DISTRICT MANUAL OF PROCEDURE

Rotary International District 5710

Eastern Kansas Rotary

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**DISTRICT MANUAL OF PROCEDURE**

**ROTARY INTERNATIONAL DISTRICT 5710**

1. **PURPOSE**
   1. **Manual of Procedure**
      1. This manual sets forth the procedures and traditions developed over the years in Rotary International District 5710 (“District”), and puts in permanent form certain resolutions adopted by the ~~Rotarians~~ member clubs of the District.
   2. **Supplemental to Rotary International Manual**
      1. A major portion of the Rotary International Manual of Procedure is devoted to District Administration. This District manual supplements the R. I. manual by stating the procedures, which are specific to District 5710. The R. I. Manual of Procedure will govern if there is a direct conflict.
2. **ORGANIZATION OF DISTRICT**
   1. **District Governor**
      1. The District Governor is the officer of Rotary International in the District. The Governor shall administer the District and supervise the clubs of the District, under the general control of the Board of Rotary International.
      2. The Governor is nominated according to ~~Article XIII of the Nominating Procedure for Governor in the R. I.~~ the Nominating Committee Procedure for Governor detailed in section 12.0.30 of the 2019 Rotary International Manual of Procedure. ~~and elected by the convention of Rotary International.~~
      3. The District Governor shall also be responsible for presenting any resolutions to be acted upon at the District Conference or other District meetings.
   2. **District Governor-Elect**
      1. It is the policy of Rotary District 5710 to have a District Governor-Elect, a District Governor-Nominee, and a District Governor Nominee-Designate. They will ascend to the office of District Governor during the first, second, and third Rotary year respectively following the District Conference.
   3. **District Rotary Foundation Chair**
      1. The District Rotary Foundation Chair is the officer of The Rotary Foundation in the District. The District Rotary Foundation Chair shall administer, with the cooperation of and at the direction of the Governor, all programs within the District related to The Rotary Foundation.
      2. The District Rotary Foundation Chair is appointed cooperatively by the Governor and Governor-Elect and shall serve a three-year term of office.

d. **~~Lieutenant Governor~~**

~~i. The Governor may appoint a Past Club President as Lieutenant District Governor to assist the Governor in carrying out the administrative responsibilities of the District Governor.~~

~~ii. The Lieutenant Governor shall organize and support the Assistant Governors and work with the District’s Executive Assistant with reporting responsibilities to R. I. and The Rotary Foundation.~~

* + 1. ~~If necessary, the Lieutenant Governor shall assist the Governor in arranging District meetings, keep all minutes thereof, and conduct correspondence and keep records as directed by the Governor.~~
  1. **Vice Governor**
     1. The nominating committee for governor may select a past governor, proposed by the governor-elect, to be vice governor, who shall serve during the year following selection per section 16.060.1 of the 2019 Rotary International Manual of Procedure.
     2. The vice governor shall also support the Governor and work with the District’s Executive Assistant to advance the mission of District 5710.
  2. **Assistant Governors**
     1. The Governor shall appoint Past Club Presidents as Assistant Governors to represent the Governor at designated clubs.
     2. Such AGs shall assist the Governor in routine matters of Administration and serve as advisors to the clubs and to the Governor.
  3. **District Treasurer**
     1. A District Treasurer shall be appointed by the District Governor. He or she shall collect and disburse the funds of the District and keep records thereof under the supervision of the Finance Committee.
     2. With the approval of the Finance Committee, the District Treasurer shall establish banking and investment accounts to secure and maintain the assets of the District. ~~All checks/disbursements from these accounts in any amount exceeding $5,000 shall require two signatures. One signature shall be that of the District Treasurer and the other of a District Rotarian selected by the Finance Committee. One or more persons other than the District Treasurer may be selected by the Finance Committee to be a second signatory.~~
     3. All checks/disbursements from these accounts in any amount exceeding $10,000 shall require two forms of approval. One form of approval shall be the signature of the District Treasurer. The other form of approval shall be the signature or written approval of the Chair of the Finance Committee. If necessary, the District Governor is eligible to give the second signature or written approval.

