

Rotary District 5390 Manual of Procedure

As of October 2021



The purpose of the District Manual of Procedure is to provide Rotary District leaders with the constitutional and governance documents relevant to their service that is not contained in Rotary International's Manual of Procedure.

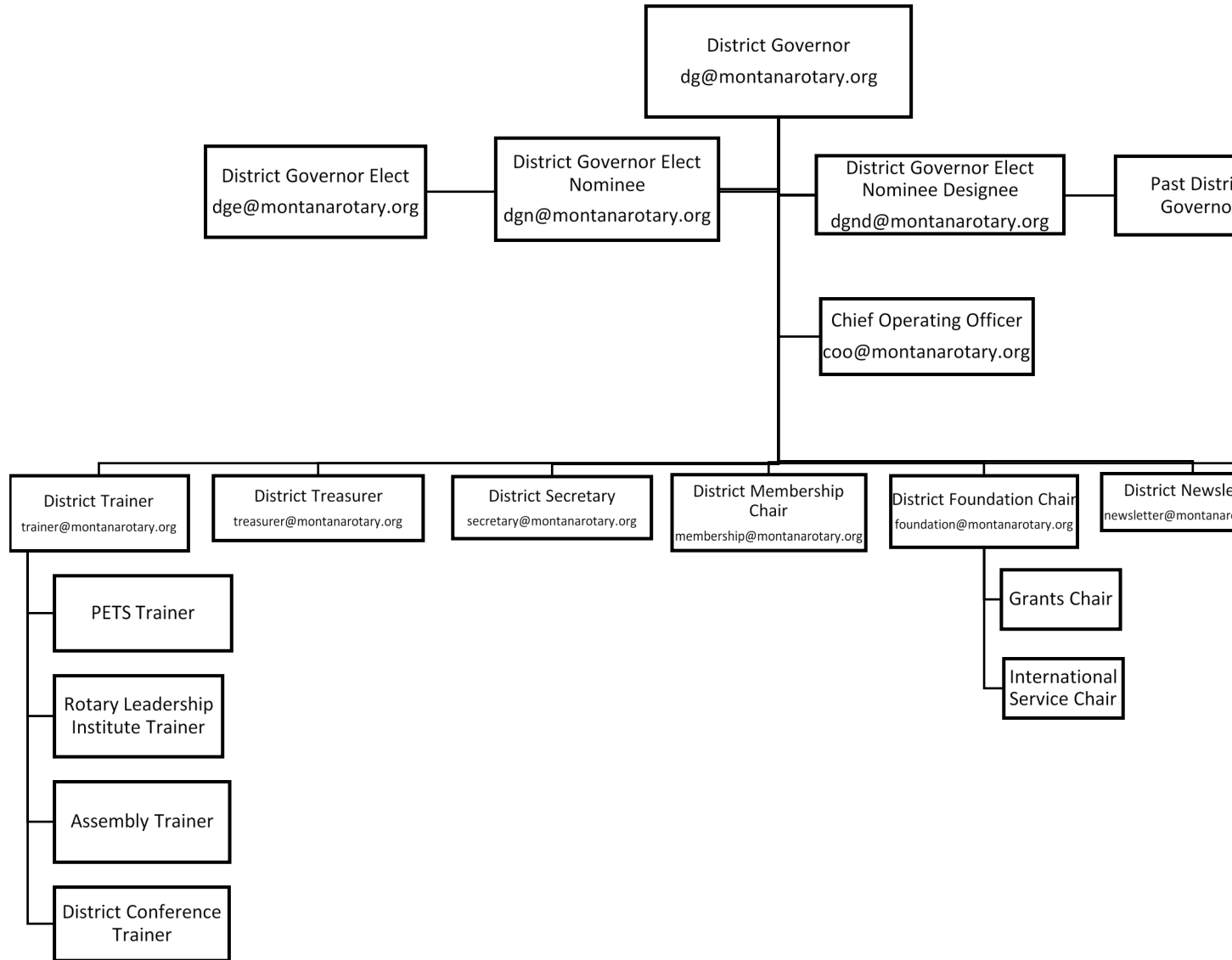
The Rotary International Manual of Procedure and Code of Polices govern when the District Manual of Procedure or District Policy conflict.

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DISTRICT ORGANIZATION CHART



I. Structure of District 5390

A. District Leadership

1. GOVERNOR

The Principal Officer of District 5390 shall be the duly elected District Governor. The District Governor is the sole officer of Rotary International in the District nominated pursuant to Section 12 of Rotary International

Manual of Procedures and elected by the convention of Rotary International. The Governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the District. They shall encourage participation in a district leadership plan and foster effective clubs by providing inspiration and motivation to the clubs. The District Governor shall be responsible for the proper operation of the District and for the accomplishment of District 5390 goals and objectives.

