

# **ROTARY INTERNATIONAL DISTRICT 5000 POLICY MANUAL**

Adopted at the Rotary International, District 5000, District Conference,  
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## **ARTICLE 1**

### **PREAMBLE**

#### **SECTION 1.1 PURPOSE OF DISTRICT**

District 5000 (sometimes referred to as the “District”) is a geographical territory comprising the State of Hawaii in which its member clubs are associated for administrative purposes by Rotary International. The District exists solely to help its member clubs advance the Object of Rotary.

#### **SECTION 1.2 PURPOSE OF POLICY MANUAL**

This Rotary International District 5000 Policy Manual (“Policy Manual”) sets forth rules and procedures to be used by the District Governor (sometimes referred to as “DG”), District Governor-elect (sometimes referred to as “DGE”), District Governor Nominee (sometimes referred to as “DGN”), District Governor Nominee Designate (sometimes referred to as “DGND”), District Committees, and clubs of the District for the administration of the affairs of the District, but subject to the Manual of Procedure and other rules, procedures, bylaws and policies adopted by Rotary International (“RI”), and all applicable federal, state and local law.

#### **SECTION 1.3 TERM OF OFFICE**

No one should hold the same elective or appointed District position for a term of more than five (5) consecutive years.

#### **SECTION 1.4 VOTING**

It is in the best interest of Rotary in the District for committee members and representatives of district clubs to participate and vote on district matters according to their best judgment based upon debate and discussion. Accordingly, voting at all District meetings shall be by voice vote, unless otherwise required by electors. No proxy voting shall be allowed, except as authorized under the Bylaws of Rotary International.

#### **SECTION 1.5 RULES OF PROCEDURE**

In all Rotary meetings, assemblies or conferences, matters of procedure not specifically covered by this Policy Manual, or by special rules of procedure adopted by Rotary International, shall be decided by the chairperson of the meeting, assembly or conference, based upon consideration of basic fairness, and subject to the right of appeal to such meetings, assemblies or conferences.

#### **SECTION 1.6 PAST DISTRICT GOVERNORS**

Each Past District Governor (sometimes referred to as “PDG”) is a former officer of Rotary International and not of the district in which he or she served as a governor. As such, any Past District Governor from another district, who is a member, other than

honorary, in good standing of a District club is entitled to all the privileges of, and shall be treated in all respects as a Past District Governor who served in our District. And, any Past District Governor from our District who is a member, honorary or otherwise, in good standing of a District club shall continue to be entitled to all the privileges of a Past District Governor in this District.

### **SECTION 1.7 DISTRICT GOVERNOR**

The District Governor shall be the chief executive officer of the District and shall supervise its activities in accordance with this Policy Manual and the most recent edition of RI's Manual of Procedure. The District Governor shall preside at the District Conference and at such other meetings of the District where another leader is not specified herein. The District Governor shall be an ex-officio member of all District committees.

### **SECTION 1.8 VICE-GOVERNOR**

In the event of the District Governor's resignation, disability or death, the Vice-Governor shall replace the District Governor for the period of temporary disability or for the remainder of the District Governor's unexpired term.

## **ARTICLE 2**

### **ORGANIZATION**

#### **SECTION 2.1 DISTRICT FILES**

The official files of the District shall be kept at the office of the current District Governor and/or an appropriate self-storage unit or other space maintained by the District. Following the end of his or her term of office, the District Governor shall pass the district files, together with any and all District-owned property, to his or her successor not later than July 1st.

#### **SECTION 2.2 SUCCESSION PLAN**

(a) **Appointment Criteria:** The District recognizes the importance of the continuity of leadership and has created the following appointment criteria:

(1) The District Governor Nominee Designate should be selected on or before January 1, which is 30 months prior to starting the term as District Governor.

(2) The DGND will assume the District Governor Nominee title on July 1, which is 24 months before assuming the DG title.

(3) The DGE should fill all District committee appointments, Assistant Governor (sometimes referred to as "AG") appointments, Standing Committee

appointments and other District assignments no later than December 31, which is six months prior to starting the term as District Governor.

(4) The District Governor Nominee will assume the DGE title on July 1, which is 12 months before assuming the DG title.

(b) **Training Cycle:** All appointees are required to attend all training sessions as outlined in the District Training Schedule, unless deferred by the DG or DGE for justifiable reason. Such missed training shall be rescheduled by the DG or DGE and conducted on another date.

(c) **Replacing Vacated Positions:** Any vacated officer, assistant governor or committee assignment position may be filled by appointment by the District Governor. If the District Governor position is vacated, the vice-governor shall fill the position.

### **SECTION 2.3 DISTRICT OFFICERS**

The District Governor Nominee should appoint the following District positions for the DGN's year before becoming the DGE:

- (a) District Secretary;
- (b) District Treasurer;
- (c) District Finance Committee Chairperson;
- (d) Assistant Governors;
- (e) District Ombudsperson; and
- (f) District Travel Coordinator.

### **SECTION 2.4 DISTRICT GOVERNOR'S OFFICIAL VISIT**

(a) The District Governor shall visit each district club, in accordance with Section 15.090 of the RI Bylaws (Duties of a Governor). The District Governor's official visit has the following purpose:

- (1) focusing attention on important Rotary issues;
- (2) providing special attention to weak or struggling clubs;
- (3) motivating Rotarians and Rotary clubs to participate in service activities; and
- (4) personally recognizing the outstanding contributions of Rotarians in the District.

(b) The official visit should take place on a date and time that maximizes the impact of the District Governor's presence, including, without limitation, charter nights, induction ceremonies, new member orientation programs, citation or award presentations, and special programs of The Rotary Foundation events or intercity meetings.

## **SECTION 2.5 DISTRICT STANDING COMMITTEES**

### **(a) District Committees.**

(1) District committees are charged with carrying out the goals of the District as formulated by the District Governor with the advice of the Assistant Governors. The standing committees shall be appointed to address the on-going administrative functions that are set forth in Section 2.5(g) below.

(2) The District Governor-elect may create such other committees or sub-committees that he or she deems advisable and appropriate. Such committees are subject to annual review and possible deletion or modifications by each succeeding District Governor, with due consideration of District requirements for continuity of services.

(3) The District Governor and the District leadership team shall appoint additional District committees only when they serve a specific function as identified. Committees not meeting these criteria should not be appointed.

### **(b) Committee Structure.**

With respect to each standing committee, it is highly recommended, but not required, that there be three appointments for each committee assignment. The terms for these appointees should, but are not required to, be staggered, so that one term coincides with the DGN cycle, another coincides with the DGE cycle and another runs with the current DG term. Each year, the incoming District Governor shall appoint one member of each committee to serve as chairperson.

### **(c) Committee Qualifications.**

The minimum recommended qualification for appointment to a District committee is membership, other than honorary, in good standing in a club in the District. In addition, it is recommended that the chairperson selected be a Past District Governor, a past Assistant Governor, a past club President, or an effective past District committee member, that has had previous experience as a member of the District committee.

### **(d) Training Requirements.**

District committee chairpersons shall attend the District team-training seminar prior to serving as chairperson, unless deferred as outlined under Section 2.2(b) above. District committee chairpersons should attend the district assembly/assemblies, unless

excused by the DGE. Committee members should also participate in district training meetings.

**(e) Relation to Rotary International (RI), The Rotary Foundation (TRF) or Presidential Appointees.**

District committees should work with relevant RI and Rotary Foundation committees or task forces, as well as Rotarians appointed by the RI President or Trustee Chairman, to facilitate action at the District or club levels related to specific RI or Rotary Foundation programs or activities.

**(f) Reporting Requirements.**

District committees shall report to the District Governor on the status of their activities on a regular basis. District committees shall report successful activities to RI for possible publication in RI publications and on the RI web page.

**(g) Standing Committees.**

- (1) Past District Governor Advisory Council
- (2) District Training Committee
- (3) District Public Image & Awareness Committee
- (4) District Conference Committee
- (5) District Finance Committee
- (6) District Nominating Committee
- (7) District Membership Development Committee
- (8) RI Convention Promotion Committee
- (9) District Youth Services Committee
- (10) District Rotary Foundation Committee
- (11) District Resolutions/Legislation Committee

**(h) DRFC Subcommittees:**

- (1) Annual Giving Committee
- (2) Permanent Fund Committee (Planned Giving & Major Gifts)
- (3) Scholarship Committee

- (4) Vocational Training Team Committee
- (5) Grants Committee
- (6) PolioPlus Committee
- (7) Alumni Committee
- (8) District Audit Committee

### **ARTICLE 3**

#### **COUNCIL ON LEGISLATION**

##### **SECTION 3.1 PURPOSE**

(a) The Council on Legislation (“Council”) is the legislative body of Rotary International. The Council meets every three (3) years at a time and place designated by the Rotary International Board of Directors.

(b) A club or a District Conference may propose legislation, in the form of an enactment or as resolutions. Proposed enactments and resolutions must be delivered to the RI General Secretary in writing no later than 31 December in the year preceding the Council on Legislation.

(c) Each proposal from a club must be submitted to the District Conference for a vote on whether or not to endorse it. A certificate must accompany submission to the RI General Secretary from the District Governor stating that the proposal has been duly considered and whether or not it has been endorsed.

##### **SECTION 3.2 ELECTION OF REPRESENTATIVE**

(a) A Rotarian shall be selected to represent the clubs of the District as a voting member at the meeting of the Council. The representative and an alternate representative shall be selected by a nominating committee procedure. The nominating committee procedure, including any challenges and a resulting election, shall be conducted and completed in the Rotary year two (2) years preceding the Rotary year in which the Council meeting is to take place. If neither the representative nor the alternate representative is able to serve, the District Governor may appoint another qualified Rotarian from the District to serve.

(b) To be qualified to serve as the representative or the alternate representative, each candidate must have served a full term as an officer of Rotary International (or be current District Governor or District Governor-elect under special circumstances), and, at the time of nomination through the time of the Council meeting, must be a member of a Rotary club in this District and not be an honorary member of a club in this District.

(c) Any Rotary club may nominate from its membership, a qualified candidate to represent the clubs in the District. The nominations shall be submitted to a five-member nominating committee consisting of Past District Governors, who shall be selected in the same manner described in Section 7.6(a) below. The nominating committee shall select the representative and alternative representative using the nominating committee procedure set forth in Section 7.6, but only to the extent it is not in conflict with this Section 3.2. A candidate for representative or alternate representative is ineligible to serve on the nominating committee.

## **ARTICLE 4**

### **DISTRICT MEETINGS**

#### **SECTION 4.1 DISTRICT CONFERENCE**

(a) The purpose of the District Conference is to further the program of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to the affairs of the clubs in the District and Rotary International generally.

(b) The District Conference dates shall not conflict with the District Assembly/Assemblies, the International Assembly, the Council on Legislation or the International Convention.

#### **SECTION 4.2 DISTRICT ASSEMBLY/ASSEMBLIES**

(a) The District Assembly/Assemblies are held to provide motivation, inspiration, Rotary knowledge, and instruction in administrative duties in order that the incoming Presidents and Secretaries and such other incoming club leaders designated by the Rotary International Board will receive a greater understanding of their responsibilities and opportunities for service.

(b) The District Governor-elect, with the cooperation of the District Governor, shall select the site(s) and date(s) and shall conduct the District Assembly/Assemblies. The District Assembly/Assemblies should be held between March 1st and July 1st, at a time different than the Presidents-Elect Training Seminar, District Conference and the Rotary International Convention meetings.

(c) Club Presidents-elect shall attend their District Assembly, unless excused by the District Governor-elect.

(d) The following incoming club officers, and/or chairpersons should commit to attend their District Assembly/Assemblies:

- (1) President Nominee
- (2) Secretary-elect

- (3) Treasurer-elect
- (4) Club Administration
- (5) Community Service
- (6) International Service
- (7) Youth Services
- (8) The Rotary Foundation
- (9) Vocational Service
- (10) Club Bulletin Editor
- (11) Membership
- (12) Service Projects
- (13) Club Public Image

#### **SECTION 4.3 PRESIDENTS-ELECT TRAINING SEMINAR**

(a) Presidents-Elect Training Seminar (“PETS”) is a training and informational program for the club Presidents-elect, planned and organized by the District Governor-elect in cooperation with the District Governor. The main purpose of PETS is to help implement the Rotary International theme for the ensuing year and to motivate Presidents-elect in leadership roles in their clubs, the District and Rotary International activities.