~~g. District Secretary~~

~~i. A District Secretary shall be appointed by the Governor to serve during the Governor’s term.~~

~~ii. The secretary shall also be responsible for presenting any resolutions to be acted upon at the District Conference or other District meetings.~~

* 1. **District Executive Assistant**
     1. As the needs of the District require and funds from the approved budget of the District allow, the District may employ an individual to assist with the administrative responsibilities of the District and the Governor’s office. This employee(s) shall report to the Governor and the District Leadership Committee shall have the sole authority to maintain or terminate this employment.
     2. The District Executive Assistant will be responsible for reporting activities to ~~R.I.~~ Rotary International, keep minutes of meetings attended, maintain a current address file on Past District Governors and their spouse/partner, be a resource for Club Officers throughout the District, maintain District ~~records~~ archives and equipment, and perform other tasks that may be assigned by the District Governor.
  2. **Incapacity of Officers**
     1. In the event the Governor becomes temporarily or permanently incapacitated, and until an Interim District Governor is appointed by the President of Rotary International, the ~~most recent Past District Governor who is willing and able to do so~~ Vice Governor shall serve as Interim Governor.

~~ii. If the Secretary is unable to serve, the Governor shall appoint a replacement.~~

* + 1. If the Treasurer is unable to serve, the ~~Governor~~ chair of the Finance Committee shall appoint an interim treasurer from among the members of ~~the Finance~~ that committee, or from the general membership if no member of the Finance Committee is willing to serve.

1. **DISTRICT COMMITTEES**

~~a. The District Leadership Committee~~

* + 1. ~~The District Leadership Committee shall consist of nine members: the second immediate Past District Governor, the immediate Past District Governor, the District Governor, the District Governor-elect, the District Governor-nominee, the District Governor-nominee designate, District Rotary Foundation Chair, current and next Lieutenant Governor(s). Other members that should be encouraged to attend meetings of the District Leadership Committee are the District Membership Chair and District Treasurer.~~
    2. ~~Voting members of the District Leadership Committee shall be: the District Rotary Foundation Chair, second immediate past District Governor, the immediate Past District Governor, the District Governor, and the District Governor-elect~~
  1. **The District Leadership Committee**