The District Governor is responsible to adhere to Article 19.010 of the Rotary International Code of Polices and the following activities in the District, as provided in the Rotary International:

a. Duties

- Conducting, implementing, or reviewing district strategic planning with the governor-elect and governor-nominee,
- Strengthening clubs,
- Starting clubs,
- Promoting membership growth and engagement by working with district leaders and club presidents to set realistic membership goals for each club,
- Managing online membership leads with your district membership committee chair, including promptly reviewing and assigning leads to clubs,
- Supporting The Rotary Foundation through fundraising and grant activities,
- Serving as a spokesperson for your district and Rotary when appropriate,
- Helping the governor-elect plan and prepare for incoming officer training meetings,
- Conducting district events, including the district conference and a Vibrant Club Workshop,
- Supervising the district leadership team,
- Encouraging open communication among clubs, as well as between clubs and RI,
- Officially visiting each club (through meetings with one or more clubs), to raise awareness of important Rotary issues, support struggling clubs, motivate club members to participate in service, and recognize members' contributions,
- Communicating at least monthly with each club president and secretary,
- Fostering continuity by working with past, current, and incoming district leaders,

- Transferring district files to the governor-elect at the end of your year,
- Reviewing clubs' status with the district governor-elect before the International Assembly and offering recommendations for strengthening weak clubs,
- Assigning the governor-elect responsibilities related to committees, administration, or events,
- Ensuring that district nominations and elections are conducted according to the RI Constitution and Bylaws and other RI policies,
- Inquiring regularly about the activities of Rotarian organizations operating in the district,
- Following the District Governor Code of Ethics (Rotary Code of Policies section 19.010.1.),
- Performing such other duties as an officer of Rotary,
- Preparing an expense report showing how your district has used the RI funding allocation, and submitting this to RI by the date prescribed,
- Preparing an annual statement and report of district finances, and sharing this with Rotary and all clubs by 30 September in accordance with RI Bylaws section 16.060.4.

2. DISTRICT GOVERNOR ELECT

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

Duties:

- Attending the governors-elect training seminar (introduction),
- Setting district goals for the year that align with the district strategic plan and Rotary's strategic plan,
- Appointing assistant governors and district committee chairs and reporting them in My Rotary,
- Conducting district meetings, including the district team training seminar, presidents-elect training seminar, and district training assembly,
- Planning for the district conference,
- Reviewing clubs' status with the governor, in preparation for the International Assembly,
- Attending the International Assembly.

3. DISTRICT GOVERNOR NOMINEE

The District Governor Nominee (DGN) is the officer who succeeds the present sitting District Governor Elect, assuming the position on July 1 of the next Rotary year.

Duties:

- begin to prepare for the role of governor,
- foster continuity by working with past, current, and incoming district leaders to support effective clubs,
- begin analyzing the district's strengths and weaknesses, including Rotary's public image, membership, The Rotary Foundation, district events, and RI programs, with background material provided by the immediate past governor, governor, and governor-elect, and using RI resources,
- review the district organization (District Leadership Plan) and club administrative framework (Club Leadership Plan),
- attend all district meetings when possible,
- participate in district committees or other activities, as may be suggested by the district governor or district governor-elect,
- attend district governor-nominee training,
- attend training in leadership skills,
- select a site for the district conference held during the year of the governor-nominee's service,
- consider which Rotarians he/she will approach to serve on his/her district team.

4. DISTRICT GOVERNOR NOMINEE DESIGNATE

The District Governor Nominee Designate (DGND) is the officer who succeeds the present sitting District Governor Elect Nominee (DGN), assuming the position on July 1 of the next Rotary year.

Duties

- Provide support to the District Leadership team,
- Attend the District Leadership Team,
- Attend the District Training Seminars,
- Attend District Conference,
- Attend District Assembly,
- Attend President Elect Training Seminar PETS.

5. ASSISTANT GOVERNORS

Assistant governors are appointed by the governor-elect to motivate and support a group of designated clubs. They are appointed each year for a one-year term and may serve as many as three consecutive terms. The number of assistant governors should reflect such factors as your district's

size, language needs, geography, and balance of strong and weak clubs. Your district is responsible for budgeting financial support for assistant governors as they perform their duties.

Qualifications

(effective July 2020)

Minimum criteria for assistant governors:

- Active membership in good standing in a club in the district for at least three years,
- Served as president of a club for a full year or as a charter president for at least six months.

Additional criteria:

- Knowledge of clubs, the district, and Rotary, including policies and Rotary's online tools,
- Demonstrated leadership skills and qualities, including listening, communication, motivation, accessibility, integrity, and being proactive,
- Regular participation in district events.

RESPONSIBILITIES

(effective July 2020)

- Visit each club regularly to discuss club activities, resources, and opportunities,
- Support clubs in setting and achieving goals, finding solutions to challenges, resolving,
- conflicts, and meeting their district and RI administrative requirements,
- Serve as a liaison between clubs and district committees,
- Assess clubs' ability to thrive and mentor club leaders on strategies to make their clubs successful,
- Encourage clubs' involvement in district activities and committees,
- Keep the governor informed on clubs' progress,
- Stay up-to-date on Rotary initiatives,
- Tell your successor about clubs' status.

6. IMMEDIATE PAST DISTRICT GOVERNOR (IPDG)

Duties:

- Provide insights/advice to the District Governor,
- Undertake problem solving or project responsibility, at the request of the District Governor,
- Assume Zone or other Rotary responsibilities,
- Member of the District Leadership Team,
- Member of the Council of Past District Governors.

