



ROTARY INTERNATIONAL DISTRICT 5000 POLICY MANUAL

Adopted at the District Conference in Poipu-Kauai
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ARTICLE I – PREAMBLE

SECTION A – PURPOSE OF DISTRICT

District 5000 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 B – PURPOSE OF POLICY MANUAL

This Policy Manual shall set forth rules and procedures to be used by the District Governor, District Governor-elect, District Governor Nominee, District Governor Nominee Designate, 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 and policies as published by Rotary International (RI).

SECTION C – TERM OF OFFICE

A Rotarian should not hold the same elective or appointed district position for a term of more than five (5) consecutive years.

SECTION D - 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. Voting at all district meetings shall be by voice vote except as required by electors. No proxy voting shall be allowed except as authorized under the bylaws of Rotary International.

SECTION E – RULES OF PROCEDURE

In all Rotary meetings, Assemblies or Conferences, matters of procedure not specifically covered by these bylaws, or by special rules of procedure adopted by Rotary International, shall be decided by the Chairperson upon consideration of basic fairness, subject to the right of appeal to such Assemblies or Conferences.

SECTION F – PAST DISTRICT GOVERNORS

Each Past District Governor (PDG) is a former officer of Rotary International and not of the district in which he or she served. As such, each Past District Governor 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.

SECTION G – DISTRICT GOVERNOR

The District Governor shall be the chief executive officer of the District and shall supervise its activities in accordance with Rotary International's Manual of Procedure, the Rotary International District 5000 Policy Manual. 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.

ARTICLE II – ORGANIZATION

SECTION A – DISTRICT FILES

1. The official files of the district shall be kept at the office of the current District Governor (DG). Following the end of his or her term of office, the District Governor shall pass the district files, together with any district-owned properties to his or her successor not later than July 1st.

SECTION B – SUCCESSION PLAN

1. The District recognizes the importance of the continuity of leadership and has created the following appointment criteria:

- a. The District Governor Nominee Designate (DGND) should be selected on or before January 1st, thirty months prior to starting the term as District Governor.
- b. The DGND will assume the DGN title on July 1st, which is 24 months before assuming the DG title.
- c. The DGE should fill all District committee appointments, Assistant Governor appointments, Standing Committee appointments and other District assignments no later than December 31, six months prior to starting the term as District Governor.
- d. The District Governor Nominee will assume the DGE title on July 1, which is 12 months before assuming the DG title.

2. 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 to be rescheduled by the DG or DGE on another date.

3. Replacing Vacated Positions:

Any vacated officer, assistant governor or committee assignment position will be filled by appointment of the District Governor.

SECTION C – DISTRICT OFFICERS

1. The District Governor Nominee (DGN) 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 (AG). Geographical areas will be assigned to an Assistant Governor. All clubs within this geographical area will be assigned to that respective Assistant Governor. It is recommended 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.

SECTION D – DISTRICT GOVERNOR'S OFFICIAL VISIT

1. The Governor's official visit, which is required in the RI Bylaws 15.090, has the following purpose:

- a. focusing attention on important Rotary issues;
- b. providing special attention to weak or struggling clubs;
- c. motivating Rotarians and Rotary clubs to participate in service activities; and
- d. personally recognizing the outstanding contributions of Rotarians in the district.

2. Such visit should take place at a time that maximizes the impact of the Governor's presence, including charter nights, induction ceremonies, new member orientation programs, citation or award presentations, and special programs of The Rotary Foundation events or intercity meetings.

SECTION E – DISTRICT STANDING COMMITTEES

1. District committees:

Are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. Committees shall be appointed to address on-going administrative functions, as outlined under Standing Committee Outlines.

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.

The 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.

2. Committee Structure:

Based on the Succession Plan outlined in Article II, Section B (above), there will be three appointments with staggered terms for each committee assignment. One term will coincide with the DGN cycle, one will coincide with the DGE cycle and the other assignment will run with the current DG term. Each year, the incoming governor shall appoint one member of each committee to serve as chairperson.

3. 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.

4. Training Requirements:

District committee chairpersons shall attend the district team-training seminar prior to serving as chairperson, unless deferred as outlined under Article II, Section B, and Subsection 2. District committee chairpersons should attend the district assembly/assemblies, unless excused by the DGE. Committee members should also participate in district training meetings.

5. 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.

6. Reporting Requirements:

District committees shall report to the 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.

7. Committee Appointment:

As described under Article II:

8. Standing Committees:

- a. Past District Governor Advisory Council
- b. District Training Committee
- c. Public Image & Awareness Committee
- d. District Conference Committee
- e. District Finance Committee
- f. District Governor Nominating Committee
- g. Membership Development Committee
- h. RI Convention Promotion Committee
- i. District Resolution/Legislation Committee
- j. District Audit Committee
- k. New Generations Services Committee
- l. The Rotary Foundation Committee (TRF) of Rotary International Subcommittees:

- Annual Giving Committee
- Permanent Fund Committee (Planned Giving & Major Gifts)
- Scholarship Committee
- Vocational Training Team Committee
- Grants Committee
- PolioPlus Committee
- Alumni Committee

ARTICLE III – COUNCIL ON LEGISLATION

SECTION A – PURPOSE

- 1. The Council on Legislation is the legislative body of Rotary International. It meets every three (3) years at a time and place designated by the Rotary International Board of Directors.
- 2. 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 general secretary in writing no later than 31 December in the year preceding the Council on Legislation.
- 3. 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 General Secretary from the District Governor stating that the proposal has been duly considered and whether or not it has been endorsed.