1. The District Leadership Committee shall consist of eleven (11) members:
   * + 1. District Governor
       2. District Governor-elect
       3. District Governor-nominee
       4. Immediate Past District Governor
       5. Second immediate Past District Governor
       6. Vice Governor
       7. District Rotary Foundation Chair
       8. District Treasurer
       9. District Membership Chair
       10. District Executive Assistant (serving as Secretary)
       11. District Governor-nominee designate (when selected)
2. Voting members of the District Leadership Committee shall be:
   * + 1. District Governor
       2. District Governor-elect
       3. District Governor Nominee
       4. Second immediate past District Governor
       5. Immediate Past District Governor
       6. District Treasurer
       7. District Rotary Foundation Chair
3. The District Leadership Committee shall serve as a resource to the District Governor, providing input, as needed, on matters concerning the ongoing affairs of the District. The purpose of the committee is to advise the Governor and provide continuity among past, present, and future District leadership. The committee will meet monthly and as requested by the Governor.
   1. **District Nominating Committee**
      1. ~~The District Nominating Committee shall consist of five members: a chairperson, who shall be the immediate past District Governor, the District Governor, and three elected members, none of whom shall be a past or present officer of Rotary International, subject to election at the District Conference, as follows:~~
         1. ~~Three members elected for rotating three-year terms, one from each of the membership size groups of clubs, these being grouped into sizes of 50 and fewer members, 51 through 100 members, and over 100 members.~~
4. The District Nominating Committee shall consist of five (5) members:
   * + 1. Immediate past District Governor (Chair)
       2. District Governor
       3. One member from a club size of 50 or fewer members (rotating 3-year term)
       4. One member from a club size of 51-99 members (rotating 3-year term)
       5. One member from a club size of 100 or more members (rotating 3-year term)
          1. These elected members should not be a past or present officer of Rotary International and are subject to election.
5. The Nominating Committee shall follow the ~~procedures~~ Nominating Committee Procedure for selecting a Governor-Nominee as set forth in ~~Article 13~~ Section 12.030 of the ~~Rotary International bylaws~~ 2019 Rotary International Manual of Procedure.
6. ~~The Nominating Committee should be aware that they are to nominate the best qualified person among those available. In the case that no qualified person is nominated from the clubs the committee should recruit one or more, for consideration.~~
7. Resolutions from clubs proposing candidates for District Governor Nominee must be received by the Nominating Committee Chair ~~at least 90 days prior to the District Conference.~~by November 1 of each calendar year. The Nominating Committee shall ~~report its selection to the District Governor no later than 60 days prior to the District Conference.~~ meet after January 1 of the following calendar year, but must report its selection to the District Governor no later than January 15.
8. It shall also be the responsibility of the Nominating Committee to nominate members annually for the Nominating Committee, ~~and for the Finance Committee.~~ Finance Committee, and Investment Committee. All clubs shall be notified of the candidates at least 30 days prior to election at a District meeting. These nominations shall occur no later than May 31st of each Rotary year.
9. In case any position on the Nominating Committee or Finance Committee becomes vacant by death, resignation, retirement, disqualification, or any other cause, the Nominating Committee shall, with the consent of the District Governor, fill such vacant position by naming a member who shall serve for the remainder of that Rotary year. The replacement member must be from a club of the same membership size as the vacating member. ~~At the District Conference following such replacement, the vacated office shall be filled, for the balance of the term originally vacated, by nomination and election in accordance with the regular procedure.~~ A permanent replacement will be nominated and elected in accordance with the regular procedures during the annual nominating process for the balance of the term originally vacated.
   1. **District Representative to the Rotary International Council on Legislation**
      1. The Council meets every third year. The Nominating committee shall nominate candidates for representative and an alternate. They are to be elected ~~at the District Conference~~ in the second Rotary year preceding ~~that during~~ the year in which the Council on Legislation is to meet. ~~and~~ They are to be certified in writing by the District Governor.
      2. ~~The representative to the Council shall be a past or present officer of Rotary International (or upon certification by the District Governor that no past or present officer is available in the District, the incoming District Governor). The representative shall be an active member of a club in the District.~~
10. The representative to the Council shall meet the qualifications set forth by Rotary International.
11. In the event that neither the representative nor the alternate is able to serve, the District Governor may designate some other qualified member.
12. Representative may serve for two consecutive terms and will be encouraged to do so, if possible
    1. **District Finance Committee** 
       1. ~~The District Finance Committee shall consist of eight members, including a chairperson who shall be the second immediate past District Governor, District Treasurer, the District Governor, the District Governor-elect, District Rotary Foundation Chair, and three members elected at the District Conference as follows:~~ 
          1. ~~Three members elected for rotating three-year terms, one from each of the membership size groups of clubs, these being grouped into sizes of 50 and fewer members, 51 through 100 members, and over 100 members.~~
13. The District Finance Committee shall consist of eight (8) members;
    * + 1. Second immediate past District Governor
        2. District Treasurer
        3. District Governor
        4. District Governor-elect
        5. District Rotary Foundation Chair
        6. One member from a club size of 49 or fewer members (rotating 3-year term)
        7. One member from a club size of 50-99 members (rotating 3-year term)
        8. One member from a club size of 100 or more members (rotating 3-year term)
           1. These elected members should not be a past or present officer of Rotary International and re subject to election.
14. The District Governor shall call a meeting of the District Finance Committee whereby the committee shall elect its chair from among its membership.
15. The committee shall hold and invest the funds of the District, ~~recommend an annual budget to the District Governor~~, approve the annual budget submitted by the District Governor-elect, including any change in per capita dues, and oversee the duties of the District Treasurer.
16. The Finance Committee shall provide an internally reviewed June 30 annual statement of the District finances ~~as of June 30~~ to the immediate past and present District Governor by September 1 of each year. ~~In accordance with RI Bylaws 15.060.4, this “Audit Committee” shall be made up of:~~
17. ~~Three District Rotarians selected by the Finance Committee. All must be active Rotarians, at least one member must be a Past District Governor or a person with audit experience, and none may be the immediate past or sitting District Governor, District Treasurer, District bank account signatory, or Finance Committee member.~~
    * + - 1. ~~The Audit Committee shall be convened by the Finance Committee Chair who shall lead the Audit Committee through their review but shall not have a vote to approve or comment on the final report of the committee.~~