7. DISTRICT CHIEF OPERATING OFFICER / SECRETARY

The District Chief Operating Officer (COO) / Secretary shall be a Rotarian of good standing, knowledgeable in Rotary, and a member of a club within District 5390. The CO is appointed by the District Governor for a three year term that may be extended. The COO must have good organizational skills, basic understanding of the district website, and the capability to communicate via telephone, fax, email and the Internet.

Duties

- Assist the District Governor in District Administration,
- Assure newsletter editor compiles, edits and produces the monthly District Governor's Newsletter and make each issue available on the District Web Site,
- Issue District wide correspondence as needed,
- Maintain files of all District records (e.g. DG correspondence, committee reports, committee archives, RI directives, minutes),
- Take and maintain minutes of District meetings and make copies available to the members of the Leadership team,
- Assist the District Governor in preparing for the District Assembly and Conference,
- Serve on the District Assembly and Conference Committees,
- Assist with correspondence,
- Assist with mail and web based promotion of assembly and conference,
- Take minutes of the Annual Meeting of the District,
- Serve as (or supervise) Web Master of the District Web Site,
- Assure that information on the web site is current and accurate,
- Maintain the District Directory,
- Ensure Clubs keep current and next year officers up to date in ClubRunner,
- Assist Club Secretaries with solving problems related to their position,
- Server as a member of PETS and pre-PETS staff,
- Serve as administrative resource to committee chairs,

8. DISTRICT TREASURER

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

Duties:

- Member of the Budget and Finance Committee,
- Maintain custody of District financial records,
- Maintain inventory of district equipment,
- Adhere to Appendix A for financial accountability, ,

9. DISTRICT TRAINER:

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

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

Duties:

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

10. DISTRICT RISK MANAGEMENT OFFICER:

The District Risk Management Officer shall be a Rotarian in good standing in District 5390 and a professional with training in abuse and harassment prevention and youth protection issues.

This appointment is yearly renewable for three years.

Duties:

- Serve as the chair of the District 5390 Risk Management committee,
- Maintain, supervise, and increase awareness of the District abuse and harassment

- policies,
- Assure that clubs that wish to participate in and committees that supervise, Rotary sponsored activities involving protected persons and youth such as Youth Exchange, RYLA, Rotaract and Interact, have their own policies in place that address abuse and harassment and have met the District Risk Management certification requirements,
 - Assure that clubs and committees that participate in Rotary sponsored activities involving protected persons and youth follow the District 5390 policies for abuse and harassment and the reporting guidelines for such allegations,
 - Report to the District Leadership any information regarding situations of possible abuse or harassment,
 - Assure that cases of abuse and harassment are reported to the proper law enforcement agency,
 - Supervise District training in the prevention and awareness of abuse and harassment,
 - Maintain records of club and District compliance with these District policies and guidelines,
 - Maintain a list of local services for crisis situations as supplied by participating clubs,
 - Supervise the District “hot line” for crisis situations involving protected persons.
 - May, with the agreement of the District Governor, assist as club protection officer for those small clubs where situations of size prohibit the confidentiality of this position.

B. DISTRICT COMMITTEES AND COMMITTEE CHAIRS

1. COMMITTEE ON LEGISLATION/RESOLUTIONS

Rotary International Council on Legislation meets once every three years. Each District selects a representative and an alternate to serve at the Councils by the deadline established by Rotary International.

The selection of the District Representative to the Council of Legislation is governed by Rotary International Manual of Procedures Section 9 and Rotary International's document "How to Select A Council Representative."

Eligibility

- To serve as representative, a candidate must:
- Be a member of a club in the district;
- Have served a full term as district governor at the time of election;
- Be able to complete mandatory Council training;
- Be digitally literate for communication, reviewing documents, and voting; and
- Be able to attend the Council on Legislation for its entire duration.

Representatives' Duties

- Assist clubs in preparing proposed resolutions and enactments;
 - Discuss proposed resolutions and enactments at district meetings;
 - Be knowledgeable of the attitudes of Rotarians within the district;
 - Give critical consideration to all proposed resolutions and enactments and effectively communicate their views on such proposals to the Councils;
 - Act as an objective legislator;
 - Participate in the Councils on Resolutions;
 - Attend the Council on Legislation for its full duration; and
 - Report on the deliberations of the Councils to the clubs in their district following the meetings of the Councils.
- Representatives are also required to complete an online representative course and Council training at their Rotary Institute in preparation for the Council on Legislation. Their participation at the Institute is not funded by Rotary International.

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

2. COUNCIL OF PAST DISTRICT GOVERNORS

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

Responsibility/role:

- Meet periodically with the District Governor, to review District goals and provide advice and lend assistance as requested by the District Governor,
- The District Governor shall call a meeting of the Council shortly after the International Convention to present new information from Rotary International,
- The Council shall elect its own chairperson to serve as presiding officer at meetings of the council,
- Promote the District Conference and International Convention,
- Provide direct assistance as requested to weaker clubs.