(b) In the discretion of the District Governor-elect, the District may participate in a multi-district PETS. Alternatively, the District Governor-elect, in cooperation with the District Governor, shall select site(s) and date(s) and conduct a PETS in the State of Hawaii. The date(s) for the PETS shall not be later than the date the Presidents-elect assume the office of club President, and must not conflict with the date(s) for the District Assembly/Assemblies or the International Assembly.

(c) Club Presidents-elect shall attend PETS, unless excused by the District Governor-elect. Attendance at any multi-district PETS or comparable training, at the recommendation of the District Governor-elect, will fulfill this requirement.

## **ARTICLE 5**

### **DISTRICT FINANCES**

#### **SECTION 5.1 THE DISTRICT 5000 FUND**

The District 5000 Fund (“District Fund”) is established for the adequate financing of the administration and development of Rotary in the District and the financing of District approved projects.

#### **SECTION 5.2 FINANCING THE DISTRICT FUND**

(a) The District Fund shall be financed by all the clubs through a per capita district levy to become effective and based on membership as of July 1st and January 1st following approval of such levy.

(b) With the approval of seventy-five percent (75%) of the clubs in the District, a District fundraiser may also be held to finance the District Fund. Such approval of a District fundraiser is valid only for the Rotary Year it was approved for.

(c) The amount of the levy shall be determined in conjunction with the budget of District expenditures, approved by seventy-five percent (75%) of the Presidents-elect present at a District-wide meeting of the Presidents-elect (“Specified PE Meeting”), including, for example, but not limited to, a pre-PETS meeting of the Presidents-elect.

#### **SECTION 5.3 AUTHORIZED EXPENDITURES**

(a) The expenses of the District Governor shall be in accordance with the approved budget of District expenditures, and to include the monies allocated to the District Governor by Rotary International.

(b) Permissible District expenditures shall include the following:

(1) The necessary and reasonable expenses of the Immediate Past District Governor and partner, the District Governor and partner, the District Governor-elect and partner, and the District Governor Nominee and partner, for attendance at the Rotary Zone Institute.

(2) The necessary and reasonable expenses of the District Governor and partner and District Governor-elect and partner for attendance at the Rotary International Convention.

(3) The necessary and reasonable expenses of the District Governor-elect and partner to attend the Rotary International Assembly, so as to cover those expenses that are not covered by Rotary International.

(4) The necessary and reasonable expenses of the District Governor Elect and partner to attend the RI Zone's (District) Governor Elect Training Seminar ("GETS").

(5) The necessary and reasonable expenses of the District Governor Nominee and partner to attend the RI Zone's (District) Governor Nominee Advanced Training Seminar ("GNATS").

(6) The expense of a Past District Governor pin, to be presented to the outgoing District Governor.

(7) The expense of a thoughtful and appropriate gift to the outgoing District Governor in appreciation of the year of service to the District.

(8) The premium expense of comprehensive blanket insurance for liability coverage for the protection of the District, its clubs, the club's members and other organized clubs approved and operating under Rotary International's guidelines, unless such expenses are covered by Rotary International as an assessment to the Rotary clubs in the District.

(9) Other necessary and reasonable expenses, which the District Governor feels are in the best interest of the District and are approved by the District Finance Committee.

(10) The necessary and reasonable expenses of the DG, DGE, DGN and AG's (and, where required, a District Resource Leader, such as the District Trainer) to attend a District 5000 PETS or a multi-district PETS in which District 5000 participates (e.g., Far West PETS); provided, however, additions or substitutions for AGs and District Resource Leaders shall be permissible at the discretion of the DGE and subject to the approval of the DG.

(c) The District Treasurer shall annually advance to the District Conference chairperson the sum of Five Thousand Dollars (\$5,000) to cover initial expenses of the District Conference. At the conclusion of the District Conference, this amount plus any District Conference surplus, shall be returned to the District Fund. A District Conference financial report shall be forwarded to the District Governor and the District Finance Chair within sixty (60) days following the District Conference.

(d) Within the District deposit account, the District may maintain restricted sub-accounts for (i) the Interact program, (ii) the Rotary Youth Leadership Awards program, (iii) the Rotary Youth Exchange program, and (vi) any other program that may be designated by the Finance Committee from time to time, which sub-accounts shall be used to account for funds contributed for such program by or on behalf of the program participants or beneficiaries, and, if unused, those funds may be restricted and carried over from year to year in the sub-account, without interest, for expenditure by or for the benefit of that program. These amounts, if any, do not include District budgeted amounts, which, if unused, do not carry over from year to year. In the

Rotary year that the restricted funds are to be expended, the use of such funds will be subject to the approval of the then sitting District chairperson for that program and then sitting District Governor, or their respective designees.

#### **SECTION 5.4 DISTRICT BUDGET**

(a) The District Governor-elect, with the advice and assistance of the District Finance Committee, shall prepare a budget for the District based on funds available from Rotary International, the estimated District funds available at the end of the year and the size of membership of the District at the end of the Rotary year.

(b) After the proposed budget of District income and expenditures has been recommended by the District Finance Committee, the budget shall be distributed to the Presidents and Presidents-elect of the clubs at least thirty (30) days prior to a Specified PE Meeting by the District Governor-elect and voted upon at such Specified PE Meeting by the Presidents-elect. At such Specified PE Meeting, the per capita levy shall be voted upon by the Presidents-elect and must be approved by seventy-five percent (75%) of the Presidents-elect present. The per capita levy ratified shall be binding on all clubs within the District.

(c) The District Budget will set forth the approved amounts of authorized expenditures. These amounts, however, are not to be considered automatically approved for expenditure. All expenditures must receive the District Governor's approval in advance.

(d) Any unbudgeted disbursement or disbursements exceeding the budget for such disbursement in excess of Three Thousand Dollars (\$3,000) shall be made only upon the approval of the District Finance Committee, upon the request of the District Governor for such disbursement. All other disbursements from the Approved District Budget Fund shall be made at the direction of the District Governor.

#### **SECTION 5.5 DISTRICT RESERVE FUND**

(a) In developing the District budget described in Section 5.4(a), the District Governor-elect and District Finance Committee shall provide for a District Reserve Fund in an amount equal to the sum of (i) fifty percent (50%) of one year's anticipated expenditures (excluding, however, expenses for activities that are projected to be revenue-neutral by the Finance Committee, such as the District Conference, Interact Conference and Rotary Youth Leadership Awards ("RYLA"), unless such expenses are listed as line items in the District budget) plus (ii) an additional Ten Thousand Dollars (\$10,000) in reserve for potential disqualification of TRF expenditures that must be repaid to The Rotary Foundation.

(b) For purposes of this Section 5.5, "District Reserve Fund" shall be deemed to be cash and equivalents on hand at the end of a fiscal year in excess of the amount needed to pay accrued expenses as of that date. Such reserve fund shall not

include any funds received and held for a designated purpose other than the operating budget.

### **SECTION 5.6 DEPOSIT OF FUNDS**

All District monies shall be deposited in the name of “Rotary International District 5000” in one or more accounts in federally insured financial institutions authorized to do business in the State of Hawaii.

### **SECTION 5.7 ANNUAL STATEMENT OF DISTRICT FINANCES**

(a) The District Governor must supply an annual statement of the District finances to each club in the District within three (3) months of the completion of his or her year of service as a District Governor. This annual statement shall also be presented, discussed if need be, and formally adopted by the following District Conference.

(b) The financial statements of Rotary District 5000 shall be audited annually by an independent certified public accountant doing business in the State of Hawaii, who may, but is not required to be, a Rotarian.

### **SECTION 5.8 DISTRICT TREASURER**

(a) The District Treasurer shall:

(1) Be the custodian of all District funds in accordance with Section 5.6, and all District financial records and books of account.

(2) Send to each club a statement of its per capita dues.

(3) Collect the district per capita dues.

(4) Promptly pay all District expenses upon receipt of proper documentation and authorization from the District Governor.

(5) Maintain the District’s books of account in a manner and form that will facilitate preparation of financial reports required hereunder as well as required reports to Federal and State of Hawaii tax authorities.

(6) Prepare or cause to be prepared a statement of cash receipts and disbursements on no less than a quarterly basis (or as frequently as monthly, if requested by the DG) for submission to the District Governor, District Finance Committee and the Past District Governors’ Advisory Council committee. Such statements shall compare receipts and expenditures to the approved operating district budget on a year-to-date basis, and shall be available to District clubs upon request.

(7) Prepare or cause to be prepared all required District reports to Federal and State of Hawaii tax authorities when due.

(b) Two signatures are required on all checks, as follows:

(1) If the check is not payable to the District Governor, the check must be signed by (i) the District Governor and (ii) the District Treasurer or the Chairperson of the Finance Committee (or another member of the Finance Committee appointed by the Chairperson to sign checks in lieu of the Chairperson).

(2) If the check is payable to the District Governor, the check must be signed by (i) the District Treasurer and (ii) the Chairperson of the Finance Committee (or another member of the Finance Committee appointed by the Chairperson to sign checks in lieu of the Chairperson).

(c) The District Treasurer shall serve as a voting member of the Finance Committee.

## **ARTICLE 6**

### **DISTRICT OFFICERS/APPOINTEES**

#### **SECTION 6.1 DISTRICT SECRETARY**

(a) The District Secretary shall be a Rotarian knowledgeable in Rotary, familiar with district meetings, who can assist the District Governor in making arrangements for district meetings, handling correspondence, compiling minutes of district meetings, collecting and reporting membership statistics and keeping records.

(b) The District Secretary shall:

(1) Provide ongoing communication with and problem solving for Club Secretaries. The District Secretary is encouraged to develop, maintain and update a list of FAQ (frequently asked questions and answers) to help Club Secretaries anticipate situations/problems.

(2) Train incoming Club Secretaries, at the District Assembly/Assemblies. Proactively reach out to Club Secretaries to get them to their District Assembly. Train new Club Secretaries who come on during the year or miss the assembly.

(3) Maintain an up-to-date list of Club Secretaries.

(4) Keep abreast of Rotary attendance rules, classifications and inform club secretaries on changes.

(5) Monitor and maintain up-to-date attendance and membership statistics for the District and ensure that they are posted in the District newsletter and on the District web site. Alert the District Governor, the District

Membership Chairperson and the appropriate Assistant Governor of any potential issues or problems identified during the process.

(6) Take and maintain the minutes of District meetings and distribute minutes accordingly.

(7) Retain and be responsible for all the historical records of the District and act as chief archivist of district records.

## **SECTION 6.2 ASSISTANT GOVERNORS**

(a) The District shall use the title, "Assistant Governor," to reference Rotarians appointed by the District Governor who serve at the district-level and are assigned the responsibility of assisting the District Governor with respect to administration of designated clubs.

(b) Each Assistant Governor shall be assigned to a geographical area and shall be responsible for all of the clubs within that geographical area. It is recommended, but not required, that AG's be assigned between four (4) and eight (8) clubs. Geographical areas and clubs may be changed at the will of the District Governor.

(c) All Assistant Governors will be responsible for providing the following support to the clubs to which they have been assigned:

(1) Meet with and assist the incoming club Presidents before the beginning of the Rotary year to discuss the clubs' goals and to review the Planning Guide for Effective Clubs and section 2.010.1 of the Rotary Code of Policies (Failure to Function);

(2) Attend each club assembly associated with the District Governor's official visit;

(3) Visit each club regularly, preferably monthly with a minimum of one visit each quarter of the Rotary year, and meet with the club President and other club leadership to discuss the business of the club and resources available to them;

(4) Assist club leaders in scheduling and planning for the District Governor's official visit;

(5) Keep the District Governor posted on progress of the clubs and suggest ways to enhance Rotary development and address problems;

(6) Encourage clubs to follow through on requests and recommendations of the District Governor;

projects;

- (7) Monitor each club's performance with respect to service

- (8) Identify and encourage the development of future district leaders.

(d) In order to fully meet these responsibilities, all Assistant Governors are expected to:

- (1) Attend the District team-training seminar;
- (2) Attend the Presidents-elect Training Seminar and the district assembly;

- (3) Advise the incoming District Governor on district committee selections;

- (4) Attend and actively promote attendance at the District Conference and other District meetings; participate in Rotary Foundation programs, annual and special giving events, and other special assignments as necessary.