Approval of this audit shall be conducted electronically. In accordance with Rotary International Bylaws, this “Audit Committee” shall consist of four active Rotarians selected by the Finance Committee and made up of:

1. District Finance Committee Chair (Non-voting member)
2. Past District Governor or a person with audit experience
3. District member with audit experience, if available
4. District member with audit experience, if available
   * + 1. ~~This internally reviewed annual statement shall be adopted by the following District Conference.~~
   1. **Past District Governor Advisory Committee** 
      1. The Past District Governor Advisory Committee shall consist of all Past District Governors that have ever served as District Governor of the District, any District that was folded into the District, or is a member of a Club in the District and once served as District Governor in any other district in Rotary at any time.
      2. The Past District Governor Advisory Committee shall serve as a resource to the District Governor, meeting at the pleasure of the Governor but at least once in-person during each Rotary year, providing input as needed on matters concerning the ongoing affairs of the District.
   2. **District Investment Committee**
      1. District Investment Committee ~~is established to~~ will manage the cash assets of the District. These assets consist of ~~both restricted, invested funds that were bequeathed to the District (see Youth Exchange Fund, IV.b below) and operation fund cash assets that are or become greater than the normal cash-flow needs of the District.~~ designated funds bequeathed to the District for the Youth Exchange Program and annual unallocated funds of the District.
      2. ~~The District Investment Committee shall consist of seven members: a chairperson who shall be the chair of the Finance Committee, the Immediate Past District Governor, the District Treasurer, Youth Exchange subcommittee chair, and three elected members, preferably with institutional investment experience, none of whom shall be a past or present officer of Rotary International, subject to election at the District Conference, as follows:~~
         1. ~~Three members elected for rotating three-year terms, one from each of the membership size groups of clubs, these being grouped into sizes of 50 and fewer members, 51 through 100 members, and over 100 members.~~
5. The District Investment Committee shall consist of seven (7) members:
   * + 1. Finance Committee Chair
       2. Immediate Past District Governor
       3. District Treasurer
       4. Youth Exchange Subcommittee Chair
       5. One member from a club size of 50 or fewer members (rotating 3-year term)
       6. One member from a club size of 51-99 members (rotating 3-year term)
       7. One member from a club size of 100 or more members (rotating 3-year term)
          1. These elected members should not be a past or present officer of Rotary International and are subject to election.
6. The committee shall elect its chair from among its membership.
7. The committee shall meet once in every year or at the pleasure of the committee chairperson or ~~at least once in every Rotary year.~~ the Finance Committee Chair, if they are not the same person.
8. ~~Excess cash assets of the District shall not be comingled with the assets of the Youth Exchange and should be separately invested with different objectives in mind:~~
   * + 1. ~~The Youth Exchange Fund (see below IV.b) shall be invested for long-term asset growth to provide a resource for the District Youth Exchange program and maintain the earning power at or above inflation.~~
       2. ~~Excess District cash assets are a reserve/rainy-day fund and should remain available for short/medium term access and used in case of unexpected revenue shortfall or unexpected expenses.~~
9. Unallocated annual operating funds of the District should not be comingled with assets of the Youth Exchange Program and should be invested with different objectives:
   * + 1. The Youth Exchange Program Funds (see below IV.b) should be strategically invested for long-term growth.
       2. All other District cash reserves should be invested conservatively and remain available in case of unexpected revenue shortfall or unexpected expenses.
   1. **District Grants Sub-committee**
      1. The District Grants Sub-committee will oversee the process of awarding District grants to clubs funded through District Designated Funds (DDF) from The Rotary Foundation.
      2. The District Grants Committee shall consist of five (5) members:
         1. District Grants Committee Chair (3 year term)
         2. District Rotary Foundation Chair
         3. District Governor
         4. Member-at-large (4 year term)
         5. Member-at-large (4 year term)
      3. Members at large should have grant writing and/or implementation experience and will be selected by the DG, DRFC & Grants Subcommittee chair with one term expiring every two years. Members-at-large should not serve consecutive terms.
   2. **Global Grants Sub-committee**