3. GOVERNOR NOMINATING COMMITTEE

This committee nominates the most qualified Rotarian available to serve as governor. The terms of reference for the committee are determined at the district conference following the procedures outlined in Section 12 of the Rotary International Manual of Procedures and Article 19 of the Rotary International Code of Policies.

RESPONSIBILITIES

- Conduct the selection in a dignified, responsible manner in accord with Rotary principles,
- Find and nominate the most qualified person,
- Interview all candidates, whether clubs or the nominating committee suggested them,
- Each interviewee should satisfy the minimum requirements specified in the Rotary Code of Policies section 19.030,
- Ensure that no member, alternate member, or candidate for membership on the nominating committee is eligible to be nominated for any office for which the committee nominates candidates,

4. CLUB EXTENSION COMMITTEE

The role of the extension committee is to identify possible locations for new Rotary Clubs.

RESPONSIBILITIES

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

C. COMMITTEES OF DISTRICT ADMINISTRATION

1. DISTRICT BUDGET AND FINANCE COMMITTEE

This committee supervises district funds by reviewing and studying the amount of per capita levy and district administration expenses. It also prepares annual reports on the district's finances. The district treasurer serves as an ex officio member of the committee and has voting privileges. The chair should serve a three-year term.

QUALIFICATIONS

Give preference to:

- Those with previous service as club treasurer
- Accounting or finance professional

Membership:

Chief Operating Officer / Secretary, District Governor, District Governor Elect, District Governor Nominee, Immediate Past District Governor and three members at large.

The District Governor appoints the chair of the Budget and Finance committee,

Responsibilities:

- In cooperation with the governor elect, create a district budget to be submitted to clubs at least four weeks before the district training assembly, and to be approved at a meeting of incoming club presidents,

- Review and recommend the amount of per capita levy. Any per capita levy needs approval from at least three-fourths of the incoming club presidents at PETS or at the district training assembly, or from a majority of electors present and voting at a district conference.
- Ensure that proper income and expense records are kept.
- Prepare an annual financial report to present at a meeting according to RI Bylaws section 16.060.4.
- Ensure that a committee member and the district governor are the authorized signatories for district bank accounts. Any withdrawal requires both signatures.
- The bank account should be held in the name of the district.
- Audit Committee is composed of the three at large members of the committee.

2. INTERNATIONAL SERVICE

This committee works to enhance the quality of the district's humanitarian efforts by identifying resources and experts to advise on international service projects and global grants. The chair should serve a three-year term to ensure consistency and continuity in developing projects and grants with great impact and sustainability.

QUALIFICATIONS

Give preference to:

- Past district governors
- Past regional Rotary Foundation coordinators
- Past assistant regional Rotary Foundation coordinators

RESPONSIBILITIES

- Encourage club and district involvement in international service.
- Promote higher awareness of resources and strategies to improve projects and global grants.
- Create a district resource network composed of local experts with experience in project planning and implementation, Rotary's areas of focus, and Rotary grants, who will serve as advisers and help clubs improve projects and global grants.
- Identify and recruit experts with relevant experience and technical skills by collaborating with:
 - District governors
 - Rotary Foundation committee
 - Grants subcommittee
 - Community service committee
 - Alumni committee

- Rotarian Action Groups
 - The Rotary Foundation Cadre of Technical Advisers
 - District Rotaract representatives
 - Rotary Peace Fellows
- Establish direct lines of communication and accountability for all types of international service, with emphasis on connecting clubs to a host or international partner, and on furthering global grant international relationships.
 - Motivate and support clubs in their efforts to join with international clubs on service projects and grants.

3. MEMBERSHIP

This committee identifies, markets, and implements development strategies that are appropriate for the district and that will result in membership growth by increasing the number of members in existing clubs and by establishing new clubs in the district. The chair should serve a three-year term.

QUALIFICATIONS

Give preference to the governor-nominee, past district governors, past Rotary coordinators, past assistant Rotary coordinators, or those with:

- Experience as chair of a club committee related to membership development,
- Success at inviting new members to join Rotary,
- Experience in implementing membership programs,
- Success at developing strategies to retain members,
- Success at developing new clubs.

RESPONSIBILITIES

GENERAL:

- Plan, promote, and conduct a Vibrant Club workshop in consultation with the governor and district trainer, as well as the district public image and Rotary Foundation chairs.
- Work with and communicate regularly with the district governor and club leaders to ensure that your clubs and district achieve their membership goals.
- Maintain communication with other district committees.
- Work with the Rotary coordinator to plan membership activities in the district.
- Encourage clubs to develop and implement innovative membership development strategies.

- Ensure that clubs have access to membership resources available on My Rotary and that membership changes are reported promptly to Rotary International.
- Ensure that each club fills the position of membership committee chair and reports that person's name on My Rotary.
- Help club membership committee chairs carry out their responsibilities.

ATTRACTION:

- Assist clubs' recruitment efforts, paying special attention to small and weak clubs.
- Encourage each club to strive to represent the demographic composition of the community's professionals,
- Check your membership leads regularly and work with your district governor to determine who will manage the leads and assign them to clubs, and then follow up with clubs to make sure they take action on the leads.