SECTION B – ELECTION OF REPRESENTATIVE

- 1. 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 the 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

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.

2. Each representative and alternate must have served a full term as an officer of Rotary International (or is the current District Governor or District Governor-elect under special circumstances). Such representative shall be a member of a Rotary Club in this district and cannot be an honorary member of a club.

3. Any Rotary club may nominate from its membership, a qualified candidate to represent the clubs in this district. The nominating committee procedure shall utilize the district nominating committee procedure for district governor, set forth in Article VII, Section F, to the extent it is not in conflict with this section. A candidate for representative shall not be eligible to serve on the committee

ARTICLE IV – DISTRICT MEETINGS

SECTION A – DISTRICT CONFERENCE

1. 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.

2. The conference dates shall not conflict with the District Assembly/Assemblies, the International Assembly, the Council on Legislation or the International Convention.

SECTION B – DISTRICT ASSEMBLY/ASSEMBLIES

1. 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.

2. 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 PETS, District Conference and the Rotary International Convention meetings.

3. Club Presidents-elect shall attend their District Assembly unless excused by the District Governor-elect.

4. The following incoming officers, and/or chairpersons should commit to attend their District Assembly/Assemblies:

- a. President Nominee
- b. Secretary-elect
- c. Treasurer-elect
- d. Club Administration
- e. Community Service
- f. International Service
- g. New Generations
- h. The Rotary Foundation
- i. Vocational Service
- j. Club Bulletin Editor
- k. Membership

- l. Service Projects
- m. Club Public Relations

SECTION C – PRESIDENTS-ELECT TRAINING SEMINAR (PETS)

1. 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. Its main purpose is to help implement the Rotary International theme for the ensuing year and to motivate Presidents-elect in leadership roles in their club, district and Rotary International activities.
2. The District Governor-elect, in cooperation with the District Governor shall select the site(s) and date(s) and conduct the PETS. The dates shall not be later than April 15, and shall be at a time different than the District Assembly/Assemblies and the International Assembly.
3. Club Presidents-elect shall attend PETS unless excused by the District Governor-elect. Attendance at multi-district PETS at the recommendation of the District Governor-elect will fulfill this requirement.

ARTICLE V – DISTRICT FINANCES

SECTION A – THE DISTRICT 5000 FUND

1. The District 5000 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 B – FINANCING THE DISTRICT FUND

1. The 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.
2. With the approval of 75% of the clubs in the district, a district fund-raiser may also be held to finance the District Fund. Such approval of a District Fund-raiser is valid only for the Rotary Year it was approved for.
3. The amount of the levy shall be determined in conjunction with the budget of district expenditures, approved by 75% of the Presidents-elect present at a Specified District Assembly.

SECTION C – AUTHORIZED EXPENDITURES

1. 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.
2. The expenses of the District Governor and partner, the District Governor-elect and partner and the District Governor Nominee and partner for necessary expenses for attendance at the Rotary Zone Institute.
3. The necessary expenses of the District Governor and partner and District Governor-elect and partner for attendance at the Rotary International Convention.
4. The necessary 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.
5. The necessary expenses of the District Governor Elect and partner to attend the Rotary Zone’s (District) Governor Elect Training Seminar (GETS).
6. The necessary expenses of the District Governor Nominee and partner to attend the Rotary Zone’s (District) Governors-Nominee Assembly Training Seminar (GNATS).
7. The District Treasurer shall annually advance to the District Conference chairperson the sum of \$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 60 days following the District Conference.

8. The expense of a Past District Governor pin to be presented to the outgoing District Governor.
9. The expense of a thoughtful and appropriate gift to the outgoing District Governor in appreciation of the year of service to the district.
10. 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.
11. Other necessary expenses, which the District Governor feels are in the best interest of the district and are approved by the District Finance Committee.
12. The necessary expenses of the DG, DGE, DGN and AGE's to attend the District 5000 PETS meeting or a multidistrict meeting in which District 5000 participates.

SECTION D – DISTRICT BUDGET

1. The District Governor-elect, with the advice and assistance of the District Finance Committee, shall prepare a budget 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.
2. After the proposed budget of district income and expenditures has been recommended by the District Finance committee, it shall be distributed to the Presidents and Presidents-elect of the clubs at least 30 days prior to a Specified District Assembly by the DGE and voted upon at such specified District Assembly by the Presidents-elect. At such specified District Assembly, the per capita levy shall be voted upon by the Presidents-elect and must be approved by 75% of the Presidents-elect present. The per capita levy ratified shall be binding on all clubs within the district.
3. The District Budget will set forth the approved amounts of authorized expenditures. However, these amounts are not to be considered automatically approved for expenditure. All expenditures must receive the District Governor's approval in advance.
4. Any unbudgeted disbursement or disbursements exceeding the budget for such disbursement in excess of \$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 E – DISTRICT RESERVE FUND

1. In developing the district budget and resultant per capita dues, the District Governor-elect and District Finance Committee shall provide for a District Reserve Fund to be maintained at an estimated 50% of one year's expenditures (excluding expenses for our District Conference, Interact Conference, RYLA Conference, District Assemblies and Other intended revenue neutral expense items as determined by District 5000 Finance Committee, unless such expenses are listed as line items in the District 5000 Budget.)
2. For purposes of this section, "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 F – DEPOSIT OF FUNDS

1. All district monies shall be deposited in the name of "Rotary International District 5000" in one or more accounts in federally insured financial institutions maintaining offices within the State of Hawaii.