      1. The Global Grants Sub-committee will oversee the process of awarding the portion of District Designated Funds not allocated to District Grants for Global Grants or other approved programs allowed by The Rotary Foundation.
      2. The Global Grants Committee shall consist of five (5) members:
         1. District Rotary Foundation Chair
         2. District Governor
         3. District Governor Elect
         4. Member-at-large (4 year term)
         5. Member-at-large (4 year term)
      3. Members at large should have grant writing and/or implementation experience and will be selected by the DG, DRFC & Grants Subcommittee chair with one term expiring every two years. Members-at-large should not serve consecutive terms.
10. **DISTRICT FINANCES** 
    1. **Operating Funds**
       1. The financial affairs of the District shall be administered by the Governor, with the assistance from the Finance Committee. Budget line item overages of less than 5% shall be at the judgment of the Governor. Line item overage requests from 5-15% shall require the approval of the District Finance Committee. Line item overage requests exceeding 15% require the approval of the District Leadership Committee.
       2. District member assessments, ~~in amounts per member~~ as set forth in the annual budget, shall be paid by the clubs on July 1 of each year. This sum shall be used to pay the expense of the District Conference, to enable the Governor, Governor-elect, and Governor-Nominee to promote the objectives of Rotary within the District and to pay the cost of District programs and activities not otherwise provided for.
          1. In addition, each club will pay, along with the annual District assessment, the cost of registration for the club president-elect to attend President-Elect Training Seminar (PETS).
          2. The ~~Finance Committee~~ District Governor-Elect shall prepare the annual budget to be ~~recommended to the District Governor~~ approved by the Finance Committee and submitted to the clubs at least ~~four weeks~~ 30 days before ~~District Assembly~~ PETS and approved at a meeting of the incoming club presidents or their proxy at ~~said Assembly~~ PETS.
    2. **Youth Exchange Fund**
       1. The District ~~at one time~~ received a bequest from the Rosalie M. Jackson Trust (“Trust”), in memory of Hugh Jackson, designated for “general charitable purposes of the District Youth Exchange Program” and “the funding and enhancement of the Rotary International Student Exchange Program”. Although the funds were not restricted ~~giving~~ and were/are “unconditional in nature,” ~~it is the custom of the District, and the intention of District leadership at the adoption of these bylaws, that this gift fund (“Fund”) is now and should always be invested and all expenditures always be solely for the~~ the District 5710 Leadership Committee has decided that these funds should always be invested and the proceeds always be for the sole benefit of the ~~international~~ District International Youth Exchange Program ~~in the District~~.
       2. Any donations to the Youth Exchange Fund shall be given to the District Treasurer and investment of these donations will be determined by the Investment Committee.
       3. Fund Spending Policy
          1. ~~The value of the Fund will be established each year as the average of its value at the end of the previous twelve quarters (initially, the value will be the average of the value at the end of all quarters the account has existed until it is three years old). The distributable income for the year shall not exceed 5% of that value. Distributable income not spent in one year can be carried over to the next year for a total of four cumulative years.~~ The funds available to spend will be 4% of the asset value as of July 1 each year. The Youth Exchange Program Committee will meet on an annual basis to recommend the disbursement of funds. The District Treasurer will disburse the funds upon request by the Chair of the Youth Exchange Program Chair upon approval of the board. Distributable income not spent in one year can be carried over to the next year only. Funds shall be requested of the District Treasurer who shall disburse funds upon request according to these guidelines.
11. **DISTRICT MEETINGS**
    1. **President-Elect Training Seminar - Heartland PETS**
       1. A training session for club president-elects, and optionally club president-nominees, shall be held each year ~~following the International Assembly.~~
       2. It shall be called and arranged for by the District Governor-elect in cooperation with the District Governor.
    2. **District Conference** 
       1. A conference for all Rotarians in the District will be held each year.
       2. The purpose of the conference is to further the program of Rotary through fellowship, inspirational addresses, and discussion of the affairs of the clubs, the District, and Rotary International, and to conduct official District business.
       3. The Governor shall be responsible for the conference.
    3. ~~District Assembly~~ 
