absent from regular meetings of The Rotary Club of Albert Park for the period:

From \_\_\_\_\_ To \_\_\_\_\_

Due to

- Overseas Travel
- Moving away from area
- Business / Study Commitments
- Protracted Ill Health
- Partner's Illness
- Other

Please provide further details

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and request Leave of Absence from the Rotary Club of Albert Park for the above period.

I understand that throughout the period of Leave of Absence ..

- I am required to be a financial member of the club
- I am not exempted from attendance requirements and am encouraged to do make-ups at meetings of other clubs and attend club activities

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

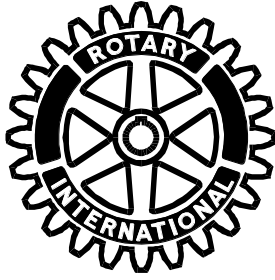
Form to be returned to .. The Secretary  
Rotary Club of Albert Park  
PO Box 151  
ALBERT PARK VIC 3206, or via email

**CLUB USE ONLY:**

Confirmed by Board at meeting held on \_\_\_\_\_

Excused from attendance applies Yes / No Duration of LOA Granted \_\_\_\_\_

Advised to Attendance Officer / Recorded in Club Records on \_\_\_\_\_



## Rotary Club of Albert Park

### EXIT INTERVIEW: WRITTEN QUESTIONNAIRE (INFORMAL)

After completing this form, please give it to the Membership Director.

Member Name	Date Joined	Positions Roles with which you have been involved
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Rotary Club of Albert Park		
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What factors were most important in causing your resignation? \_\_\_\_\_

What did you like most about:

Rotary Club of Albert Park?

Rotary Activities?

Rotary Meetings,  
Fellowship?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What did you like least about:

Rotary Club of Albert Park?

Rotary Activities?

Rotary Meetings,  
Fellowship?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How did your Rotary experience compare with:

Your expectations prior to  
joining?

Your expectations of a community service  
organisation?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you feel that you were kept informed of and involved in the activities of:  
Our Rotary Club? Rotary District 9800 and Rotary  
International?

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If you have answered 'no' to either of the above, how could communications have been improved?

General comments about your membership of and experience in Rotary.

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**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**THANK YOU**