ENGAGEMENT:

- Coordinate districtwide membership development activities.
- Encourage clubs to strive for Rotary or presidential recognition.
- Visit clubs to speak about innovation, flexibility, diversity, and ways to engage members.

NEW CLUB DEVELOPMENT:

- Identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club,
- Find communities where additional Rotary clubs could form without detracting from current clubs' service,
- Assist in organizing and establishing new clubs.

TRAINING REQUIREMENT

The chair and committee members should attend a regional seminar held by the Rotary coordinator or complete the online membership courses in Rotary's Learning Center.

4. PUBLIC IMAGE

This committee promotes Rotary to external audiences and fosters understanding,

appreciation, and support for the organization's programs. It also helps Rotarians understand that effective external publicity, favorable public relations, and a positive image will help Rotary further its mission.

QUALIFICATIONS

Give preference to past Rotary public image coordinators, past assistant Rotary public image coordinators, or those with:

- Expertise in club public relations activities
- Skills in professional media, journalism, public relations, communications, advertising, or marketing.

RESPONSIBILITIES

- Maintain contact with the district governor and key committee chairs to stay informed about district projects and promotable activities — particularly those that interest the public.
- Promote Rotary to external audiences, such as the media, community leaders, potential partner groups, program beneficiaries, and the public.
- Contact the media with newsworthy stories of district projects and events, and put district and club stories on social media.
- Promote the use of Rotary's Brand Center, social media channels, and Rotary Showcase, and show clubs how these tools will help them.
- Promote the use of People of Action campaign materials, and show how they will benefit your district and clubs.
- Give Rotary public relations materials to clubs and encourage them to make public outreach a priority.
- Encourage clubs to develop content on their website that appeals to the public.
- Seek opportunities for low-cost or free placements with media outlets in the district.
- Promote Rotary initiatives, such as PolioPlus, grant successes, alumni activities, and awards.

TRAINING REQUIREMENT

Committee members should attend public image workshops held in conjunction with Rotary training meetings, as well as the regional seminar held by the Rotary public image coordinator (RPIC).

5. ROTARY FOUNDATION

This committee helps the governor educate, motivate, and inspire Rotarians to participate in Foundation programs and fundraising. It serves as a liaison between the Foundation and club members. The district governor is an ex officio member of the committee and has voting privileges. The committee chair should serve as an ex officio member of all subcommittees to stay informed of their progress and directly support them as needed. The chair will serve a three-year term. The members of the district Rotary Foundation committee serve as chairs of five subcommittees. Subcommittee chairs should serve three-year terms to ensure continuity:

- Fundraising — coordinates the district's fundraising goals for the Annual Fund, PolioPlus Fund, and Rotary's Endowment, soliciting gifts and educating Rotarians about their gift options,
- Grants — helps clubs apply for Rotary grants and encourages participation in district grants and global grants,
- PolioPlus — supports Rotary's commitment to eradicate polio and encourages participation in PolioPlus activities,
- Rotary Peace Fellowships — encourages clubs to participate in the Rotary Peace Centers program and manages clubs' applications,
- Stewardship — oversees the qualification of clubs to participate in grants and is responsible for ensuring the careful management of Rotary grant funds and for educating Rotarians on how to manage grants properly and effectively.

QUALIFICATIONS

Give preference to:

- Past district governors,
- Past assistant governors,
- Past district subcommittee members,
- Past regional Rotary Foundation coordinators,
- Past assistant regional Rotary Foundation coordinators,
- Significant financial donors,
- Club-level Rotarians who have experience with the Foundation's programs, Rotary's areas of focus, and grants.

RESPONSIBILITIES OF THE CHAIR

- Help the governor-elect gather opinions from clubs before setting district Foundation goals.

- Plan and conduct a Vibrant Club Workshop in consultation with the governor and district trainer, as well as the district public image and membership chairs.
- Help the district training committee hold Foundation sessions at the presidents-elect training seminar and district training assembly.
- Encourage clubs to offer at least two programs on the Foundation annually, paying special attention to November, Rotary Foundation Month.
- Coordinate all district Foundation fundraising and program participation.
- Promote financial support for Foundation programs by encouraging regular contributions to the Annual Fund, PolioPlus Fund, and Endowment.
- Work with the governor and governor-elect to decide how to use District Designated Funds (DDF).
- Manage DDF distribution and work with the governor to authorize use of DDF.
- Work with the district governor to provide all clubs with an annual report on the use of DDF.
- Ensure that reports on district-sponsored grants are sent to the Foundation on time.
- Help the governor select qualified recipients for Foundation awards.
- Authorize and ensure proper implementation of the district memorandum of understanding, as well as helping organize grant management seminars, to qualify the district to use Rotary grants.
- Ensure that all clubs interested in participating in Rotary grants are able to qualify.
- Confirm that clubs applying for global grants are qualified.
- Collaborate with the international service chair and district governor to identify Rotarian experts who can serve on the district resource network as advisers and help clubs improve projects and global grants.

TRAINING REQUIREMENT

All members of the district Rotary Foundation committee are expected to attend a regional Rotary Foundation seminar conducted by a regional Rotary Foundation coordinator (RRFC).