       1. ~~A District Assembly shall be held each year.~~
       2. ~~The District Assembly shall serve as a training session for incoming club officers, and shall be the responsibility of the District Governor-elect in cooperation with the District Governor. Official business also may be conducted as determined by the District Governor.~~
    4. ~~Foundation & Membership Seminar~~
       1. ~~A seminar for the purpose of training the membership of the District shall be held each year.~~
       2. ~~Promoted to all Rotarians in the District, the seminar shall train members on programs and administrative requirements of The Rotary Foundation and how to sustain and grow membership in Rotary.~~
12. **District Training Seminar (District Assembly)**
13. A District training seminar shall be held each year.
14. The seminar is designed to train Rotarians on programs and administrative requirements of The Rotary Foundation and how to sustain and grow membership in Rotary.
15. **District Voting**
    1. In the transaction of official District business, each club shall have one vote ~~for each 25 members or major fraction thereof (37 or less, 1 vote; 38 to 62, 2 votes; 63 to 87, 3 votes; 88 to 112, 4 votes, etc.). Clubs of less than 25 members shall be entitled to one vote. All votes shall be cast by the Club President or their designee.~~ . A club with more than 25 members has one additional elector for each additional 25 members or major fraction thereof. That is, a club with a membership of up to 37 members is entitled to one elector, a club with 38 to 62 members is entitled to two electors, a club with 63 to 87 members is entitled to three electors and so on. Membership is determined by the number of members in the latest club invoice before the vote, except that a suspended club has no vote.
    2. To participate in any voting by electors at the district conference, a club shall have paid the required district levy for the Rotary year in which the voting is taking place and shall not be indebted to the district.
    3. All votes shall be cast by the Club President or their designee either in-person or electronically as requested by the District Leadership Committee. A quorum will be established with representation of 51% of all clubs (simple majority). To pass a motion, 51% of all votes must be in favor of the motion (simple majority).
16. **~~No~~ Abuse and Harassment Policy**
    1. Rotary District 5710 is committed to protecting all participants in Rotary sponsored programs and activities from harassment or abuse and has adopted the policy established by the Directors of Rotary International to prevent such actions as detailed in Appendix A.
17. **Amendments to the Manual of Procedure**
    1. This ~~manual~~ District 5710 Manual of Procedure may be ~~amended at any District Conference or District Assembly, or by electronic vote via email~~ modified by in person or electronic vote initiated by the District Governor, ~~by~~ with an affirmative vote of the majority of club presidents voting, or their designated proxy. ~~Any electronic vote must be preceded by an email sent to all District members describing the proposed changes, as well as posting the proposed changes on the home page of the District website, rotary5710.org, both to be done no later than 45 days prior to the vote by the club presidents.  All club presidents are to be advised by the District Governor of proposed amendments no later than 45 days prior to a vote~~.
    2. ~~Any Club or District committee may submit a proposed amendment in writing to the District Governor 75 days before District Assembly or Conference.~~
    3. ~~The District Leadership Committee shall consider all proposed amendments and submit approved amendments to the District Governor no later than 60 days before District Assembly or Conference.~~
    4. ~~The Amendments shall be in full force upon an affirmative majority vote and a revised District Manual of Procedure shall be published to the District within 15 days of the vote incorporating adopted amendments. Revised copies shall be available on Rotary5710.org and distributed via email to all Club Presidents.~~
18. All proposed enactments must be recommended by a club or District Committee and submitted to the District Governor.
19. All proposed enactments must be sent to District members and club presidents electronically and posted on the District website at least forty-five (45) days prior to a vote by the club presidents.
    * 1. Any Club or District committee may submit a proposed amendment to a proposed enactment in writing to the District Governor thirty (30) days before a vote.
      2. All proposed amendments will be considered and determined by a majority vote of the District Leadership Committee.
20. The District Leadership Committee will prepare and publish a final draft.
21. District Presidents will have fifteen (15) days to vote on the enactments. Once a majority of votes are received, the revised MOP will be adopted.
22. Revised copies will be available on Rotary5710.org and distributed via email to all Club Presidents.