SECTION G – ANNUAL STATEMENT OF DISTRICT FINANCES

1. 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.
2. The Financial statements of Rotary District 5000 shall be audited annually by an independent certified public accountant, who may be a Rotarian.

SECTION B – DISTRICT TREASURER

1. The District Treasurer shall:
 - a. Be the custodian of all district funds in accordance with Article V, Section F, and all district financial records and books of account.
 - b. Send to each club a statement of its per capita dues.
 - c. Collect the district per capita dues.
 - d. Promptly pay all district expenses upon receipt of proper documentation and authorization from the District Governor.
 - e. 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.
 - f. Prepare or cause to be prepared a statement of cash receipts and disbursements on no less than a monthly basis 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-year basis, and shall be available to district clubs upon request.
 - g. Prepare or cause to be prepared all required reports to Federal and State of Hawaii tax authorities when due.
2. Two signatures are required on all checks:
 - a. The Treasurer and the District Governor or the Chairperson of the Finance Committee.
 - b. The District Governor and the Chairperson of the Finance Committee.
3. The Treasurer shall serve as a voting member of the Finance Committee.

ARTICLE VI – DISTRICT OFFICERS/APPOINTEES

SECTION A – DISTRICT SECRETARY

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

Duties:

 - a. Provide ongoing communication with and problem solving for Club Secretaries. Help them resolve problems. (Should keep a list of FAQ (frequently asked questions and answers) to help club secretaries anticipate situations/problems.
 - b. Train incoming Club Secretaries, at the District Assembly/Assemblies. Proactively reach out to club secretaries to get them to their District Assembly. Train new secretaries who come on during the year or miss the assembly.
 - c. Maintain an up-to-date list of Club Secretaries.
 - d. Keep abreast of Rotary attendance rules, classifications and inform club secretaries on changes.
 - e. Monitor and maintain up-to-date attendance and membership statistics for the District and insure that they are posted to the RI web site, in the district newsletter and on the district web site. Alert the District Governor, the District Membership Chair and the appropriate Assistant Governor of any potential issues or problems identified during the process.

- f. Take and maintain the minutes of District meetings and distribute minutes accordingly.
- g. Retain and be responsible for all the historical records of the District and act as chief archivist of district records.

SECTION C – ASSISTANT GOVERNORS (AG)

1. Assistant Governors - The district shall use the title "assistant governor" to reference Rotarians appointed by the governor who serve at the district-level and are assigned the responsibility of assisting the governor with respect to administration of designated clubs.
2. All assistant governors will be responsible for providing the following support to the clubs to which they have been assigned:
 - a. 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 "Failure to Function" of this Code;
 - b. Attend each club assembly associated with the governor's official visit;
 - c. 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;
 - d. Assist club leaders in scheduling and planning for the governor's official visit;
 - e. Keep the governor posted on progress of the clubs and suggest ways to enhance Rotary development and address problems;
 - f. Encourage clubs to follow through on requests and recommendations of the governor;
 - g. Monitor each club's performance with respect to service projects;
 - h. Identify and encourage the development of future district leaders.
3. In order to fully meet these responsibilities, all assistant governors are expected to:
 - a. Attend the district team-training seminar;
 - b. Attend the Presidents-elect Training Seminar and the district assembly;
 - c. Advise the incoming governor on district committee selections;
 - d. 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.
4. It is important that assistant governors assist in the development of the district goals during the year prior to the appointment of committees. The objective is to reach a consensus for what the district wants to achieve, and to appoint personnel only as necessary to achieve the district goals.

Minimum criteria in selecting assistant governors include:

- a. Membership, other than honorary, in good standing in a club in the district for at least three years;
- b. Service as president of a club for a full term;
- c. Willingness and ability to accept the responsibilities of assistant governor;
- d. Demonstrated outstanding performance at the district level;
- e. Potential for future leadership in the district.

Assistant governors are district appointees. They are not officers of Rotary International. Assistant governors are to be appointed on an annual basis, with no assistant governor serving more than three one-year terms to provide continuity in the district leadership. It is recommended that no past governor serve as an assistant governor.

5. Districts are responsible for determining any financial support provided to assistant governors in performing their duties and responsibilities. Governors are eligible to receive limited funding from RI for the purpose of training and supporting assistant governors as outlined in section 68.030.5 of the Code of Policy.