6. TRAINING

This committee supports the district governor and governor-elect in training club and district leaders and overseeing the district's overall training plan. The district trainer is the chair of the training committee and assigns responsibility for training meetings and functions as necessary.

QUALIFICATION

Give preference to those with experience in training, education, or facilitation.

RESPONSIBILITIES

- Work with the governor-elect, who has final approval on the program, speakers, training leaders, evaluations, and logistics for the presidents-elect training seminar (PETS), the district training assembly, and the district team training seminar, which includes assistant governor training. For a district participating in a multidistrict PETS, the governor-elect should select a training committee member to develop and conduct training at the seminar.
- Work with the governor, who has final approval on the program, speakers, training leaders, evaluations, and logistics for club-level and Rotaract leadership training and other training events as appropriate.
- Support club trainers as needed.
- Promote district training events.

DISTRICT CONFERENCE CHAIR:

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

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

Duties:

- Select members of the extensive Conference Committee, clarify expectations and goals, and hold regular meetings of the District Conference committee,
- Arrange for speakers and programs beneficial to Rotarians, Rotary program alumni, family members, and participants in Rotary Youth programs,
- Set in place a promotional approach, to encourage Rotarians and families to participate and attend,
- Work with the District Executive Assistant to assure proper handling of conference finances.

DISTRICT ASSEMBLY CHAIR:

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

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

PEACE PARK

This committee is charged with the task of liaison between the Waterton-Glacier International Peace Park Association and the District Leadership. The primary focus is to see that the coordination of effort between the Rotary Districts in Alberta Canada and Montana USA continues in order to preserve Waterton Provincial Park and Glacier National Park as an international peace park.

Duties:

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

7. YOUTH EXCHANGE

The Youth Exchange district chair manages Youth Exchange activities within the district and communicates with Rotary International, the district governor, and clubs.

Duties:

As described in Rotary International Youth Exchange Handbook.

8. RYLA (ROTARY YOUTH LEADERSHIP AWARDS)

Through Rotary Youth Leadership Award events, clubs develop young leaders while inspiring them to connect, exchange ideas, and take action in their schools and communities. Your committee promotes RLYA by:

- Assisting with the organization of RYLA events in your district.
- Connecting young leaders, including Interactors, Rotaractors, and Youth Exchange students, to RYLA and Rotary's global community.
- Keeping RYLA alumni engaged with Rotary.

Duties of the RYLA Committee:

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

Goals of the Core Curriculum:

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

APPENDIX A

DISTRICT 5390 FINANCIAL POLICIES AND PROCEDURES

CONTRACTS

No Rotarian of the district is authorized to contractually obligate the district. Any and all contracts must be submitted to the District Governor for approval and execution. The District leadership team must be advised, and contracts must be approval by 2/3 vote of the leadership team.

REVENUE

All monies received by the district or any of its companies or committees are deposited into the appropriate district checking account. (Operations, Foundation or Youth Exchange)

Club Dues and Levies

- Clubs are invoiced for one half of the annual dues and levies in July and January based upon their active membership. Remittance is due with forty-five (45) days.

A reserve account to the amount of 50% of the usual yearly expenses of the District shall be established and maintained.

EXPENSE AND REIMBURSEMENT

Procedures:

Expense Receipts

Rotarians making purchases or requesting reimbursement for district incurred expenses must attach a copy of all receipts to the reimbursement request form. Original receipts should be retained by the Rotarian for audit purposes.

Credit Cards Expenditures

Credit cards will be issued to the Governor, Governor Elect, Governor Elect Nominee, Governor Elect Nominee Designate, Chief Operating Officer, Treasurer and Youth Exchange Committee Chair. Credit card holders are to use their credit card for all district expenditures they incur. The district recognizes there will be occasions when an expenditure must be made, and due to circumstance beyond the control of the district officer, the credit card could not be used and will

require reimbursement according to the reimbursement policy.

The District Treasurer or their designee will download each month's statement to a spreadsheet that reports the date of transaction, amount of transaction, vendor, classification of expense (when known) and card holder. The report will be emailed to the cardholders and the audit committee monthly. It is the responsibility of each card holder to review their expenses to ensure they are classified correctly; if not, they shall correct the report and reply all to ensure the audit committee reviews the correction(s).

Expenses not incurred with a District Credit Card.

- All expenses will be itemized on a district expense reimbursement form with attached receipts.
- All requests for reimbursement will be forwarded to the Governor or Chief Operating Officer for processing.
- The Governor and Chief Operating Officer will approve all requests for reimbursement by affixing their signature (digitally) on the reimbursement form.
- The Governor or Chief Operating Officer may delegate their approval to the Governor Elect or Governor Elect Nominee if they will be unable to timely approve reimbursement requests.
- The Governor Elect and Chief Operating Officer approves all expenditures for President Elect Training Seminar.
- The Governor Elect or Chief Operating Officer may delegate their approval authority to the Governor or Governor Elect Nominee if they will be unable to timely approve reimbursement requests
- Approved reimbursement requests will be placed into the District Google Drive in the District Accounting Pending Expense Authorizations sub-folder. The District Treasurer will process all pending expense forms by the third week of each month.
- The treasurer may make payments utilizing direct bank transfer upon receipt of an approved reimbursement form.
- The use of a facsimile of the Governor's signature may be used on all checks.
- The treasurer will minimally keep an electronic filing of all receipts and expenditures.