**Appendix A**

**No Abuse and Harassment Policy**

# I. Scope and Policy Statement

Rotary District 5710 is committed to protecting all participants in Rotary sponsored programs and activities from harassment or abuse. Harassment has no place in the Rotary world. Accordingly, Rotary District 5710 does not authorize and will not tolerate any form of abuse or harassment of or by any Rotarian, Rotary staff or volunteer based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law.

This policy will apply to all Rotary District 5710 programs and activities and the clubs that participate in these programs. These programs include but are not limited to Youth Exchange, Interact, RYLA, Rotaract, Group Study Exchange, Ambassadorial Scholarships, District Conferences and other District Events. This policy applies to all District 5710 Rotarians, volunteers, staff and host families who are or wish to become involved in district programs, including all persons who reside in the home of a host family of a Rotary program participant.

# II. Definitions

A. “Harassment” for all purposes includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct relating to an employee’s race, sex, religion, color, national origin, age, disability, or other factor protected by law, which would make a reasonable person experiencing such harassment uncomfortable.

B. “Sexual harassment” includes: (a) physical assaults or physical conduct that is sexual in nature; (b) unwelcome sexual advances or comments or requests for sex or sexual activities, regardless or whether they are based on promises or threats; (c) sexual displays or publications such as calendars, cartoons or graffiti; (d) other verbal or physical conduct of a sexual nature that has the purpose or effect of or creating an intimidating, hostile, or offensive environment; or (e) retaliation for complaints of harassment. Rotary District 5710 regards all such pervasive conduct as creating a hostile and offensive environment in violation of this policy. Examples of sexual harassment include sexual propositions, sexual innuendo, sexually-suggestive comments, sexually oriented “kidding,” “teasing,” or “practical jokes,” jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical conduct, such as patting, pinching, or brushing against another’s body; or reading or otherwise publicizing materials that are sexually suggestive or revealing.

C. “Racial, religious, or national origin harassment” deserves special mention as well and is expressly prohibited. Racial, religious, or national origin harassment includes any verbal, written or physical act in which race, religion, or national origin is used or implied in a manner that would make a reasonable person uncomfortable. Examples of racial, religious, or national origin harassment include jokes that include reference to race, religion, or national origin; the display or use of objects or pictures that adversely reflect a person’s race, religion, or national origin; or use of language that is offensive due to a person’s race, religion, or national origin.

D. “Abuse” includes causing physical injury that result in substantial harm or the genuine threat of substantial harm from physical injury. Abuse also includes mental or emotional injury to an individual that results in an observable and material impairment in an individual’s growth, development or psychological functioning, or permitting an individual to be in a situation in which the individual sustains such an injury.

E. “Sexual abuse” refers to engaging in implicit or explicit sexual acts, or forcing or encouraging another person to engage in implicit or explicit sexual acts alone or with another person of any age, whether of the same sex or of the opposite sex. Sexual abuse can also include non-touching offenses such as indecent exposure or exposing an individual to sexual or pornographic material.

## III. Working with Youth

Rotary International has adopted a “Statement of Conduct for Working with Youth” and “Guidelines for Sexual Abuse Harassment Prevention.” (Rotary International Code of Policies, February 2006, Sections 2.110 and 2.110.2). Rotary District 5710 adopts the “Statement of Conduct and “Guidelines” as its policy on working with youth and incorporates them into this policy.

Specifically the Statement of Conduct provides “It is the duty of all Rotarians, Rotarian’s spouses, partners, family members 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 in contact.”

# IV. Rotary Youth Exchange

The activities and participants in the District 5710 Rotary Youth Exchange shall comply with the SCRYE Youth Protection Policy and the SCRYE Reporting Guidelines for Allegations of Abuse or Harassment and not be subject to this Policy.

# V. District Harassment and Abuse Prevention Committee

The District Governor shall appoint a District Harassment and Abuse Prevention Committee (DHAPCo) to:

1. Implement and enforce this policy
2. Disseminate this policy and insure that District committees and clubs are fully informed about this policy.
3. Serve as the review body for the investigation and resolution of complaints
4. Make recommendations for policy and procedure revisions as needed

The committee shall be composed of:

1. District Governor (ex-offico)
2. District Governor-elect (ex-offico)
3. District Protection Officer - Chair
4. Member-at-Large - Rotarian
5. Member-at-Large – Rotarian
6. Member-at-Large - Rotarian
7. Member-at-large - non-Rotarian with professional experience related to abuse issues

# VI. How to Report Instances of Harassment and Abuse

Rotary District 5710 cannot resolve matters that are not brought to its attention. Any Rotarian, Rotary Staff, volunteer or participant regardless of position or age, who has a complaint of or who witnesses harassment or abuse at any Rotary event or activity by anyone, including Rotarians, Rotary Staff or volunteers, has a responsibility to immediately bring the matter to Rotary District 5710’s attention.