ARTICLE VII – STANDING COMMITTEES

SECTION A – PAST DISTRICT GOVERNOR ADVISORY COUNCIL

1. 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.
2. The PDG Advisory Council shall be composed of all Past District Governors in the district who indicate their desire and willingness to actively serve on this committee and shall be chaired by the Immediate Past District Governor.
3. 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 B – DISTRICT TRAINING COMMITTEE

1. District Trainer – It is highly recommended that the DGE should appoint a district trainer
2. Role and Responsibilities of the District Trainer - The district trainer is responsible for supporting the governor and governor-elect in training club and district leaders.
3. District Trainer’s Qualifications, General:
The minimum recommended qualifications for the district trainer should include:
 - a. Membership, other than honorary, in good standing in a club in the district for at least three years;
 - b. Preference should be given to training or education as a component of their vocation or profession;
 - c. Status as a past district governor, a skilled past assistant governor, a skilled past president, or past district committee chairperson;
 - d. A clear understanding that the district trainer is responsible to the governor-elect;
 - e. Willingness and ability to accept the responsibilities of district trainer as determined by each district. (Nov 2000 Mtg., Bd. Dec. 154)
4. District Trainer’s Specific Duties and Responsibilities:
The governor-elect should instruct the trainer on specific training requirements for the current Rotary year related to:
 - a. PETS;
 - b. The district assembly/assemblies; and
 - c. The district team-training seminar (which includes assistant governor training).

Working in conjunction with the governor; the 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.

Under the direction of the governor-elect, the trainer is responsible for one or more of the following aspects of training conducted at the aforementioned meetings:

- a. Program content (in accordance with board-recommended curricula):
- b. Conducting sessions;
- c. Identification of speakers and other volunteers;
- d. Training of facilitators
- e. Program evaluation; and/or
- f. Logistics

It is strongly recommended that the district trainer prepare the program content. 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.

5. Assistant District Trainers

The governor, based upon the recommendation of the 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 C – PUBLIC IMAGE & AWARENESS COMMITTEE

1. Purpose:

The district public image & 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.

2. Qualifications of Members:

- a. Preference should be given to those who have experience as a club public relations chairperson.
- b. Preference should be given to media, public relations or marketing skills as a component of their vocation or profession.

3. Duties and Responsibilities

- a. Encourage Rotary clubs within a district to make public relations (PR) a priority.
- b. Promote Rotary to external audiences, such as the media, community leaders and beneficiaries of Rotary's programs.
- c. Contact the media with newsworthy stories of district projects and events.
- d. Keep in touch with the district governor and the chairpersons of key committees to stay informed about district projects and activities.
- e. Share RI public relations materials with clubs.
- f. Seek opportunities to speak to individual clubs about the importance of club public relations.

4. 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 D – DISTRICT CONFERENCE COMMITTEE

1. Purpose:

Under the direction of the governor, who shall have creative input, the district conference committee shall be responsible for all aspects of organizing and promoting the annual district conference.

2. Committee structure:

To be effective, the district conference committee must have continuity of leadership. It is recommended that the district conference committee chairperson be appointed for a three-year term.

3. 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.

4. Duties and Responsibilities:

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

- a. Select the district conference venue and coordinate all related logistical arrangements.
- b. Create a district conference budget under the district budget and manage the finances of the district conference in a prudent and fiscally responsible manner.
- c. Promote conference attendance with particular emphasis on:
 - New Rotarians
 - All members of newly organized clubs in the district: and
 - Representation from every club in the district.
- d. Promote the district conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary programs.
- e. Coordinate, in cooperation with the district trainer, a district leadership seminar to be held in conjunction with the district conference.

SECTION E – DISTRICT FINANCE COMMITTEE

1. 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.

2. 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.

3. 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.

4. 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.

5. 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 F – DISTRICT NOMINATING COMMITTEE

1. The 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. All members of this committee shall meet in person so as to reap the benefit of frank and collective discussion. The most senior Past District Governor with the earliest year of service as Past District Governor shall serve as chairperson. In making its selection, the Nominating Committee shall not be limited in its selection to those names submitted by clubs in the district.

2. The procedure to be used in the selection of the District Governor Nominee (DGN) shall follow the timetable and sequence as follows and under ARTICLE II, SECTION B:

a. November 1 – Shall be the closing date for nominations from clubs. Written invitations to all clubs by the District Governor shall have been mailed 60 days earlier, but not later than September 1.

b. The Nominating Committee shall meet privately on or before November 30th, as necessary, to select a District Governor Nominee. The Nominating Committee shall advise the District Governor of their selection on or before December 1 .

c. The District Governor shall “announce”, to all clubs in the district, the decision of the Nominating Committee as soon as practical and simultaneously he or she shall advise the clubs of the closing date for any challenge(s). Such challenge(s) must be made within 15 days of the District Governor’s “announcement” and such challenge(s) must be made in the form of a club resolution mailed to the District Governor’s advertised address. The latest date that the District Governor should set for any challenge(s) should be on or before December 15th.

d. If no challenge(s) is received, the District Governor shall so notify the District Governor Nominee immediately and all clubs thereafter that there was no challenge(s). Only challenge(s) that have been concurred with by at least five (5) other clubs in the district, are received within the 15 days period after the “announcement” by the District Governor and continue in effect for 30 days after said such “announcement” by the District Governor, shall be considered valid. The District Governor shall then notify each club in the district of the name(s) and qualifications of each candidate nominee(s) in the challenge. All candidate nominee(s), to include the proposed District Governor Nominee selected by the District Nominating Committee, shall then be balloted upon by electors by mail as provided in the Rotary International Manual of Procedure. The mail ballot shall be completed as soon as possible and should not be later than January 31st so that the District Governor Nominee will be selected in time to attend the GNATS training and the District Governor Nominee training given at the District PETS meetings.