(e) The District Governor may ask the Assistant Governors to assist in the development of the District goals during the year prior to the appointment of committees.

(f) Minimum criteria in selecting Assistant Governors should include the following:

- (1) Membership, other than honorary, in good standing in a club in the District for at least three (3) years;

- (2) Service as President of a club for a full term;

- (3) Willingness and ability to accept the responsibilities of Assistant Governor;

- (4) Demonstrated outstanding performance at the district level;

and

- (5) Potential for future leadership in the District.

(g) Assistant Governors are district appointees. Assistant Governors are not officers of Rotary International. Assistant Governors are to be appointed on an annual basis, with no Assistant Governor serving more than three (3) consecutive one-year terms to provide continuity in the District leadership. It is recommended that no Past District Governor serve as an Assistant Governor. The District Governor may make exceptions as deemed necessary or appropriate.

(h) The District is responsible for determining any financial support provided to Assistant Governors in performing their duties and responsibilities. The District Governor may be eligible to receive limited funding from RI for the purpose of training and supporting Assistant Governors.

### **SECTION 6.3 DISTRICT OMBUDSPERSON**

(a) The District Ombudsperson is responsible for investigating reports of misuse or mismanagement of TRF or District grant funds. The District Ombudsperson must be a Rotarian.

(b) Concerns raised over the use of TRF or District grant funds will be forwarded to the District Ombudsperson who will investigate the concerns and report the findings in writing to the District Governor.

(c) The District Ombudsperson's report shall include, without limitation, the following:

- (1) A description of the complaint;
- (2) The facts discovered during the investigation; and
- (3) Recommendations.

(d) The District Ombudsperson will retain a log of reports of misuse or mismanagement and associated investigative reports.

### **SECTION 6.4 DISTRICT TRAVEL COORDINATOR**

The District Travel Coordinator, in consultation with the District Governor, is responsible for developing and implementing the District's airline travel policy and maintaining a corporate travel account for the District to maximize potential corporate airline travel privileges, including, without limitation, discount airfares and cancellation and rescheduling privileges. All airline travel arrangements for individuals whose airfare is payable through District funds shall be arranged through the District Travel Coordinator; unless otherwise approved by the approved by the District Governor.

## **ARTICLE 7**

### **STANDING COMMITTEES**

#### **SECTION 7.1 PAST DISTRICT GOVERNOR ADVISORY COUNCIL**

(a) The purpose of the PDG Advisory Council is to advise the District Governor on policy matters affecting the District and to assist the District Governor when called upon to do so.

(b) The PDG Advisory Council shall be composed of all Past District Governors in the District who indicate a desire and willingness to actively serve on this committee and shall be chaired by the Immediate Past District Governor.

(c) The PDG Advisory Council should hold at least two (2) meetings for each Rotary year, but such meetings need not be called if there are no necessary items for discussion.

## **SECTION 7.2 DISTRICT TRAINING COMMITTEE**

(a) It is highly recommended that the District Governor-elect appoint a District Trainer.

(b) The District Trainer shall be responsible for supporting the District Governor and District Governor-elect in training Club and District leaders.

(c) The minimum recommended qualifications for the District Trainer should include:

(1) Membership, other than honorary, in good standing in a club in the District for at least three (3) years;

(2) Preference should be given to training or education as a component of their vocation or profession;

(3) Status as a Past District Governor, a skilled past Assistant Governor, a skilled past President, or past district committee chairperson;

(4) A clear understanding that the district trainer is responsible to the District Governor-elect;

(5) Willingness and ability to accept the responsibilities of District Trainer as determined by the District.

(d) The District Governor-elect should instruct the District Trainer on specific training requirements for the current Rotary year related to:

(1) PETS;

(2) The District Assembly/Assemblies; and

(3) The District Team-Training Seminar (which includes Assistant Governor training).

(e) Working in conjunction with the District Governor; the District Trainer is responsible on an annual basis for developing and conducting training for the District Leadership team or other training events in the District as appropriate.

(f) Under the direction of the District Governor-elect, the District Trainer is responsible for one or more of the following aspects of training conducted at the aforementioned meetings:

- curricula):
- (1) Program content (in accordance with board-recommended curricula);
  - (2) Conducting sessions;
  - (3) Identification of speakers and other volunteers;
  - (4) Training of facilitators
  - (5) Program evaluation; and/or
  - (6) Logistics

It is strongly recommended that the District Trainer prepare the program content.

(g) The District Trainer may also have secondary responsibility for the District Rotary Foundation Seminar. Secondary responsibility means that the District Trainer may support the District Rotary Foundation Chairperson in conducting the various aspects of this meeting.

(h) The District Governor, based upon the recommendation of the District Governor-elect, may appoint on an annual basis such number of assistant district trainers as shall be deemed appropriate. The assistant district trainers shall have responsibilities assigned to them by the district trainer. Qualifications of assistant district trainers should be consistent with those of the district trainer.

### **SECTION 7.3 DISTRICT PUBLIC IMAGE AND AWARENESS COMMITTEE**

(a) **Purpose.**

The District Public Image and Awareness Committee should promote Rotary to external audiences and foster understanding, appreciation and support for the programs of Rotary. The committee should promote awareness among Rotarians that effective external publicity, favorable public relations and a positive image are desirable and essential goals for Rotary.

(b) **Qualifications of Members.**

(1) Preference should be given to those who have experience as a club public relations chairperson.

(2) Preference should be given to media, public relations or marketing skills as a component of their vocation or profession.

(c) **Duties and Responsibilities.**

(1) Encourage Rotary clubs within the District to make public relations a priority.

(2) Promote Rotary to external audiences, such as the media, community leaders and beneficiaries of Rotary's programs.

(3) Contact the media with newsworthy stories of district projects and events.

(4) Keep in touch with the District Governor and the chairpersons of key committees to stay informed about district projects and activities.

(5) Share RI public relations materials with clubs.

(6) Seek opportunities to speak to individual clubs about the importance of club public relations.

(d) **Additional Training Requirements.**

In addition to the chairperson, as many committee members as possible should attend a training meeting conducted by the Zone Public Information Officer.

## **SECTION 7.4 DISTRICT CONFERENCE COMMITTEE**

(a) **Purpose.**

Under the direction of the District Governor, who shall have creative input, the District Conference Committee shall be responsible for all aspects of organizing and promoting the annual district conference.

(b) **Committee Structure.**

To be effective, the District Conference Committee must have continuity of leadership. It is recommended, but not required, that the District Conference Committee Chairperson be appointed for a three-year term.

(c) **Qualifications of Members.**

Preference should be given to those who have experience in the meeting coordination and/or hospitality industry. Preference should also be given to media, public relations or marketing skills as a component of their vocation or profession.

(d) **Duties and Responsibilities.**

Under the direction of the District Governor, who shall provide the overall theme and location preference, the committee shall,

(1) Select the District Conference venue and coordinate all related logistical arrangements.

(2) Create a District Conference budget under the district budget and manage the finances of the District Conference in a prudent and fiscally responsible manner.

(3) Promote conference attendance with particular emphasis on:

- (i) New Rotarians;
- (ii) All members of newly-organized clubs in the District;

and

- (iii) Representation from every club in the District.

(4) Promote the District Conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary programs.

(5) Coordinate, in cooperation with the District Trainer, a District Leadership Seminar to be held in conjunction with the District Conference.

## **SECTION 7.5 DISTRICT FINANCE COMMITTEE**

(a) The District Finance Committee shall safeguard the assets of the district fund by reviewing and studying the amount of per capita levy and necessary expenses of district administration, and prepare an annual report on the status of the District's finances for the district assembly/assemblies.

(b) The District Finance Committee shall consist of two (2) Past District Governors who served in our District and indicate their desire and willingness to actively serve on this committee and two (2) Rotarians from District 5000, appointed by the District Governor, with preference for all appointments being given to accounting/finance as a component of the member's vocation or profession, with the chairperson being determined by the District Governor. The District Governor shall appoint a member of this committee to serve as the District Treasurer. The District Governor may appoint other members to the Finance Committee with voice, but without vote.

(c) The District Finance Committee shall meet with the District Governor and the District Governor-elect at a sufficient time prior to the District Assembly/Assemblies to receive their recommendations and budget requests to be incorporated into the budget.

(d) The Finance Committee shall consult with the District Governor concerning any unusual financial condition(s), which arise during the term of his or her administration.

(e) The Finance Committee shall approve any withdrawal from the District Reserve Fund for use by the District Governor in situations of unusual financial emergency or need which cannot properly be financed within the approved annual operating budget.

## **SECTION 7.6 DISTRICT NOMINATING COMMITTEE**

### **(a) Purpose.**

Each year, the Nominating Committee shall select (i) a District Governor Nominee Designate, and (ii) a Vice-Governor for the following Rotary year. The Vice-Governor shall be a Past District Governor who shall replace the District Governor in case of temporary or permanent inability to continue in the performance of the governor's duties.

### **(a) Committee Structure.**

The District Nominating Committee shall consist of the five (5) most immediate Past District Governors who served in our District and still reside in our District and are willing and able to serve, plus one (1) club member from each of the small, medium and large "Clubs of the Year," as recognized by the District for the immediately preceding Rotary year, who are also willing and able to serve. The club member shall be the immediate past President of that club. If the immediate past President is unable or unwilling to participate on the Nominating Committee, the club may, but is not required, designate another club member, who must be a past President of the club. Notwithstanding anything to the contrary herein, an otherwise eligible Past District Governor and past President shall recuse him or herself from the meeting if the candidate is a member of his or her club.

### **(b) District Governor Nominee Designate.**

(1) During the DGND candidate interviews, all members of the Nominating Committee shall meet together in person so as to reap the benefit of frank and collective discussion. The Past District Governor with the earliest year of service as Past District Governor shall serve as chairperson. The DG, DGE and DGN may witness the DGND candidate interviews, but are not members of the Nominating Committee and shall not participate in any of the deliberations.

(2) The procedure to be used in the selection of the DGND shall follow the timetable and sequence under Section 2.2 above and as set forth in this Section 7.6(b)(2).

(3) Between July 1 and September 1, the District Governor shall deliver a written invitation to each club to request nominations for DGND. The invitation shall be mailed (see definition of "mail" in Section 15.4) to the club President. November 1 shall be the closing date for nominations from the clubs. In making its

selection for DGND, however, the Nominating Committee shall not be limited in its selection to those names submitted by clubs in the District.

(4) The Nominating Committee shall meet privately on or before November 30th, as necessary, to select a DGND. Upon selecting a nominee, the Nominating Committee shall adjourn and the chairperson of the Nominating Committee shall notify the District Governor of the nominee's selection within twenty-four (24) hours of the adjournment.

(5) The District Governor shall publish the decision of the Nominating Committee to the clubs by way of an announcement ("Announcement") that the District Governor shall mail to the club presidents within seventy-two (72) hours following the District Governor's receipt of notice of the nominee's selection. The Announcement shall include the nominee's name and home club, and shall provide the clubs a fifteen (15)-day deadline to submit challenges and an address to which those challenges can be mailed to the District Governor.

(6) A club may propose a different candidate for DGND, provided the individual has previously been suggested to the Nominating Committee. To be considered, the challenge shall be in the form of a duly adopted club resolution and delivered to the District Governor within fifteen (15) days following the date of the Announcement. If the District Governor receives a timely challenge, the District Governor shall promptly notify all club presidents by mail and inquire whether any clubs desire to concur with the challenge. To concur, a club shall deliver a duly adopted club resolution to the District Governor within fifteen (15) days following the notice to the club presidents in the immediately preceding sentence. To be considered, a challenge must be concurred to by at least five (5) other clubs. Each club may concur with only one challenging candidate.

(7) If no challenge is received by the District Governor within the 15-day challenge period, the District Governor shall promptly notify the DGND candidate selected by the Nominating Committee, and then the clubs, that there was no challenge and that the candidate is declared the DGND. The District Governor shall certify the name of the DGND to the RI General Secretary in accordance with the RI Manual of Procedure after such nominee has been declared selected by the District Governor.