**VII. Procedures for Person Receiving Allegation**

Any person to whom a complainant reports an incident of 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.

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 do not 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” question. 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 person alleged to have been abused, harassed or neglected. As necessary to protect the individual, 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. If there are no safety concerns, determine if the complainant would nonetheless prefer to be removed or cease contact and comply with the complainant’s wishes.

3. Report to DHAPCo Chair:

Immediately upon receiving the complaint (and not later than within two days) report the allegation to the DHAPCo Chair, contact information to be found on Rotary5710.org.

4. Ensure Privacy is Respected:

Avoid gossip and blame. Do not tell anyone about the allegation other than those whom policy requires to be told. Except as required by this policy, 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.

# VIII. How Rotary District 5710 Will Handle Complaints

The District Harassment and Abuse Prevention Committee (DHAPCo) shall be the point of contact within the District to receive complaints of abuse or harassment from any Rotarian, Rotary Staff, volunteer or participant. The DHAPCo shall thoroughly and promptly respond to all claims of harassment in accordance with applicable law and this policy. Specifically, the DHAPCo shall:

1. Confirm that the complainant has been removed from the situation immediately and from all contact with respondent.

2. Immediately report all alleged cases of abuse to the appropriate law enforcement authorities. As to all alleged cases of harassment, the DHAPCo 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. 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 law enforcement investigation. The District Protection Officer, or other appropriate person representing DHAPCo, shall make a reasonable effort to learn of law enforcement's disposition of the matter.

3. Ensure the complainant receives immediate support services.

4. If a decision is made that the appropriate course of action is to investigate the allegations internally, or if the law enforcement officials decline to investigate, complete a thorough investigation of the alleged incident. Complete the investigation as quickly as possible in accordance with this policy and provide a report on the findings to the respondent, the complainant and the District Governor.

5. If an investigation confirms that abuse or harassment has occurred, the DHAPCo will take corrective action, including such discipline up to and including immediate termination of Rotary membership or the privilege to attend Rotary events, as is appropriate.

6. If an investigation into abuse or harassment is inconclusive, then, for the safety of program participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any participant.

## IX. Our Commitment to an Effective No Abuse and Harassment Policy

If you feel that Rotary District 5710 has not met its obligations under the policy, you should contact the District Governor or any member of the DHAPCo. An effective No Abuse and Harassment Policy depends on all of us, working together, to address this.

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**Rotary District 5710 Manual of Procedure**

**Change History**

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| Date | Description of Change |
| April 29, 2011 | 1. Sec. II-B-1 and 2 – Change title “District Governor Nominee-Nominee” to “District Governor Nominee-Designate”.  2. Sec. II-D-2 – Add “or she” to line 2: “He or she shall…..”  3. Sec. II-F-2-c – Correct reference to II-F-1-a and II-F-2-a to read II-F-2-a and II-F-3-a, respectively. Add “or Assembly” to line 2: “….to election at the District Conference or Assembly.”  4. Delete Sec. II-F-4, District Ambassadorial Scholarship Committee; specific reference no longer needed.  5. Delete Sec. II-F-5, District Rotary Foundation Committee; specific reference no longer needed.  6. Delete Sec. III, District International Scholarships; program discontinued for lack of use by clubs and in favor of club-specific scholarship programs.  7. Delete Sec. IV-C reference to dollar amount of District Assessments; remove from MOP and transfer disclosure of annual assessments to district web page.  8. Amend Sec. IV-C process for annual budget approval to match process set forth in RI MOP and Code of Policies.  9. Delete Sec. IV-D, Annual funding for District Governor travel to RI Convention and funding for District Scholarships; outdated and no longer necessary.  10. Sec. IV-E – Change line 1, paragraph 1 from “Rotary District 5710 has recently received…” to read, “Rotary District 5710 at one time received…”  11. Added Manual of Procedure Change History. |
| February 9, 2013 | * Complete revision/rewrite of MOP document |
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