e. The District Governor shall certify the name of the District Governor Nominee to the General Secretary of Rotary International within 10 days after the challenge period has ended and in accordance with the Rotary International Manual of Procedure after such nominee has been declared selected by the District Governor.

f. In the event that the title of District Governor Nominee (DGN) has not been vacated yet by the previous year selected Nominee, this nominated individual will carry the title of District Governor Nominee Designate (DGND) until the title of District Governor Nominee becomes vacated.

SECTION G – MEMBERSHIP DEVELOPMENT COMMITTEE

A. Membership Development Committee

1. Purpose:

The committee will identify, market 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 committee chairperson will serve as the link between the governor, RI, and the clubs in the district with respect to membership development issues.

2. Additional Qualifications of Members:

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

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

3. Duties and Responsibilities:

a. Plan, market, and conduct a district membership development seminar.

b. Work with the district governor and club leaders to ensure that the district achieves its membership goal.

c. Coordinate district-wide membership development activities.

d. Encourage clubs to participate in RI or Presidential membership development recognition programs.

e. 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.

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

g. Encourage clubs to develop and implement an effective membership recruitment plan.

h. Assist club membership development chairpersons in carrying out their responsibilities.

i. Visit clubs to speak about successful membership development activities; share information on successful activities.

j. Ensure that each club committee has a copy of the “Membership Development and Retention Manual.”

In addition, the chairperson of the committee shall attend a training session conducted by the Rotary Coordinator.

4. Additional Training Requirements:

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

SECTION H – RI CONVENTION PROMOTION COMMITTEE

A. RI Convention Promotion Committee:

1. Purpose:

The committee shall promote attendance at the annual RI convention to Rotarians throughout the district.

2. Additional Qualifications of Members:

- a. Preference should be given to Rotarians who have attended a minimum of one previous RI convention.
- b. Preference should be given to Rotarians with marketing skills as a component of their vocation or profession.

3. Duties and Responsibilities

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

SECTION I – THE ROTARY FOUNDATION

District Rotary Foundation Committee

1. Purpose:

The District Rotary Foundation Committee (DRFC) is a group of experienced and dedicated Rotarians who assist the governor in educating, motivating and inspiring Rotarians to participate in Foundation program and fundraising activities in the district. The committee serves as the liaison between The Rotary Foundation and the club Rotarian.

2. Committee Structure:

To be effective, the District Rotary Foundation Committee must have continuity of leadership. It is recommended that the District Rotary Foundation Chairperson be appointed for a three-year term and that this individual have significant knowledge on, commitment to and experience with Rotary Foundation activities. The governor, in consultation with the immediate past district governor and the governor-elect, shall appoint members to the District Rotary Foundation Committee, the members of which will serve as chairpersons of one of the seven subcommittees. Subcommittees shall be appointed to address on-going administrative functions, as follows:

- Annual Giving
- Permanent Fund or Planned Giving/Major Gifts
- Scholarships
- Vocational Training Team
- Grants
- PolioPlus
- Alumni

The DRFC chairperson may combine some subcommittees as deemed necessary

3. Committee Qualifications:

It is recommended that Rotary Foundation Committee members be a past district governor, a past assistant governor, an effective past district subcommittee member, or an experienced club Rotarian.

4. Training Requirements:

All members of the District Rotary Foundation Committee are expected to attend a Regional Rotary Foundation Seminar conducted by a Regional Rotary Foundation Coordinator (RRFC). In addition, all DRFC members are expected to attend and participate in the district team training seminar and other district training meetings.

5. Relation to Rotary International, Rotary Foundation or Presidential Appointees:

The District Rotary Foundation Committee receives instruction and guidance from the Regional Rotary Foundation Coordinator.

6. Reporting Requirements:

In addition to reporting on the status of their activities to the District Governor and to Rotary International, the DRFC shall provide reports to the assistant governor and to the Regional Rotary Foundation Coordinator.

7. Duties and Responsibilities of the DRFC Chairperson:

With the direct leadership of the governor, the chairperson works with the committee to plan, coordinate and evaluate all district Foundation activities.

- Assists the governor-elect in obtaining input from club Rotarians, prior to establishing district Foundation goals for implementation during his/her term as governor, especially for the Annual Programs Fund contribution goal submitted during the International Assembly.
- Represent the DRFC in the District Designated Fund allocation process.
- Assumes responsibilities of any subcommittee not appointed or functioning.
- Serves as an ex-officio member of all subcommittees, maintains contact with all subcommittees to be informed of their progress and at his/her discretion, directly supports those subcommittees, which relate to the district's goals for that year.
- Assists the district governor in presenting a District Rotary Foundation Seminar for club presidents, presidents-elect, club Foundation committees and other Rotarians in the district.
- Assists the District trainer in conducting Foundation sessions at the PETS and District Assembly.
- Encourage clubs to conduct at least one program on the Foundation in each quarter of the year, giving special observance to November -Rotary Foundation Month.
- Encourages high levels of financial support for Foundation programs through regular Annual Programs Fund contributions and gifts to the Foundation Permanent Fund.
- Ensures coordination of all district Foundation fundraising and recognition activities, including the Annual Programs Fund, Permanent Fund, Matching and Helping Grants and PolioPlus Partners.