(8) If a timely challenge is timely concurred to by at least five other clubs, the District Governor shall notify the clubs of the names and qualifications of the candidate selected by the Nominating Committee and each challenging candidate, and submit their names to the club using the club voting and ballot-by-mail procedures set forth RI Manual of Procedure. The candidate receiving a majority of the votes shall be declared the DGND. In the event of a tie, the candidate selected by the Nominating Committee shall be declared the DGND. The District Governor shall certify the name of the successful candidate to the RI General Secretary within ten (10) days

following the completion of the election process and in accordance with the RI Manual of Procedure.

(c) **Vice-Governor.**

(1) The Nominating Committee shall select the sitting District Governor to serve as Vice-Governor for the Rotary year following his or her term, unless that individual is unable or unwilling to serve.

(2) If the sitting District Governor is unable or unwilling to serve as Vice-Governor during the following Rotary year, the Nominating Committee shall then invite Past District Governors to submit nominations for Vice-Governor between July 1 and September 1. The Nominating Committee shall meet privately on or before November 30th, as necessary, to select a Vice-Governor. A nominee for Vice-Governor must be a member in good standing of a district club, who is willing and able to serve as Vice-Governor. Upon selecting a Vice-Governor, the Nominating Committee shall adjourn and the chairperson of the Nominating Committee shall notify the District Governor of the Vice-Governor's selection within twenty-four (24) hours of the adjournment.

**SECTION 7.7 DISTRICT MEMBERSHIP DEVELOPMENT COMMITTEE**

(a) **Purpose.**

The Membership Development Committee will identify, promote and implement membership development strategies within the District that are appropriate for the District and will result in membership growth. In order to accomplish this, the Membership Development Committee Chairperson will serve as the link between the District Governor, RI, and the clubs in the District with respect to membership development issues.

(b) **Additional Qualifications of Members.**

(1) Preference should be given to those who have served as chairperson of club committee(s) related to membership development or.

(2) Preference should be given to those who have been active and successful in inviting new club members to join Rotary and in implementing membership programs.

(c) **Duties and Responsibilities.**

(1) Plan, market, and conduct a district membership development seminar.

(2) Work with the District Governor and club leaders to ensure that the District achieves its membership goal.

(3) Coordinate district-wide membership development activities.

(4) Encourage clubs to participate in RI or Presidential membership development recognition programs.

(5) Maintain communication with other district committees, such as the district extension committee and the district public relations committee, to coordinate activities that will aid membership development efforts.

(6) Identify committee members to all clubs and indicate that members of the committee are available to help them.

(7) Encourage clubs to develop and implement an effective membership recruitment plan.

(8) Assist club membership development chairpersons in carrying out their responsibilities.

(9) Visit clubs to speak about successful membership development activities; share information on successful activities.

(10) Ensure that each club committee has a copy of the "Membership Development and Retention Manual."

In addition, the Membership Development Committee Chairperson shall attend a training session conducted by the Rotary Zone Coordinator.

**(d) Additional Training Requirements.**

In addition to the chairperson, as many committee members as possible should attend a training meeting conducted by the Rotary Zone Coordinator.

**SECTION 7.8 RI CONVENTION PROMOTION COMMITTEE**

**(a) Purpose.**

Under the direction of the DGND, with the assistance of the AGs, the RI Convention Promotion Committee shall promote attendance at the annual RI convention to Rotarians throughout the District.

**(b) Additional Qualifications of Members.**

(1) Preference should be given to Rotarians who have attended a minimum of one previous RI convention.

(2) Preference should be given to Rotarians with marketing skills as a component of their vocation or profession.

(c) **Duties and Responsibilities.**

- (1) Attend club and district meetings to promote the convention.
- (2) Serve as a local resource for convention materials and information;
- (3) Create or expand a district website with links to RI's web page.
- (4) Translate important convention information into local language(s), if necessary.
- (5) Identify and target potential registrants by e-mail, letters, and other methods of communication.

**SECTION 7.9 DISTRICT YOUTH SERVICES COMMITTEE**

The District Youth Services Committee coordinates and oversees the efforts of all of those services offered by Rotary District 5000 that involve youth activity, including, but not limited to, Early Act, Interact, Rotaract, Rotary Youth Leadership Awards, Rotary Youth Exchange and other programs involving youth.

**SECTION 7.10 DISTRICT ROTARY FOUNDATION COMMITTEE**

The District Rotary Foundation Committee will follow the structure and format as set forth by the Policies and Procedures in the District Rotary Foundation Policies and Procedures Manual, as amended from time to time.

**SECTION 7.11 DISTRICT RESOLUTIONS/LEGISLATION COMMITTEE**

The District Resolutions/Legislation Committee will be made up of five (5) members to include the District Governor, District Governor-elect, District Governor Nominee, Council on Legislation Representative and one (1) Past District Governor appointed by the District Governor. The District Governor-elect shall serve as the chair of this committee.

**ARTICLE 8**

**FUNDRAISING POLICY**

The District has developed fundraising criteria that should be followed for all fundraisers at the club and district level. Each criterion is set forth in the appendices to this Policy Manual.

## **ARTICLE 9**

### **YOUTH ABUSE AND HARASSMENT PREVENTION POLICY**

The District has adopted a Youth Abuse and Harassment Prevention Policy, which is set forth in the appendices to this Policy Manual. This Youth Abuse and Harassment Prevention Policy is the youth protection policy for all Rotary-affiliated youth programs within the District. All of the clubs in the District are expected to adhere to this Youth Abuse and Harassment Prevention Policy in connection with all youth activities that occur within their clubs.

## **ARTICLE 10**

### **CRISIS COMMUNICATIONS POLICY**

The District has developed a Crisis Communications Plan, which is set forth in the appendices to this Policy Manual, and should be followed in all emergencies that concern or affect the District. All of the clubs in the District are expected to adhere to this Crisis Communications Plan for all emergencies that concern or affect the clubs, the District or both.

## **ARTICLE 11**

### **POLICY ON ALCOHOL AT ROTARY FUNCTIONS**

The District has developed the following policy regarding alcohol at all District functions:

- (a) The District will follow all applicable State laws.
- (b) All persons consuming alcohol will have their identification checked in accordance with State law.
- (c) Any attendee deemed intoxicated will not be served any further alcoholic beverages and appropriate transportation will be arranged.

All clubs in the District are required to follow this policy at all club functions.

## **ARTICLE 12**

### **POLICY ON CONFLICTS OF INTERESTS, CODE OF ETHICS AND WHISTLEBLOWERS**

The District has adopted a Policy on Conflicts of Interest, Code of Ethics and Whistleblowers, which is set forth in the appendices to this Policy Manual. All of the clubs in the District are expected to adhere to these policies in connection with all activities with their clubs.

## **ARTICLE 13**

### **AMENDMENTS**

#### **SECTION 13.1 RESOLUTIONS**

Amendments to this District Policy Manual shall be by resolutions adopted at a District Conference.

#### **SECTION 13.2 PROCEDURES**

(a) Resolutions proposed by a Rotary club, a District Assembly, the District Advisory Committee, the District Resolutions/Legislation Committee or a District Conference must receive a majority vote of the members present at a scheduled resolutions/legislation meeting of the district conference in order to be adopted.

(b) Resolutions shall be filed with the District Governor who shall forward them to the District Resolutions/Legislation Committee at least sixty (60) days prior to the District Conference.

(c) On or before thirty (30) days prior to the District Conference, the District Resolutions/Legislation Committee shall prepare and distribute copies of all proposed resolutions to the President of each club, the District Governor, the District Governor-elect, the District Governor Nominee, and to Past District Governors who are members of the Advisory Committee.

(d) At a time and place during the District Conference, designated by the District Governor, each Resolution received by the Resolutions/Legislation Committee shall be presented by its chairperson with its recommendation for District Conference action.

## **ARTICLE 14**

### **MISCELLANEOUS**

#### **SECTION 14.1 COMPLIANCE WITH LAW**

All clubs in the District are required to comply with all applicable federal, state and local laws, statutes, rules, regulations and ordinances that relate or pertain to their activities, including, without limitation, filing tax returns and other documents required by the Federal and State of Hawaii tax authorities.

#### **SECTION 14.2 RI POLICIES, ETC.**

All references herein to rules, procedures, bylaws and policies of RI shall mean such rules, procedures, bylaws and policies as in effect at the time of determination (taking into account any amendments thereto effective at such time without regard to

whether such amendments were enacted or adopted after the date of this Policy Manual).

### **SECTION 14.3 CONFLICTS**

If there is an irreconcilable conflict between this Policy Manual and the Manual of Procedure (or applicable rules, procedures, bylaws and policies of RI), the Manual of Procedure (or applicable rules, procedures, bylaws and policies of RI) shall control.

### **SECTION 14.4 INTERPRETATION**

The section headings contained in this Policy Manual are for reference purposes only and shall not affect the meaning or interpretation of this Policy Manual. Except where the context clearly requires to the contrary: (a) each reference in this Policy Manual to a designated "Article," "Section" or "Appendix" is to the corresponding Article, Section or Appendix of or to this Policy Manual; (b) instances of gender or entity-specific usage (e.g., "his," "her," "its," "person" or "individual") shall not be interpreted to preclude the application of any provision of this Policy Manual to any individual or entity; (c) the word "or" shall not be applied in its exclusive sense; (d) "including" shall mean "including, without limitation;" (e) references to "\$" or "dollars" shall mean the lawful currency of the United States; (f) references to "Federal" or "federal" shall be to laws, agencies or other attributes of the United States (and not to any State or locality thereof); (g) references to "State" shall be to laws, agencies or other attributes of the State of Hawaii; (h) references to "days" shall mean calendar days; references to "business days" shall mean all days other than Saturdays, Sundays and days that are legal holidays in the State of Hawaii; (i) references to months or years shall be to the actual calendar months or years at issue (taking into account the actual number of days in any such month or year); (j) days, business days and times of day shall be determined by reference to Hawaiian Standard Time; and (k) references to "mail" and "mailing" shall mean first-class mail, electronic mail (e-mail), facsimile transmission or hand-delivery, unless otherwise set forth expressly herein. The use of electronic mail (e-mail) and internet technology for mailing is encouraged to reduce costs and increase responsiveness.

### **END OF DISTRICT POLICY MANUAL**

## **APPENDICES**

Modification Procedures: Items listed under the appendices may be modified. Any modifications must be distributed to all clubs in the District thirty (30) days prior to a Presidents meeting called by the District Governor. Attendance of sixty percent (60%) of the Presidents will constitute a quorum. Any such modifications must be approved by seventy-five percent (75%) of the Presidents in attendance for modifications to become effective and if approved, must be ratified at the next District Conference as described under Article 13.

Appendix 1 – Fundraising Criteria

Appendix 2 – Youth Abuse and Harassment Prevention Policy

Appendix 3 – Youth Programs Volunteer Affidavit

Appendix 4 – Reporting Guidelines for Abuse and Harassment

Appendix 5 – Club Compliance Statement

Appendix 6 – Crisis Communications Plan

Appendix 7 – Policy on Conflicts of Interest, Code of Ethics and Whistleblowers

## **APPENDIX 1**

### **FUNDRAISING CRITERIA**

In participating in or identifying itself with any plans to collect funds, or any other activity, a club should be continually careful not to indulge in undignified practices, which do not contribute to the strengthening of the club's prestige. It is requested that Rotarians in District 5000 adhere to the following standards in seeking financial support for their activities:

1. Adhere to the spirit as well as the letter of all-applicable laws and regulations.
2. Value the privacy, freedom of choice, and interest of all those affected by their actions.
3. Carry out publicity and promotional activities in a manner that encourages respect for the donor and potential donors. Fundraising and promotional materials are truthful and non-deceptive.
4. Never disguise appeals as invoices, bills or statement of account. Any written appeals should clearly state that it is a solicitation for voluntary contributions.
5. In the spirit of Rotary and respecting the feelings of fellow Rotarians, telephone solicitation campaigns should not be used to seek financial support from individuals who are not known contributors and have no previous contact with the organization.
6. Fundraising techniques intended to coerce, harass, or intimidate potential contributors may not be utilized. When volunteers include people in uniform participating on their own time or individuals who have authority over the person being asked to contribute, special precautions are to be taken to assure that this standard is not violated.
7. If merchandise, services or admission to fundraising events are provided in return for payment, the club specifies that portion of the payment, if any, which is tax deductible as a charitable contribution.
8. Clubs or the District should not enter into agreements with organizations or individuals to raise funds on a commission, bonus or percentage basis. Any offer or sale of merchandise made on behalf of Rotary shall specify the amount or percentage of money from the sale that will actually go to the organization. The Rotary International Board does not look with favor on the use of commercial telemarketing by Rotary clubs and districts for any purpose. However, if telemarketing is pursued, clubs and the District should exercise caution, especially if a commercial telemarketing firm is utilized. Any agreement with a commercial telemarketer must include proper identification and qualifying language regarding the Rotary club to be represented or the District, as

appropriate. Any use of telemarketing must comply with existing Rotary circularization policy.