- Expenses exceeding budgeted amounts are prohibited unless prior approval of the district leadership team. Exceptions may be allowed in extraordinary circumstances.

BUDGETS

Development of a fiscal, balanced, or surplus budget, with assignment of categories of income/expenses is the responsibility of the District Treasurer, Chief Operating Officer and Governor Elect with the assistance of the PDG, DG, DGN and DGND.

- The governor elect will solicit budget requests from each committee.
- Youth Exchange is its own corporation. The Chair is responsible to produce a fiscal budget that is balanced or has a surplus using the template developed and approved by the Finance Committee..
- The district treasurer will work with the Youth Exchange Chair in the development of the budget.
- Approval of the Youth Exchange budget is made at its annual corporate meeting of the board of directors.

REPORTS

- A. The District Treasurer and Chief Operating Officer shall be responsible for the following monthly reports:
 - Statement of Net Assets with comparison to previous year,
 - Statement of Activities with comparison to previous year.
 - Actual to Budget
 - Bank Reconciliation of all Bank/Investment/Credit Card Accounts.

- B. The District Treasurer and Chief Operating Officer shall be responsible to provide the following quarterly reports to the district club presidents:
 - Statement of Net Assets with comparison to previous year,
 - Statement of Activities with comparison to previous year.
 - Actual to Budget

- C. The District Treasurer and Chief Operating Officer shall be responsible to provide the annual reports required by Rotary International.

PERSONALLY OWNED VEHICLE (POV) MILEAGE REIMBURSEMENTS:

Approved vehicle travel is reimbursed at the IRS stated rate.

Rental Car or Air Fare in lieu of POV reimbursement is limited the amount of mileage reimbursement the Rotarian would have occurred from their Montana home.

MEETING ATTENDANCE REIMBURSEMENT

(sp) indicates spouse or significant other as also *approved*.

DISTRICT GOVERNOR is approved for full reimbursement for registration, lodging, meals, and travel to:

- International Convention (sp)
- District Conference (sp)
- District Assembly
- PETS
- Peace Park (sp)
- Zone Institute (sp)

DISTRICT GOVERNOR ELECT is approved for full reimbursement for registration, lodging, meals, and travel to:

- International Convention (sp)
- International Assembly (paid by RI)
- District Conference (sp)
- District Assembly
- PETS
- Peace Park (sp)
- Zone Institute (sp)

DISTRICT GOVERNOR ELECT NOMINEE is approved for full reimbursement for registration, lodging, meals and travel to:

- District Conference (sp)
- District Assembly
- PETS
- Peace Park (sp)
- Zone Institute (sp)

DISTRICT GOVERNOR ELECT NOMINEE DESIGNATNEE is approved for full reimbursement for registration, lodging, meals during the event if not included with registration, and travel to:

- District Conference
- District Assembly
- PETS, if not already covered as an AG

ASSISTANT GOVERNORS are approved for full reimbursement for registration, lodging, meals during the event if not included with registration and travel to:

- PETS
- District Assembly
- District Conference

DISTRICT TRAINER is approved for full reimbursement for registration, lodging, meals during the event if not included with registration and travel to:

- PETS
- As may be required by the DG or DGE (see i. below)

PRESIDENT ELECTS may be approved for District payment of registration and shared lodging for PETS.

YOUTH EXCHANGE COMMITTEE is limited to their corporate budget.

COMMITTEE CHAIRS, MEMBERS AND OTHERS require prior approval of the District Governor.

Supplies

The District Governors will be reimbursed for supplies according to RI guidelines in the District Governor's Allocation:

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

ROTARY INTERNATIONAL DISTRICT 5390

RISK MANAGEMENT PLAN

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

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

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

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

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

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

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

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Crisis Management For Youth Exchange and other Rotary Youth Programs

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

1. Safety and medical help for all involved young people

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

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

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

2. Protection of young people from the media

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

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

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

3. Other notifications

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

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

1. Such notification should include international partners (ie: District YE Chairs) of the involved students' countries.

2. If the incident occurs during the time of student outbound selection, notification may involve more students and their families.

- c. Notify Rotary International both orally and in writing immediately. Keep notes, including participants in, and the time and date of the conversation!
Rotary International One Rotary Center 1560 Sherman Ave.
Evanston, IL 60201

Phone: 847-866-3000

If Youth Exchange is involved: Office of Youth Exchange Coordinator Phone: 847-866-3421
Also notify C.S.I.E.T.

- d. Notify the District Governor.