- Ensures adequate and effective communication with the club Foundation committees to convey an awareness and understanding of the Foundation to all the clubs in the district.
- Encourage clubs to access up to date information on the Rotary website (www.rotary.org). Utilize the Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities.

A. Annual Giving Subcommittee

Purpose: The Annual Giving Subcommittee is responsible for designing and implementing a comprehensive and effective district program to achieve the districts Annual Programs Fund giving goal.

Qualifications of Members:

Professional expertise in fundraising, sales, marketing, public relations, or a financial field is highly recommended.

Duties and Responsibilities:

Assist the governor-elect and DRFC in establishing a challenging yet realistic district Annual Programs Fund goal.

- Promote annual gifts from every Rotarian every year.
- Encourage individual and club contributions in support of the district's established goal for the Annual Programs Fund.
- Publicize the district goal monthly; provide regular updates to all clubs on the progress being made toward their club goals.
- Help organize and stimulate participation in club and district fundraising activities and special events in support of the Foundation.
- Promote special giving opportunities such as corporate matching gifts and corporate and community Foundation support to maximize the potential of Rotarians' gifts.
- Work with DRFC chairperson to help organize and promote special programs throughout the district during Rotary Foundation Month.
- Answer inquiries from clubs about club contribution reports and their giving records; consult Foundation staff on problems.
- Encourage clubs to access up to date information on the Rotary web site (www.rotary.org). Utilize the Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities.

B. Permanent Fund Subcommittee

Purpose: The Permanent Fund Subcommittee is responsible for securing Benefactor commitments, Bequest Society members and soliciting major gifts from those capable individuals to build the Permanent Fund.

Qualifications of Members:

Professional expertise in fundraising, sales, marketing, public relations, or a financial field is highly recommended.

Duties and Responsibilities:

- Work with the district governor and District Rotary Foundation Committee to establish district benefactor and Bequest Society goals.
- Inform Rotarians of Planned Giving opportunities available in those countries that allow the donor to make a significant gift while receiving estate and/or income tax deductions and under some arrangements, a life income interest as well.
- Work with club presidents to recognize current benefactors and Bequest Society members when programs on the Foundation are scheduled.
- Maintain contact with those who have already made commitments and have been recognized as benefactors, and encourage them to be a part of your solicitation team to identify additional benefactors.
- Coordinate promotional and solicitation efforts concerning outright gifts to the Permanent Fund with the Annual Giving subcommittee chairperson.
- Identify, cultivate and solicit potential donors of major outright gifts or planning gifts in support of the Foundation's Permanent Fund. Involve district leadership, RRFC, Trustees and Directors, alumni, and major donors in the planning and solicitation of major gift prospects, as appropriate.
- Thank and continue to nurture relationships with benefactors and major donors. Encourage clubs to access up to date information on the Rotary web site (www.rotary.org). Utilize the Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities.

C. Scholarships Subcommittee

Purpose: The Scholarships Subcommittee is responsible for promoting club and district participation in the Ambassadorial Scholarships, Grants for University Teachers, and Rotary Centers for International Studies in peace and conflict resolution and ensures careful attention is paid to four basic elements -Promotion and Selection, Orientation, Hosting Scholars and Alumni Outreach.

Qualifications of Members:

- Preference should be given to those with club-level experience with the Scholarships Program.
- Where practical, the committee should include members with language abilities who can assess an applicant's foreign language skills during the interview.

Rotary World Peace Scholarship Subcommittee Structure:

The committee reviewing Rotary World Peace Scholarship applications and selecting the district-endorsed candidate should include the current district governor, immediate past governor, the governor-elect, the Rotary Foundation Committee Chairperson or Scholarships Subcommittee Chairperson, and three Rotarians or non-Rotarians with expertise in the fields of peace and conflict resolution, education, and/or civic or business leadership.

Duties and Responsibilities:

- Distribute application materials to clubs within the district. Notify clubs of the types of Foundation scholarships the district could fund through the DDF, Endowed Funds and world-competitive scholarship opportunities.

- Promote an understanding of and effective participation in the Foundation's Scholars and Rotary Centers for International Studies programs, through regular contact with each club in the district and through district meetings.
- Encourage and assist club chairpersons in carrying out their responsibilities. Select qualified scholars and grant recipients from club-endorsed candidates-
- Conduct orientation for all scholarship and grant recipients before their departure and upon their arrival; participate in multi-district orientations when possible.
- Provide guidance and training to sponsor counselors appointed by sponsor clubs for outbound program participants, and to host counselors appointed by host clubs for each inbound program participant.
- Maintain contact with recipients during the study year; encourage timely submission of reports to sponsor and host district governors and the Foundation.
- Publicize to the media and to Rotarians in the district the recipients' return.
- Connect recipients with the district alumni chairperson; maintain ties with recipients upon their return.
- Encourage clubs to access up to date information on the Rotary web site (www.rotary.org). Utilize the Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities.