9. The clubs or the District must obtain prior permission before using the names of individuals, organizations, or companies in ways that imply endorsement of the program or fundraising activities.

10. Fundraising materials distributed to the public by clubs or the District must contain the name of the organization, its purpose, and the address from which additional information may be obtained.

11. In all Rotarian-sponsored and endorsed fund raising and public events, the ideals and spirit of "The 4 Way Test" should be considered and emulated.

## **APPENDIX 2**

### **YOUTH ABUSE AND HARASSMENT PREVENTION POLICY**

District 5000 has adopted this Youth Abuse and Harassment Prevention Policy (“Youth Protection Policy”) as its youth protection policy for all Rotary-affiliated youth programs within the District, including, without limitation, Early Act, Interact, Rotaract, Rotary Youth Leadership Awards and Rotary Youth Exchange.

#### **A. STATEMENT OF CONDUCT FOR WORKING WITH YOUTH**

The District 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 any 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 each person’s responsibility to be familiar with this Youth Protection Policy, the reporting guidelines, affidavits, host applications, and reporting forms. Each person who will work with youth, including, without limitation, Youth Exchange students, in any capacity must complete and sign the Youth Volunteer Affidavit and Waiver.

#### **B DEFINITIONS**

For purposes of this Youth Protection Policy, the terms defined below shall have the respective meanings indicated unless the context clearly requires a different interpretation:

“**Club Compliance Statement**” refers to the club compliance statement attached to the District Policy Manual as Appendix 5, as amended from time to time, and incorporated into this Youth Protection Policy by reference

“**District**” or “**District 5000**” refers to Rotary International District 5000.

“**District youth protection officer**” means the member of the District Youth Exchange committee who is responsible for maintaining youth protection policies and procedures for the Youth Exchange program; serves as the first point of contact should any Rotarian receive an allegation of abuse or harassment. This individual should have experience in youth protection, social work, law enforcement, or a similar field.

“**Host family**” refers to the family selected by the Rotary club to provide accommodations for the student and act as the student’s family during a period of the exchange.

“**Multidistrict Youth Exchange group**” refers to an administrative body representing a larger geographic area established to support exchange activities, such as student applications, travel arrangements, insurance, visa processing, and orientation. Such groups include, without limitation, SCANEX.

“**NAYEN**” means North American Exchange Network, which is a regional Youth Exchange group that provides Youth Exchange information and resources for Youth Exchange volunteers, including youth Exchange officers, and host families.

“**Reporting Guidelines for Abuse and Harassment**” refers to the reporting guidelines attached to this District Policy Manual as Appendix 4, as amended from time to time, and incorporated into this Youth Protection Policy by reference.

“**RI**” refers to Rotary International.

“**Rotarian counselor**” refers to the Rotarian who is a member of the host Rotary club and has been appointed to serve as the student’s main contact with that club. This individual shall act as liaison between the student, Rotary club, District, host family, and community at large.

“**SCANEX**” means Southern California, Arizona, and Nevada Exchange, Inc., a California corporation, which is a multidistrict Youth Exchange group doing business as the Southern California, Nevada, Hawaii, Arizona and Utah Rotary Youth Exchange.

“**Sexual abuse**” refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or opposite sex. Additional examples of sexual abuse could include, but are not limited to, non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

“**Sexual harassment**” refers to sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or “groom” their victims. Examples of sexual harassment include, but are not limited to, the following:

- (a) Sexual advances;
  - (b) Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, and comments about an individual’s sexual activity, deficiencies, or prowess;
  - (c) Verbal abuse of a sexual nature;
  - (d) Displaying sexually suggestive objects, pictures, or drawings;
- and/or
- (e) Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments.

Please refer to the Reporting Guidelines for Abuse and Harassment for definitions and clarification.

“**Student**” refers to youth involved with Rotary Youth Exchange, regardless of whether they are of the age of majority.

“**Training Manual**” refers to the RI Abuse and Harassment Prevention Training Manual and Leader’s Guide (775-EN—(606), as amended from time to time.

“**Volunteer**” refers to any adult involved with Rotary youth activities who has direct interactions with students, either supervised or unsupervised. This includes, but is not limited to, club and District Youth Exchange officers and committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners that host students for activities or outings or who might drive students to events or functions, host parents, and other adult residents of the host home (including siblings and other family members).

“**Youth**” refers to any person under the age of eighteen (18), including students participating in Youth Exchange or any other youth activity conducted in a club in the District.

“**Youth Exchange officer**” refers to the Rotarian appointed or elected to hold office on a District or club Youth Exchange committee. The District Youth Exchange chairperson is the Youth Exchange officer for the District.

“**Youth programs**” refers to all of the services offered by the District that involve youth activity, including, but not limited to, Early Act, Interact, Rotaract, Rotary Youth Leadership Awards, Rotary Youth Exchange and other programs involving youth.

“**Youth Protection Policy**” refers to this Youth Abuse and Harassment Prevention Policy, as amended from time to time.

“**Youth Volunteer Affidavit and Waiver**” refers to the form of affidavit and waiver attached to the District Policy Manual as Appendix 3, as amended from time to time, and incorporated into this Youth Protection Policy by reference.

### **C. INCORPORATION OF DISTRICT YOUTH EXCHANGE PROGRAM AND LIABILITY INSURANCE**

Rotary District 5000 Youth Exchange is incorporated as part of SCANEX. District 5000 is located entirely within the United States and is covered under the U.S. Rotary Club & District General Liability Insurance Program.

## **D. VOLUNTEER AND HOST FAMILY SELECTION AND SCREENING**

The following screening steps must be completed prior to participation in Youth Exchange program activities.

(1) **Youth exchange volunteers.** Each volunteer interested in participating in a youth programs must:

(a) Complete the SCANEX Youth Volunteer Application/Affidavit, which is available online at <http://yehub.net/SNX-volapp>; (but, if the volunteer is an adult Youth Exchange host family member or an adult resident, such individual shall instead complete the SCANEX Host Family Application, which is available online at <http://yehub.net/SNX-hfapp>;

(b) Authorize the District to conduct a criminal background check (subject to local laws and practices), which may be accomplished as part of the online application process referenced in Section D(1)(a) above;

(c) Provide a list of references for the District to check, which may be accomplished as part of the online application process referenced in Section D(1)(a) above;

(d) Undergo personal interviews;

(e) Meet RI and District eligibility requirements for working with students.

(f) Understand and comply with RI and District guidelines for Youth Exchange when applicable.

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 harassment, and the investigation into the claim is inconclusive, then, for the safety of youth participant 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; and

(2) **Youth Exchange Host Families.**

(a) **Selection and Screening.** Adult Youth Exchange family members and residents must complete all of the requirements for volunteers, which are set forth in Section D(1) above.

(b) **Interviews.** Youth exchange host families must undergo a comprehensive interview to determine their suitability for hosting exchange students. This interview should include the following:

(i) Demonstrated commitment to the safety and security of students;

(ii) Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange;

(iii) Financial ability to provide adequate accommodations (room & board) for the student;

(iv) Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well-being; and

(v) Home visits must be conducted for each host family and additional visits may be made during the placement, which visits shall be conducted by the club Youth Exchange Officer, the Rotarian Counselor, or both (as determined by the District Youth Exchange Officer), and the host family is required to fully cooperate in all such visits.

(3) **Scope of Selection and Screening Requirements.** All adult residents of the host home 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.

(3) **Youth Exchange Rotarian Counselors.** Rotarian counselors must meet the criteria for all volunteers, as well as the following:

(a) Counselors must not be a member of the student's host family;

(b) Counselors must be trained in responding to any problems or concerns which may arise during the exchange, which may include instance of physical, sexual, or emotional abuse or harassment. Such training may consist of an online training program or tutorial that has been developed by a reputable multidistrict Youth Exchange group, including, without limitation, the NAYEN youth protection training site at <http://yeoresources.org/Pages/ProtectionTraining.html>, and reasonably approved by the District Youth Exchange chairperson.

(4) **Record Retention.** The District will maintain all records of criminal background checks, waivers and screening for adults working with minors for a period of three (3) years from the date of their creation. Student, volunteer and host family records will be retained by the District Youth Protection Officer for a period of three (3) years from the date of creation. After three (3) years the records will be properly destroyed.

## **E. YOUTH EXCHANGE STUDENT SELECTION AND SCREENING**

(1) **Students.** All students interested in participating in the District Youth Exchange program must:

(a) Complete a written application and be interviewed for their suitability for participation in the Youth Exchange program; and

(b) Attend and participate in all District orientation and training sessions.

(2) **Parents and Legal Guardians.** All parents or legal guardians of students interested in participating in District Youth Exchange program must:

(a) Be interviewed to determine the student's suitability for participation in the Youth Exchange program;

(b) Adhere to the application and selection timeline. Students that begin the process after deadlines have passed may not be thoroughly interviewed and could miss vital orientation sessions; and

(c) Attend and participate in all applicable District orientations and training sessions.

## **F. Training**

(1) The District will make abuse and harassment prevention training available to all youth program participants. The District Youth Services chairperson, or appointee, will conduct, administer or oversee such training session(s). Such training may consist, in whole or in part, of online training programs or tutorials that have been developed by a reputable multidistrict Youth Exchange group, including, without limitation, the NAYEN youth protection training site at <http://yeoresources.org/Pages/ProtectionTraining.html>, or any other appropriate online training program or tutorial that may be approved by the District Youth Services chairperson and District Youth Exchange chairperson, from time to time.

(2) The District will:

(a) Adapt the Training Manual to include relevant information on specific District guidelines, local custom, cultural issues, and legal requirements;

(b) Develop a calendar for training and define the frequency of training required for each volunteer position, including descriptions of who is to participate, when training should occur, and how training will be conducted;

(c) Provide, conduct or make available specialized training sessions for the following youth program participants:

- District Governor, District Governor Elect and District Governor Nominee
- District Youth Exchange committee members, including, without limitation, each island coordinator.
- Club Youth Exchange committee members, including, without limitation each Club Youth Exchange officer and Rotarian Counselor
- Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours and District events
- Youth Exchange host families
- Students (outbound and inbound)
- Parents and legal guardians of students

(d) In addition to the guidelines set forth in this Youth Protection Policy, the District may, from time to time, establish additional guidelines to ensure that all those required to be trained have participated; and

(e) Maintain records of participation to ensure compliance, which may include records maintained on the YEAH database.

## **G. ALLEGATIONS REPORTING GUIDELINES**

The District is committed to protecting the safety and well-being of youth program participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the Reporting Guidelines for Abuse and Harassment.

## **H. INVESTIGATION GUIDELINES**

The District takes all allegations of abuse or harassment seriously and will investigate each allegation thoroughly. The District will cooperate with all law enforcement, child protective services, and legal investigations, and will only conduct its own independent investigations such that it does not interfere with other investigations.

## **I. OTHER DISTRICT YOUTH EXCHANGE FUNCTIONS**

The District will:

(1) Have procedures for reporting, investigating, and handling of non-criminal offenses or historic cases that law enforcement choose not to investigate, which may include or consist of consulting the District legal counsel, if and when necessary;

(2) Recommend that all inbound Youth Exchange students maintain insurance coverage with limits not less than Five Hundred Thousand US Dollars (US \$500,000) for medical expense benefits and personal liability;

(3) Provide each student with a list of local services in the District (e.g., rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services, etc.);

(4) Complete a student data request form for all participating Youth Exchange students and return it to RI one month before the exchange begins.

