

GUIDELINES FOR ADDRESSING ALLEGED UNETHICAL/ILLEGAL BEHAVIOR IN REGARD TO MEMBERSHIP  
IN THE ROTARY CLUB OF ROCHESTER

Principles to keep in mind throughout any situation involving alleged unethical/illegal behavior

1. Follow the 4-Way Test
2. Maintain confidentiality to the extent possible for the sake of the individuals involved, as well as for Rotary.
3. There's a difference between an allegation and a conviction
4. A blemish on someone's record in the past doesn't necessarily reflect that person's current behavior.

Steps to take if a member shares an incident of alleged unethical/illegal behavior by a fellow member:

1. Listen to the member reporting the issue.
2. Thank them for sharing the information.
3. Ask if legal action has been taken.
4. If no legal action has been taken and the member does not have concerns about the membership of the member identified, inform the reporting member that no additional action is needed.
5. Throughout the process, make notes of who was contacted and what information was gathered. The club Administrative Director will save the documentation in a confidential file for six years.
6. If the member has concerns about the membership of the identified member, document specific allegations and specific concerns and explain that the information will be reviewed by the President, a Board Director and the Administrative Director. The Administrative Director or the President will attempt to verify in an internet search that a legal charge has been filed.
7. Club President or Administrative Director contacts the identified member to hear his or her side of the story.
8. If legal action has been taken, document specific allegations/charges and report to the Administrative Director or Club President, and further discussion will include the Club President, Administrative Director and a Board Director.
9. Club President or Administrative Director follows up with the member who brought forward the concern to notify him or her of any action taken or not taken.

Steps to take if a member is legally charged with a crime:

1. Verify charges and provide information to Club President and Administrative Director
2. Bring the matter to the Board, and follow the procedures outlined in the Standard Rotary Club Constitution, Article 15, section 10 (included in the attached template letter sent to the member). Determine if charges impact current volunteerism (i.e. youth contact, financial services, etc.)
  - a. If no, proceed with letter to member indicating Rotary membership suspension
  - b. If yes, proceed with letter to member barring him/her from all associated activities and indicating Rotary membership suspension