D. Vocational Training Team Subcommittees

Purpose: The Vocational Training Team (VTT) Subcommittee is responsible for promoting club and district participation in the Vocational Training Team (VTT) program, preparing the outbound VTT Team for their exchange and for planning and implementing the visiting VTT host itinerary. A separate VTT Section Committee is charged with the responsibility of selecting the team leader and team members.

VTT Selection Committee Structure:

The VTT selection committee must include the district VTT chairperson as chairperson of the committee, immediate past district governor, district governor, district governor-elect, and three Rotarians on staggered terms.

Duties and Responsibilities:

- Assist the governor-elect in applying for VTT awards.
- Organize the participation of the VTT Selection Committee for team leader and team member selections, emphasizing the vocational and ambassadorial activities.
- Communicate early and often with the subcommittee of the paired district regarding dates and itinerary.

- Provide orientation to VTT teams and leaders and determine language training funding needs from The Rotary Foundation.
- Arrange local itineraries to include vocational study for each team member and home stays with local Rotarian hosts for the visiting teams.
- Publicize to the media and to Rotarians in the district the teams' return.
- Connect team members with the district alumni chairperson and maintain ties with team members upon their return.
- Encourage clubs to access up to date information on the Rotary web site (www.rotary.org). . Utilize the Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities.

E. Grants Subcommittee

Purpose: The Grants Subcommittee is responsible for assisting clubs in developing ways to participate in international service projects as well as informing Rotary clubs and/or district project committees planning such projects of the Foundation grants that can help them.

Qualifications of Members:

- Preference should be given to those who have been directly involved with the successful implementation of an international service project that was supported by a Foundation grant.
- Preference should be given to individuals who speak a second language that will enhance the ability to directly communicate with project partners.
- Professional expertise in public health, international development, or grant preparation is highly recommended.

Duties and Responsibilities:

- The Grants Subcommittee Chairperson is responsible for reviewing all grant applications sponsored by member clubs and the district itself, certifying that all applications are complete and accurate prior to the submission of grant applications to The Rotary Foundation. After district certification, applications can be submitted to the Foundation with the understanding that the Trustees must provide final approval of all grants and that no project should be initiated until a formal announcement has been made by the Foundation.
- Become familiar with each grant program, its eligibility criteria and application procedures; assist Rotarians in understanding the policies of the Foundation.
- Work with clubs and districts to develop sustainable humanitarian projects with direct involvement of the benefiting community and the active personal participation of Rotarians.
- Encourage the highest levels of stewardship and transparency for the accounting of all Foundation funds. This includes the timely submission of reports to the Foundation from all sponsors of approved grant projects.
- Work closely with other International Service committees, such as World Community Service or Vocational Service Committees to recognize when a project may qualify for a Foundation grant.

- Work with club and district officers to ensure the full utilization of all DDF allocated to the Humanitarian Programs Category. Maintain accurate records that reflect which projects DDF has been allocated to and grants approved.
- Help clubs identify interesting speakers such as recipients of Matching Grant & 3H Grant contacts, or other local organizations involved in international development.
- Provide assistance to specific programs in which the district is involved and/or assist the district governor in monitoring the progress of an approved Matching Grant or 3-H Grant project.
- Encourage clubs to access up to date information on the Rotary website (www.rotary.org). Utilize the Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities.

F. PolioPlus Subcommittee

Purpose: The District PolioPlus Subcommittee is responsible for supporting Rotary's commitment to polio eradication and is responsible for encouraging participation in PolioPlus activities by all Rotarians. The focus of each district PolioPlus Subcommittee will vary because of the presence or absence of polio in the district and the district and nation's stage in the polio eradication process.

Qualifications of Members:

- Preference should be given to those with club-level experience with the PolioPlus program.
- It is recommended that at least one member of the committee be a professional in a relevant field (e.g. public health, marketing, transportation).

Duties and Responsibilities:

- Encourage all clubs in the district to participate in at least one PolioPlus activity that supports the promotion of polio eradication either in the district or in another district.
- Assist clubs in the district, through their club PolioPlus Committees, in the promotion of polio eradication by informing clubs how to promote immunization of children in their community, by disseminating polio eradication information and materials and by obtaining speakers for club programs. (Refer to the PolioPlus Speakers Bureau list in the Official Directory).
- Encourage club and district support for addressing current polio eradication needs as listed on the PolioPlus Partners Open Projects List on the Rotary web site (www.rotary.org).
- Organize at least one PolioPlus district activity during the year.
- Work with the Foundation Chair, District Public Image & Awareness Committee and the governor to assure appropriate recognition of exemplary polio eradication club and district activities.
- Request the governor to place PolioPlus on the agenda of the district conference.
- Assist the governor-elect and the district trainer on the presentation of PolioPlus as part of The Rotary Foundation training at the District Assembly/Assemblies and Presidents-elect Training Seminar.

- Coordinate with National and/or Regional PolioPlus committees and governmental and other agencies in the implementation of polio eradication activities.
- Encourage clubs to access up to date information on the Rotary web site (www.rotary.org). Utilize the Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities.