(5) Will provide to Youth Exchange students a list of 24-hour emergency telephone numbers for the Rotarian counselor and the club Youth Exchange officer;

(6) Follow RI guidelines for Youth Exchange web sites;

(7) Appoint an independent lawyer, therapist, or counselor to represent any alleged victim in cases of sexual abuse and harassment;

(8) Report all criminal allegations to RI within 72 hours;

(9) Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours;

(10) Require a monthly report from each inbound and outbound student in the District, which may request information on current hosts, feelings, concerns, ideas and suggestions, and which district Youth Exchange chairperson may be able to review and use to assist students, as needed; and

(11) Evaluate and review this Youth Protection Policy and accompanying procedures, from time to time.

## **J. CLUB COMPLIANCE**

(1) The District will monitor and ensure that all participating clubs within the District comply with RI guidelines for abuse and harassment prevention. All clubs that wish to apply to the District for certification must provide the District with a copy of the following for review and approval:

(a) Copies of all materials produced in the club to promote and support youth programs, including, but not limited to, promotional materials and brochures, applications, policies, website links, etc.;

(b) List of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private service); and

- (c) Club abuse and harassment prevention training program.
- (2) Participating clubs must agree to:
- (a) Complete and return a signed Club Compliance Statement for youth Exchange and Other youth Programs, certifying that the club is operating its youth program in accordance with District and RI policies;
  - (b) Ensure that all adult full-time residents of the host home, Rotarian counselor, Club Youth Exchange committee chairperson, and all Rotarians and their spouses or partners with direct unsupervised contact, complete the SCANEX Youth Volunteer Application/Affidavit or the SCANEX Host Family Application, as applicable;
  - (c) Develop a comprehensive system for host family selection and screening that includes announced and unannounced home interviews both prior to and during the placement;
  - (d) Conduct follow-up evaluations of both students and host families;
  - (e) Follow the Reporting Guidelines for Abuse and Harassment Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and District leadership for investigation;
  - (f) Prohibit direct placement of student outside the District Youth Exchange program structure (so-called backdoor exchanges);
  - (g) Set procedures for removal of a student from the host family (criteria for moving a student and back-up temporary housing available in advance);
  - (h) Develop contingency plan for hosting that include pre-screened and available back-up families;
  - (i) Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students;
  - (j) Ensure that long-term exchange students have multiple host families;
  - (k) Provide each student with a comprehensive local services list;
  - (li) Ensure that the host Rotarian counselor for each student is not a member of the student's host family;
  - (m) Ensure that the host Rotarian counselor is trained in responding to any problems or concerns that may arise during the exchange, including, without limitation, the detection and reporting of physical abuse, sexual and emotional abuse or harassment;

(n) Provide mandatory training on sexual abuse and harassment prevention for host families, outbound student, inbound students or legal guardians;

(o) Provide the names and contact information of at least three (3) individuals to contact for assistance with any issues or problems to all Youth Exchange students. These individuals must include both males and females, not related to each other, and individuals independent of the host family and Rotarian counselor;

(p) Follow RI guidelines for Youth Exchange websites and usage of the Rotary marks;

(qi) Report all serious incidents (accidents, crimes, early return, and death) involving youth to the District immediately;

(r) Conduct interviews of all Youth Exchange applicants and applicants' parents or legal guardians.

**APPENDIX 3**  
**YOUTH PROGRAMS VOLUNTEER AFFIDAVIT**

**Volunteer Selection**

A key element in any youth protection policy is the selection and screening of adult volunteers. District 5000 strives to select volunteers who demonstrate an interest in youth programs and an aptitude for working with young people. The level of screening may vary, based on the position that the volunteer is interested in and the volunteer's amount of contact (from incidental/infrequent to frequent) and the type of contact (group vs. individual) with the participants.

All adult volunteers who participate in the Youth Exchange program must complete the SCANEX Youth Volunteer Application/Affidavit, which is available online at <http://yehub.net/SNX-volapp>; (but, if the volunteer is an adult Youth Exchange host family member or an adult resident, such individual shall instead complete the SCANEX Host Family Application, which is available online at <http://yehub.net/SNX-hfapp>). All other adult volunteers, who will have unsupervised contact with youth, must complete a Youth Programs Volunteer Affidavit.

All volunteer applicants for positions involving unsupervised contact with youth will be interviewed in person. For potential Youth Exchange host families, at least one in-home interview will be conducted. Personal reference checks will be conducted using this standard set of questions:

- How long have you known this individual? In what capacity?
- Do you think this person is well qualified to work with youth?
- Would you have any reservations about recommending this person to serve as a \_\_\_\_\_?
- Can you verify the dates of employment for the following individual?

Confidential information collected during the screening process will be restricted to the Youth Protection Officer.

**INSTRUCTIONS:**

1. Please complete the Youth Programs Volunteer Affidavit in its entirety and sign.
2. Submit application to host club or other youth program representative.
3. Club representative must forward a copy of Youth Programs Volunteer Affidavit to District Youth Protection Officer, together with the appropriate fee for a criminal background check.

District Youth Protection Officer will process confidential criminal background check, personal reference check and notify volunteer of acceptance or non-acceptance to participate in youth related activities. Volunteers not accepted to participate in youth programs have the right to challenge the decision.

**ROTARY DISTRICT 5000 YOUTH PROGRAMS  
VOLUNTEER AFFIDAVIT**

Rotary International District 5000 ("District 5000") is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. Without limiting the foregoing, 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.

PERSONAL INFORMATION

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Other Phone: \_\_\_\_\_

Date of Birth (required for background check): \_\_\_\_\_

Are you a member of a Rotary club? Yes  No

If yes, please give club name of Club: \_\_\_\_\_

I will be working with Youth in the following areas (check all that apply):

Youth Exchange       Interact/Rotaract       Camp RYLA

Other Programs (Please List)

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

CRIMINAL HISTORY

1. Have you ever been convicted of or plead guilty to any crime(s)? Yes  No

2. Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order? Yes  No

If yes on number one or two above, describe in full. Also indicate date(s) or crime(s) and in which country and state each took place. (Attach a separate sheet if necessary).

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WAIVER, CONSENT AND RELEASE

I, the undersigned applicant, hereby certify that all of the statements in this affidavit, and in any attachments hereto, are true, complete and accurate in all respects, and do not contain any misleading information or omit any information that would render the information or attachments misleading in any material respect. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer position for the youth programs of District 5000 and its affiliates. I further certify that I understand that it is District 5000's intent to deny a position to anyone convicted of a crime of violence or a crime against another person. I hereby give my permission to District 5000 to investigate, verify and obtain information given in this affidavit, including, without limitation, searching law enforcement and published records (such as driving records and criminal background checks), contacting my former employers and conducting reference interviews. I understand that this information will be used, in part to determine my eligibility for a volunteer position with District 5000 youth programs. I also understand that as long as I remain a volunteer with any District 5000 youth program, the criminal history records check may be repeated from time to time, at any time. I understand that I will have an opportunity to review the criminal history and that there is a procedure available for clarification, if I dispute the record as received. I further agree to conform to the rules, regulations and policies of District 5000 and its youth programs, as amended from time to time, and understand that my service with any youth program can be modified or terminated, with or without notice or cause, at any time, at the option of either District 5000 or its affiliates, or at my option. I understand and agree that District 5000 or its affiliates may rely upon the foregoing and, in their sole discretion, may decline to accept my application for volunteer services with youth programs, with or without cause.

I, THE UNDERSIGNED APPLICANT, HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE VOLUNTEER AFFIDAVIT, WAIVER, CONSENT AND RELEASE, AND HAVE SIGNED IT VOLUNTARILY.

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant Name (Please Print)

SEND COMPLETED AFFIDAVIT AND \$10 FEE PAYABLE TO "D5000 BACKGROUND CHECK" TO:

[Insert Name of Youth Services Chairperson]

D5000 Youth Services Chairperson

[Insert Mailing Address of Youth Services Chairperson]

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**For District Use Only:**

\_\_\_\_\_ Fee Received (date)

\_\_\_\_\_ Background Check Cleared

\_\_\_\_\_ Background Check Expires

## **APPENDIX 4**

### **REPORTING GUIDELINES FOR ABUSE AND HARASSMENT**

#### **INTRODUCTION**

A Youth Exchange student will spend an extended period of time living with a host family in a country other than their own. Rotarians, their families, and non-Rotarian volunteers are expected to use their best effort to safeguard the welfare of and prevent the physical, sexual, and emotional abuse, harassment and neglect of every student with whom they come into contact.

Rotary International and District 5000 are committed to protecting the safety and well-being of all youth program participants and will not tolerate their abuse or neglect. All allegations of abuse or neglect will be taken seriously and must be handled within the following guidelines. The safety and well-being of students and youth programs participants should always be the first priority.

#### **DEFINITIONS**

Definitions are based upon the Hawaii state statutes for child abuse and neglect.

**Physical Abuse Citation: HRS § 350-1** Child abuse or neglect means the acts or omissions that have resulted in the physical health or welfare of the child, who is under the age of 18 years, to be harmed, or to be subject to any reasonably foreseeable, substantial risk of being harmed. The acts or omissions are indicated for the purposes of reports by circumstances that include but are not limited to:

When the child exhibits evidence of any of the following injuries, and such injury is not justifiably explained, or when the history given concerning such condition or death is at variance with the degree or type of such condition or death, or circumstances indicate that such condition or death may not be the product of an accidental occurrence:

- Substantial or multiple skin bruising or any other internal bleeding
- Any injury to skin causing substantial bleeding
- Malnutrition or failure to thrive
- Burns or poisoning
- Fracture of any bone
- Subdural hematoma or soft tissue swelling
- Extreme pain or mental distress

- Gross degradation
- Death

When the child is provided with dangerous, harmful, or detrimental drugs; provided that this paragraph shall not apply when such drugs are provided to the child pursuant to the direction or prescription of a practitioner

**Neglect Citation: HRS § 350-1** Child neglect means when the child is not provided in a timely manner with adequate food, clothing, shelter, psychological care, physical care, medical care, or supervision.

**Sexual Abuse Citation: HRS § 350-1** Child abuse or neglect means when the child has been the victim of:

- Sexual contact or conduct including, but not limited to, sexual assault
- Molestation or sexual fondling
- Incest
- Prostitution

Obscene or pornographic photographing, filming, or depiction, or other similar forms of sexual exploitation

**Emotional Abuse Citation: HRS § 350-1** Child abuse or neglect includes the acts or omissions that have resulted in injury to the psychological capacity of a child as is evidenced by an observable and substantial impairment in the child's ability to function.

### **Allegation Reporting Guidelines**

For those by all persons whom a student reports an incident of abuse, neglect or harassment. Any person to whom a student reports an incident of abuse, neglect or harassment is responsible for following these Allegations Reporting Guidelines.

#### **1. REPORT FROM THE STUDENT OR OTHER YOUTH PROGRAM PARTICIPANT.**

(a) **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse/neglect or harassment. 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/neglect to make it stop and to ensure that it does not happen again to them or to other students.

(c) **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that she/he did the right thing in telling you. Avoid asking "why" questions. Remember, your responsibility is to present the student's story to the proper authority.

(d) **Be non-judgmental and reassure the student.** 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 student. Assure the student that the situation was not their fault and that they were brave and mature to come to you and report the issue.

(e) **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words and record only what has been told to you.

## **2. PROTECT THE STUDENT**

Ensure the safety and well-being of the student. If at all possible, remove the student from the situation immediately and all contact with the alleged abuser. Give reassurance that this is for the student's safety and is not a punishment.

## **3. REPORT TO APPROPRIATE AUTHORITIES**

It is the policy of District 5000 to ensure appropriately prompt notification of allegations of abuse, neglect or harassment of youth program participants, in compliance with all applicable state laws and statutes. Under Section 350-1.1 of the Hawaii Revised Statutes, as amended from time to time, persons who believe that child abuse or neglect has occurred or that there exists a substantial risk that child abuse or neglect may occur in the reasonably foreseeable future, should immediately report the matter to the Child Welfare Services, Social Services Division, Department of Human Services, or the Police Department. D5000 policy requires that all cases of sexual abuse first be reported to the appropriate state's sexual assault response representative for each respective county first and then to the club and district leadership for investigations. The representatives from the sexual assault treatment programs will advise the host club and district representative as to the reporting requirements on a case by case basis. In cases of non-criminal harassment, the District's Youth Exchange Officer and District Governor are responsible for investigating and will be in contact with the alleged offender after the student has been moved to a safe environment.