4. If death is involved

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

5. Continuing care

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

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

Rotary District 5390 Policy For Prevention of Abuse and Harassment

Introduction

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

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

Scope

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

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

Definitions

In this Policy and in the Guidelines:

"Abuse" means physical, emotional or sexual abuse;

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

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

"Sexual abuse" means improper and unwanted exposure to sexual contact, activity or behavior. This may be engaging in implicit or explicit sexual acts with a protected person, or forcing or encouraging a

protected person to engage in implicit or explicit sexual acts alone or with another person of any age of the same sex or of the opposite sex. It includes, but is not limited to, any sexual touching, intercourse or exploitation, non-touching offenses, indecent exposure, or exposure to sexual or pornographic material.

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

Harassment may include, but is not limited to:

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

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

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

Sexual harassment may include, but is not limited to:

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

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

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

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

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

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

“Prohibited person” means anyone who

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

Policy Statement

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

Rotarians and volunteers should always:

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

District Commitments

- In accordance with its moral, ethical and legal obligations, insofar as possible District #5390:
- 1.) Will ensure that protected persons who are involved in District programs, activities, or events are protected from abuse, harassment, or sexual harassment;
 - 2.) Will ensure that District programs for protected persons are provided in a safe and caring environment;
 - 3.) Will prevent contact between protected persons and individuals who are either prohibited by law from working with protected persons, or who are considered by the District to be inappropriate individuals to be working with protected persons;
 - 4.) Will NOT permit a prohibited person to participate in any program related to protected persons;
 - 5.) Will NOT permit any person to host or become a counselor or a mentor to a youth exchange student, whether as a home-stay parent or as an adult living in the same home in which the youth exchange student will live, without first determining the suitability of the person through the District's Youth Exchange screening process;
 - 6.) Will designate each year a District Risk Management Officer whose duties will include maintaining and raising awareness of this Policy and advising the District Governor with respect to matters of harassment or abuse;
 - 7.) Will encourage and facilitate the timely reporting of incidents where protected persons are at risk of harm;
 - 8.) Will ensure prompt notification of allegations of abuse or harassment made by protected persons where allegations involve Rotarians or persons involved with Rotary programs, activities or events; and
 - 9.) Will report any allegations of abuse of protected persons in compliance with state legislation and as outlined in the Guidelines.

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

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

Club Commitments:

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

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

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

Screening of Rotarians and Volunteers

It is the policy of District 5390 that:

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

assure the protection of any youth with whom the individual may have future contact. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.)

b. Host families

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

c. Rotarian counselors

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

Guidelines for Youth Exchange Emergencies

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

Tips for emergency preparedness:

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

The letter mentioned above should also authorize the incurring of:

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

The handling of expenses is important as not every host club can afford to incur such immediate expenses. The ability of the club or district to handle immediate costs can prevent a tragic situation from

becoming worse and increasing the agony and anguish of the student's parents.

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

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

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

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

Host family, club counselor, and District Youth Exchange Chairperson. Host District Governor and the Governor of the sponsoring District.

Host Rotary club, for assistance and guidance. Insurance company (and remember to follow up). Embassy Officer, to obtain his/her advice.

Procedures to follow when the death of an exchangee occurs:

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

REPORTING GUIDELINES FOR ALLEGATIONS OF ABUSE OR HARASSMENT

Introduction

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

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

Scope

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

Definitions

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

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

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

Procedures for Adult Receiving Allegation

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

1. Receive Report from Complainant

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

2. Protect the Complainant

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

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

3. Report to District Committee Chair and District Protection Officer

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

4. Ensure Privacy is Respected

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

5. Follow Up

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

Procedures in Response to Allegation

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

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

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

- proceeding with a formal investigation;
- taking advantage of counseling, mediation, and other resources; and/or

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

Understanding the Needs of the Complainant

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

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

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

Appropriate Behavior for Others Aware of Allegation

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

Comments made about a complainant in support of a respondent or about a respondent in support of a complainant are inconsistent with our Rotary ideals. Furthermore, adverse comments made against either

a complainant or a respondent could lead to a defamation claim filed against Rotarians or clubs by the person about whom those comments are made.

Sanctions

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

If an investigation into a claim of sexual or physical abuse or sexual harassment is inconclusive, then, for the safety of participants who fall into the class of "protected persons" and the protection of the accused, additional safeguards must be put into place to assure the protection of any other protected persons with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with protected persons in a Rotary context.

Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to other protected persons. (It can also benefit the adult by preventing additional accusations from other persons.) A person who is accused, but later cleared of charges, may apply to be reinstated to participate in any and all Rotary programs. Reinstatement is not a right, and no guarantee is to be made that he or she will be reinstated to any former roles or responsibilities.

Appendix C

REQUIREMENTS OF CLUBS REGARDING PREVENTION OF ABUSE AND HARASSMENT

Introduction

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

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

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

Requirements for Rotary Clubs:

- 1.) Each club must have a written policy on the prevention of abuse and harassment. This may be an adoption of the District policy noted above, or individualized for the club. In either case, it must also include the delineated details following, and be approved by the District Risk Management Officer.

- 2.) Each club must issue guidelines on how to deal with the disclosure or discovery of abuse or harassment.
It is recommended that they adopt or adapt the District Guidelines (Appendix A)
- 3.) Each club will designate a Club Risk Management Officer responsible for the Protection of youth and/or vulnerable persons.

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

The Four Way Test:

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