Upon notification to proper officials, the reporter shall then contact the District Protection Officer concerning the filing of a report on behalf of the student. Also, information concerning the location of the Rotary Youth Exchange Student should be provided to the Club Rotarian Counselor, as well as at the district level, to ensure the student's continued safety. The district is responsible for notifying the RYE student's family in the country of origin, as well as other member with the district responsible for investigating/continuing care of the student. All allegations will be reported to RI within 72 hours; the person responsible for doing so is the District Governor.

#### **4. AVOID GOSSIP AND BLAME**

Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation. Information concerning the alleged report will not be disclosed to any individual unless mandated for the purpose of investigation. Failing to adhere to this policy could open up the “reporter,” club and/or district to unwanted litigation.

#### **5. DO NOT CHALLENGE THE ALLEGED OFFENDER**

The adult to whom the student reports must not contact the alleged offender. Abuse and neglect interrogation must be left entirely to the proper authorities.

#### **6. FOLLOW-UP**

After reporting allegation to the Rotarian counselor and District Youth Protection Officer, follow-up to make sure steps are being taken to address the situation. Any adult against whom an allegation of abuse, neglect, or non-criminal harassment has been made will be removed from all contact with youth until the matter is resolved.

#### **7. POST-REPORT PROCEDURES**

For use by Rotarian Counselors and District Youth Exchange Chair of D5000.

(a) The adult to whom the student reports the abuse should follow the Allegations Reporting Guidelines.

(b) Confirm that the student has been removed from the situation immediately and all contact with the alleged abuser. Ensure that contact with the alleged perpetrator will not occur during the investigation.

(c) Contact appropriate state agency immediately (if not already done). If state agency will not investigate, the club or district Youth Protection Officer should coordinate an independent investigation into the allegations.

(d) Ensure the student receives immediate support services.

(e) Cooperate with the investigation

(f) The District Youth Exchange Officer will contact the student’s sponsoring club Rotarian counselor or president for parent notification. Provide the option of staying in the country or returning home.

(g) The Rotarian Counselor must contact the District Youth Exchange Chair and District Governor of the allegation.

(h) District Governor shall notify RI of the allegation within 72 hours.

(i) The District Youth Exchange Chair shall provide written follow-up reports of steps taken, the outcome of the investigation and resulting actions.

## **8. Allegation Report Guidelines**

For use by Rotarian Counselors and District Youth Exchange Chair of D5000.

### **Responding to the Needs of the Student**

There will need to be a cohesive and managed team approach to supporting the student after an allegation report. The student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or club. After a report of harassment or abuse, students may or may not want to remain on their exchange. If they do, they may or may not want to continue their relations with the hosting Rotary club depending on the circumstances. In some cases, a student may wish to remain in country, but change to a different host club.

It may be difficult for club members and host families to understand how the student is feeling, but it would be helpful for the student to know that the club remains a support for them. Club members 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 student of their support at all times.

### **Appropriate Response for Addressing Issues Within the Rotary Club for Allegations Made Against Rotarians and Non-Rotarians**

When addressing an allegation of abuse or harassment, the most important concern is the safety of the students. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during and after the investigations. Comments made about the alleged victims in support of the alleged abusers do not support our statement of conduct or Rotary ideals. Comments made against the alleged abuser could lead to a slander or libel claim filed against Rotarians or club by the alleged abuser.

### **Statement of Conduct for Working with Youth**

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.

These guidelines were adopted and written following Rotary International recommendations and are subject to change without notice.

**APPENDIX 5**  
**CLUB COMPLIANCE STATEMENT**

**INSTRUCTIONS:**

1. Clubs must complete the Club Compliance Statement in entirety and submit to the Youth Protection Officer prior to participation in any Youth Exchange activity.
  
2. Upon verification of statement, clubs will be notified of acceptance of club compliance statement and authorization to participate in youth program activities.

**Rotary International District 5000  
Club Compliance Statement  
For Youth Programs**

District 5000 will monitor and ensure that all participating clubs within the district comply with RI guidelines for abuse and harassment prevention. All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

- Copies of all materials produced in the club to promote and support youth programs, including, but not limited to, promotional materials and brochures, applications, policies, website links, etc.;
- List of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private service);
- Club abuse and harassment prevention training program.

Participating clubs must agree to:

- Complete and return this signed compliance statement to District 5000 Youth Exchange Chair;
- The club is operating their program in accordance with District 5000 and RI policy;
- Submit the Youth Program Volunteer Affidavit for all volunteers involved with the youth programs, including, but not limited to adult full-time residents of the host home, Rotarian counselor, club Youth Exchange committee chairperson and all Rotarians and their spouses or partner with direct unsupervised contact;
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home interviews both prior to and during the placement;
- Conduct follow-up evaluations of both students and host families;
- Follow the Reporting Guidelines for Abuse and Harassment found in appendix B. Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and district leadership for investigation;
- Prohibit direct placement of student outside of District 5000 Youth Exchange program structure (so-called “backdoor exchanges”);

- Set procedures for removal of a student from the host family (criteria for moving a student and back-up temporary housing available in advance);
- Develop contingency plan for hosting that includes pre-screened and available back-up families;
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students;
- Ensure that long-term exchange student have multiple host families;
- Provide each student with a comprehensive local services list;
- Ensure that the host Rotarian counselor for each student is not a member of the student's host family;
- Ensure that the host Rotarian counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical abuse, sexual and emotional abuse or harassment;
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound student, inbound students or legal guardians;
- Provide the names and contact information of at least three people to contact for assistance with any issues or problems to all Youth Exchange students. These people must include both males and females, not related to each other, and individual independent of the host family and Rotarian counselor;
- Follow RI guidelines for Youth Exchange websites and usage of the Rotary marks;
- Report all serious incident (accidents, crimes, early return, and death) involving youth program participants to the district immediately;
- Conduct interviews of all applicants and applicants' parents or legal guardians.

I certify that the Rotary Club of \_\_\_\_\_ is in compliance with District 5000 and Rotary International Youth Exchange and youth program policies and that the safety and well-being of all Rotary youth participants is our primary goal.

\_\_\_\_\_  
President's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

---

Club Youth Services Chairperson signature

---

Date

---

Print Name

## **GUIDELINES FOR YOUTH EXCHANGE EMERGENCIES**

### **Rotary International District 5000**

Although they are rare, unfortunate emergency situations do occasionally arise during Youth Exchange activities. Preparation for any possibility is an essential part of 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 tragedy. Suggested committee members are the host parents, the club Youth Exchange committee chairperson, the Rotarian counselor and the club president.

#### Tips for emergency preparedness

- The Rotarian 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 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 Rotarian counselor
- The district Youth Exchange officer should obtain consent form 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 parent/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 (preferable the host club president), any of whom is to act for the parent in the event of injury, death or other emergency. This is very important because most government departments and local authorities require it. Some districts have the parent/legal guardians sign a number of parental consent forms separate from the application form to ensure that each host family and Rotarian counselor has a copy of the form. This is page [5] in the student's application.

**When a tragic event occurs, things need to be done quickly. Tasks are 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.)

- **IMPORTANT** – The sponsoring district representative will contact the student's family. This is due to possible language or interpretative limitations.

- Host family, Rotarian counselor, district Youth Exchange chairperson, and SCANEX. In case of emergency the following people should be contacted in this order whenever possible:

- The student should contact host family.
- Host family should contact host club Rotarian counselor.
- Host club Rotarian counselor or President will contact District Youth Exchange Chair.
- District Youth Exchange Chair will contact hosting District Governor and sponsoring club or district Youth Exchange chair
- Hosting District Governor will contact sponsoring District Governor.
- **IMPORTANT** – The sponsoring district representative will contact the student's family. This is due to possible language or interpretative limitations.

- Host district governor and governor of the sponsoring district.

- The host district Youth Exchange chair will contact the host District Governor.
- The host District Governor will contact the sponsoring District Governor.
- Host Rotary club, for assistance and guidance. (If accident occurs away from the host area, you may want to contact a local Rotary club for assistance and guidance.)
  - The host district Youth Exchange Chair will contact the sponsoring district Youth Exchange chair.
  - The sponsoring district Youth Exchange chair is responsible for contacting the sponsoring Club.
- Insurance company.
  - The host district Youth Exchange chair will contact the insurance company.
- Embassy Officer to obtain his/her advice.
  - The host district Youth Exchange chair is responsible for contacting the Embassy Officer for advice.

## **APPENDIX 6**

### **CRISIS COMMUNICATIONS PLAN**

Crisis preparation is imperative for all D5000 Rotary clubs. A crisis can arise at any time, under the calmest, simplest of circumstances and strike close to home. This Plan is to help you prepare in advance. Please share it with your club leadership and members in general, specifically to highlight that the only persons who should interact with the media are those outlined in this plan; even the best meaning, unprepared Rotarian could worsen the situation if they are not prepared for professional response.

#### **A. Definition of a Crisis**

ANY SITUATION (ACT OF GOD OR MAN) THAT CAN CAUSE PHYSICAL HARM TO PERSONS OR PROPERTY, OR ONE WHICH MIGHT DAMAGE THE CLUB'S REPUTATION OR RESULT IN LIABILITY.

A crisis may be one that can be controlled by us, or it can be one that is controlled by the authorities. A crisis may be natural or man-made, for example:

Act of Terrorism	Food Poisoning
Crime (theft, arson, assault, murder)	Serious Injury
Extortion	Death
Bomb Threat	Fire
Hostage Situation	Flood
Contagious Disease	Earthquake
Medical Emergency (including death or suicide)	Inappropriate behavior by a club leader or member

Be aware of the various levels of Crisis Communications scenarios:

- **Small Crisis** – A Rotary club member is involved in a traffic accident or a public emergency situation that may direct attention to the Rotary club; your meeting speaker is a high profile person and has drawn the media, but the speaker gives extremely controversial statements in the program and Rotarians are interviewed after the meeting.
- **Medium Crisis** – Your Rotary club website has been stolen and you have no control of the site; a Rotary club member is involved in a criminal activity that involves the club, such as embezzlement or fraud; a Rotary club member is involved in a personal criminal activity that is the focus of media coverage; playground equipment installed by your club malfunctions/or is the scene of an accident.
- **Major Crisis** – An Ambassadorial Scholar from abroad is killed or seriously injured in a random shooting; GSE team member or Rotarian volunteer is kidnapped and held for ransom in a foreign country; a Youth Exchange student is assaulted in a host home.

*RI's multi-lingual capabilities and worldwide contacts are invaluable in managing crisis' like these. RI will assess the local crisis plan and advise and assist accordingly. The Rotarian on site should contact the following, in this order:*

1. Communicate with the local authorities if appropriate: *(kindly update to your Island's contact information for these services if not on the Island of Oahu)*

- Police Department – Telephone: (808) 529-3111 main
- Fire Department – Telephone (808) 723-7139 main
- Oahu/Honolulu County Civil Defense Agency – Telephone (808) 733-4300
- Emergency Medical Services --Telephone (808) 723-7800
- Mayor's Office – Telephone (808) 523-4141 or (808) 523-4725

The Rotarian on site should IMMEDIATELY call everyone on the below contact list with the basic facts of the incident.

Sequence of Contacts	Mobile	Business	Home
<b>Club President</b>			
<b>District Governor</b>			
<b>Club Vice President</b>			
<b>D5000 Crisis Team</b>			
<b>Rotary International PR &amp; Media Relations staff</b>		(847) 866-3245 (847) 866-3237	

**Updated 7/24/2010**

**IF NONE OF THESE INDIVIDUALS IS RESPONSIVE, then use the following policies and guidelines.** Once one of these individuals is able to respond, turn the crisis management over to them immediately.

## **B. Policy**

In consultation with the appropriate members of the club's Crisis Team, The President determines the level of the emergency and directs all internal operations and investigations during a crisis. The Crisis Team includes D5000 volunteers and Rotary International professionals.

In consultation with the President and the Public Relations Contact, the President or in the event, designated spokesperson handles **all external** communications with the public, the press and with local authorities during the crisis. A chain of communications must include a District Governor and/or Assistant Governor contact and a Rotary

International contact. The people in your chain of communications must be ready to handle the media and the situation quickly and calmly.

**In the event of a major crisis, ensure that the RI PR Division/Media Relations staff is contacted immediately (847) 866-3245 or (847) 866-3237, especially if the issue at hand could spread beyond the local press and attract the attention of regional, national or international media.**

**ALL QUESTIONS FROM THE PUBLIC AND THE PRESS MUST BE REFERRED TO THE CLUB PRESIDENT.** In the event that the crisis requires more than one press contact, Primary (President), Secondary (Vice President), and Tertiary (Public Relations Contact). Contacts must remain current on ALL developments and ensure all information delivered to the press is accurate at all times.

**NOTE:** If you happen to field a question from media, or anyone else for that matter, simply say:

***If you know who the spokesperson is:***

“I’d like to refer you to our spokesperson, XXXXX. They can be reached at XXXXX.”

- OR -

***If you do not know who the spokesperson is:***

“I can have our spokesperson contact you. What is your name and contact information?” Then, immediately pass on the information to the President or PR Chair.

***(THE CLUB VICE PRESIDENT WILL BE THE SUBSTITUTE MAIN CONTACT IN THE ABSENCE OF THE PRESIDENT.) NO OTHER CLUB MEMBER SHOULD ANSWER ANY QUESTIONS UNDER ANY CIRCUMSTANCES, NO MATTER HOW HELPFUL YOU MAY FEEL YOU ARE BEING. NO ROTARY MEMBER SHOULD USE SOCIAL MEDIA TO COMMUNICATE ABOUT A CRISIS SITUATION.***

**NOTE:** In the event of a crime, do not disturb the crime scene in any way until the police department has completed its investigation. Crimes are a police matter! Cordon off or close crime scene area until police or fire personnel arrive

News about victims must be delivered to the press and the victims’ family only by the police department.

### **C. Club President**

1. Interview key members involved to determine the nature and level of the crisis.
2. Designate members of the Crisis Team to verify facts, deduce degree of damage, and to find out if anyone is injured.
3. Give information to the Public Relations chairperson so an initial statement may be prepared. Provide continual updates.
4. Ensure that other club members (as appropriate) are aware they are NOT to issue any information on the crisis to the press or the public, and that they know and to whom to direct ALL calls and inquiries from the press and public.
5. As soon as possible, the President will direct an e-mail to the Board of Directors and the Executive Secretary, which will be distributed to the general membership.
6. Serve as primary spokesperson, or designate another professional to serve as such.
7. Obtain as soon as possible police reports or any other agency reports.

### **D. Public Relations Crisis Checklist:**

1. Confirm all information with the President.
2. Make sure everyone on your club's Board of Directors have a list of the above telephone numbers.
3. Write a public statement, together with the President, based on the nature of the crisis and on information gained from proper authorities, i.e. Police, Fire Department, Hospital, Coroner, etc.

NOTE – Do not release any information gained through the Police or Fire Departments unless you have a written statement / release from them.

4. Give statement to the President for possible announcement.
5. Release statement to press.
6. Review previous statements with alternate spokespersons to ensure that everyone speaks "with one voice."
7. Initiate information updates regularly and contact reporters who received earlier statements.

8. Monitor press coverage and advise reporters when important information is reported inaccurately or incompletely.
9. After the crisis, follow up with all the press with written statement and telephone calls.

#### **E. Official Spokesperson Tips**

1. The Official Spokesperson may be the President, Vice-Presidents or Public Relations Chairperson
2. Crisis Philosophy of Your Rotary Club  
Expedient, full disclosure and cooperation.
3. Goal  
To show ourselves as responsible, competent community leaders who have made and are making good faith efforts to protect those involved in the crisis.
4. Guidelines
  - (a) Clearly state your name and title. Initiate information updates regularly and contact reporters who received earlier
  - (b) KNOW YOUR FACTS! Provide factual information - never speculate.
  - (c) Speak calmly and deliberately to convey the impression that a professional staff is in control of the situation.
  - (d) Avoid speaking in jargon or slang. Present information in a straightforward, understandable fashion.
  - (e) Avoid lurid descriptions.
  - (f) In addition to the official statement, keep detailed notes of information, which is given to you and given by you.
  - (g) Never say "No Comment." Always give the reason why you cannot answer the question – legal investigation pending, etc. If you do not know the answer, simply admit that you do not know and offer to try to find out.
  - (h) **Do not disclose names of victims to anyone, including the press or the families. Refer these questions to the proper authorities – Police, Fire Department, Hospital, etc.**

- (i) Emphasize Rotary's commitment to protecting the safety and security of its members.
- (j) Never speak to reporters "off the record." Such agreements can never be made binding and frequently lead to disputes. Anything that you say can and will be used!
- (k) Treat reporters equally. Give the same information to everyone.

**APPENDIX 7**  
**POLICY ON CONFLICTS OF INTEREST,**  
**CODE OF ETHICS AND WHISTLEBLOWERS**

**A. APPLICABILITY**

This Policy on Conflicts of Interest, Code of Ethics and Whistleblowers shall apply to the members of each club in the District, as well as each Rotarian who serves as a District officer or on any District committee, and to any employee of the District. For purposes of this policy, the term “Member” or “Members” refers to any such person or persons.

**B. STATEMENT OF POLICY**

1. The Members shall review the Conflicts of Interest Policy annually at the beginning of each Rotary year.

2. No Member shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict arises between the Member’s personal interests and the interests of this District (which term is meant to include its clubs and the Rotarians who belong to those clubs, Rotary International, or The Rotary Foundation).

3. Each Member has a duty to place the interest of the District foremost in any dealings with the organization and has a continuing responsibility to comply with the requirements of this Conflicts of Interest Policy.

4. The conduct of personal business between a Member and the District is permitted only after full disclosure has been made and other Members involved agree that no conflict exists.

5. Loans or indirect extensions of credit by the District to a Member are prohibited.

6. If a Member has a financial interest in a proposed transaction with the District, the Member must make full disclosure of such interest to the District Governor or to the relevant committee chair before any discussion or negotiation of such transaction. If a Member is aware that another Member has an undisclosed potential conflict of interest in a proposed transaction with the District, he or she must inform the District Governor or to the relevant committee chair as soon as possible.

7. A proposed transaction covered by this Conflicts of Interest Policy shall include any proposed decision by the Members, which if adopted, could affect the financial interests of a Member or a member of the Member’s family, or an organization in which the Member is a trustee, director, owner, or officer.

8. Any Member who is aware of a potential conflict of interest with respect to any matter coming before the District or any of its committees may be excused by the District Governor or by the relevant committee chair and, if so excused, shall not be present for any discussion of or vote in connection with the matter. Any Member who is aware of a potential conflict of interest with respect to any matter coming before the District or any of its committees shall not cast a vote in connection with the matter. The existence and nature of the potential conflict of interest shall be recorded in the minutes of the meeting.

9. Each Member must disclose any family or business relationship that he or she has with another Member or employees of the District.

### **C. CODE OF ETHICS**

1. Members shall adhere to applicable laws and regulations in the conduct of their clubs and the District, as well as in their personal lives. Members shall adhere to applicable law in order to protect the assets and mission of the District. Additionally, in the conduct of their private lives and in their clubs, Members should adhere to applicable laws, customs and cultural sensitivities in order to preserve and protect the positive image of Rotary within the District and their clubs.

2. Members shall adhere to the policies established by the District as stated in the District Policy Manual and the Policies of The Finance Committee. Such policies and procedures were adopted to further the aims of the District and to protect its mission. Many of these provisions are designed to assure good governance and promote an ethical image. Adhering to these policies demonstrates a commitment to these ideals while protecting the District.

3. Members shall serve for the benefit of the District and its charitable purposes, as well as supporting the Object of Rotary. Members shall follow the requirements of the Conflicts of Interest Policy. Members have a duty of loyalty to the District, putting its interests first. The Conflicts of Interest Policy is designed to preclude even the appearance of any impropriety as to Member action, thus assuring continued confidence by Rotarians.

4. Members shall exercise due care in the diligent performance of their obligations to the District. Members should perform their responsibilities with such care, including reasonable inquiry, as ordinarily prudent persons in like positions would use under similar circumstances.

5. Members shall take actions based on essential fairness to all concerned. To maintain the confidence of Rotarians that Members act fairly and in the best interests the District, Members, in a manner consistent with the 4-Way Test, should weigh the potential impact of their decisions and treat equally all persons who will be affected.

6. Members shall promote transparency of financial information. Members are the stewards of the District fund, acting on behalf of Rotary clubs and Rotarians.

Rotarians have a right to access accurate information regarding the financial condition of the District. Transparency in financial operations encourages ethical behavior.

7. Members shall prohibit and restrict the disclosure, communication, and utilization of confidential information. As part of their duty of loyalty, Members should utilize this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.

8. Members shall comply with expense reimbursement policies. Following these procedures ensures compliance with applicable laws and avoids the appearance of impropriety.

9. Members shall interact with other Members and all Rotarians, as well as all speakers, visitors and guests at the club meetings and other Rotary activities, in a professional, respectful and courteous manner.

10. Members shall not engage in any form of abuse or harassment, including, without limitation, offensive, humiliating or intimidating sexual attention toward any youth or adult individual.

11. Members shall adhere to this Code of Ethics, encourage other Members to do so as well, and report any suspected or potential violations to an appropriate Member. The efficacy of this Code of Ethics is dependent on compliance of the Members. By self-monitoring and encouraging other Members to comply with the Policy, the Members can assure that the goals of the Policy will be accomplished.

#### **D. WHISTLEBLOWER POLICY**

1. This Code of Ethics requires Members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All representatives of this District must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

2. It is the responsibility of all Members to comply with the Code of Ethics and to report violations or suspected violations in accordance with this Whistleblower Policy.

3. No Member who in good faith reports a violation of the Code of Ethics shall suffer harassment, retaliation, or adverse appointment or employment consequence. Any Member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of appointment or employment. This Whistleblower Policy is intended to encourage and enable Members to raise serious concerns within the District.

4. The Code of Ethics encourages and suggests that Members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the District Governor is in the best position to address an area

of concern. However, if a Member is not comfortable speaking with the District Governor or if the Member is not satisfied with the District Governor's response, such Member is encouraged to speak with either the Chair of the Council of Governors or the Chair of the Finance Committee.

5. Any Member filing a complaint concerning violations or suspected violations of the Code of Ethics must act in good faith and have reasonable grounds for believing the information disclosed indicates violations of the Code of Ethics. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

6. Violations or suspected violations may be submitted on a confidential basis by a Member. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

7. The person receiving the report of violations or suspected violations shall acknowledge receipt of the reported violation or suspected violations to the reporting Member within ten (10) business days.

8. The person receiving the report of violations or suspected violations, including the District Governor, the Chair of the Council of Governors, or the Chair of the Finance Committee, shall obtain all relevant information and take such corrective action as he or she deems appropriate, including providing counsel to the alleged violator and providing recommendations to the Members for corrective action.

## **E. IMPLEMENTATION**

1. This Policy on Conflicts of Interest and Code of Ethics shall be distributed to and reviewed by Members at least annually. Each Member will annually acknowledge that he or she has read the Policy, understands it, and will comply with it.

2. This Policy on Conflicts of Interest and Code of Ethics will be made available to all District Rotarians upon request and will be published on the District web site.

## **F. STEWARDSHIP OF DISTRICT FUNDS**

The District hereby adopts the following specific policies regarding stewardship of District funds:

1. Members recognize that the funds received from clubs and Rotarians reflect their hard work and dedicated support. These Rotarians have entrusted such funds to the Members with the faith and understanding that they will be used effectively and for the purposes for which they were given.

2. Therefore, the Members, acting in their capacity as stewards of these funds, stress the importance of proper fiscal management in any activities using such funds.

3. Members shall conduct all financial transactions with at least the level of standard business practice and always in consonance with the “Declaration of Rotarians in Business and Professions,” in the full spirit of the Four Way Test, and with full adherence to the policies of the District Finance Committee.

4. Members shall demonstrate transparency in business transactions related to District funds by operating in a manner that avoids any actual or perceived conflict of interest.

5. District Governors shall create district fund budgets and district conference budgets following the principles of the 4-Way Test, meaning such budgets shall reflect the best estimates of revenues and expenses.

6. District Governors shall plan district conferences with budgets that have revenues equal to or greater than expenses. Such budgeting shall be conservative, meaning that revenues shall not include monies whose collection is not reasonably assured and expenses shall not exclude reasonably expected expenses.