G. Alumni Subcommittee

Purpose: The Alumni Subcommittee helps to ensure that the Foundation's most valuable resource of program alumni are involved in Rotary activities.

Qualifications of Members:

Preference should be given to those with club-level experience with the alumni program or district-level experience with the Scholarships or Vocational Training Team_ subcommittees.

Duties and Responsibilities:

- Develop and/or maintain a complete, accurate and updated district directory or database of Foundation program participants and alumni sponsored by the district and/or residing in the district; advise The Rotary Foundation of any additions or changes to this database or directory.
- Ensure that returned scholars or VTT team members complete required presentations in the sponsoring district; encourage clubs to invite alumni to speak at club meetings or events to promote participation in District Foundation programs.
- Encourage alumni to remain involved with Rotary through Rotary club membership, identifying future program participants, or participating in Rotary club community service and World Community Service projects.
- Nominate candidates for the Alumni Service to Humanity Award for district endorsement and submission to The Rotary Foundation.
- Organize reunions and activities for alumni residing in the district on a regular basis.
- Work with the Scholarships and Vocational Training Team Subcommittees to include alumni in the program for inbound or outbound scholar/team orientation seminars. Establish and maintain a district alumni association.
- Encourage alumni to make financial contributions to The Rotary Foundation.
- Encourage clubs to access up to date information on the Rotary website (www.rotary.org). Utilize the Regional Rotary Foundation Coordinator and the Foundation Alumni Resource Group for support in carrying out committee responsibilities.

ARTICLE VIII – FUND-RAISING POLICY

The District has developed Fund-Raising criteria that should be followed for all Fund-Raisers at the club and district level. The criteria is included in the appendix.

ARTICLE IX – VACANCY IN THE OFFICE OF GOVERNOR

1. Purpose:

To provide for a contingency plan for continuity of district leadership in the event there is a permanent or extended vacancy in the office of the district governor.

2. Qualifying Circumstances:

- In the event of the district governor’s resignation, disability or death, action to recommend to Rotary International (RI) the temporary replacement of the district governor with an acting governor for the period of temporary disability or for the remainder of the governor’s unexpired term will be undertaken by the district leadership.
- In the event of a temporary disability lasting sixty (60) days or more, this contingency plan will be implemented. If the district governor is unable, because of the disability, to preside over the plan’s implementation, the immediate past governor shall assume the position of interim acting governor and implement the action steps in item three (3) as soon as is practicable.
- In the event that a replacement is immediately required to fill the remainder of the governor’s unexpired term, the immediate past governor shall assume the position of interim acting governor and implement the action steps in item three (3) as soon as practicable.

3. Action Steps:

The district governor shall take the following actions:

- Notify the advisory council of past district governors in writing of the resignation or request for a temporary replacement.
- Advise the Club and District Support representative at Rotary International and the RI Director for this zone in writing of the resignation or request for a temporary replacement.
- Convene the advisory council of past district governors within thirty (30) days of a qualifying event, to select a qualified Rotarian, typically a past governor, to propose to RI as a replacement.
- Advise the Club and District Support representative and the RI Director for this zone in writing with the name of the proposed replacement.

In the event of the inability of the district governor due to death or disability, to perform the above action steps, the immediate past district governor is authorized to implement this plan.

(Note: The Bylaws of Rotary International provide that in the event of a temporary inability of the governor to perform the duties of governor, the president of Rotary International shall appoint a qualified Rotarian as acting governor. In the event of a vacancy in the office of governor, the president may appoint a qualified Rotarian as acting governor until such vacancy is filled by the board).

ARTICLE X – YOUTH ABUSE AND HARASSMENT PREVENTION POLICY

The District has adopted The Rotary International District 5000 Youth Abuse and Harassment Prevention Policy as its youth protection policy for all Rotary affiliated youth programs within the district. This Policy is required of all clubs in the district involved in youth activities and is included in the appendix

ARTICLE XI – CRISIS COMMUNICATION POLICY

The District has developed a crisis communication plan that should be followed in all emergencies. The plan should be used by all clubs in the district and is included in the appendix.

ARTICLE XII – POLICY ON ALCOHOL AT ROTARY FUNCTIONS

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

1. The District will follow all applicable State Laws.
2. All persons consuming alcohol will have their identification checked in accordance with State Law
3. Any attendee deemed intoxicated will not be served any further alcoholic beverages and appropriate transportation will be arranged.

All clubs in the district should follow this Policy at all club functions.

ARTICLE XIII – AMENDMENTS

SECTION A – RESOLUTIONS

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

SECTION B – PROCEDURES

1. 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.
2. The District Resolutions/Legislation Committee will be made up of 5 members to include the District Governor, District Governor-Elect, District Governor Nominee, Council on Legislation Representative and 1 Past District Governor appointed by the District Governor. The District Governor-Elect shall serve as the chair of this committee
3. Resolutions shall be filed with the District Governor who shall forward them to the District Resolutions/Legislation Committee at least 60 days prior to the District Conference.
4. On or before 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.
5. 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 Conference action.

END OF DISTRICT POLICY MANUAL

APPENDIX

Modification Procedures: Items listed under the appendix 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 60% of the Presidents will constitute a quorum. Any such modifications must be approved by 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 X.

Appendix 1 – Fund-Raising Criteria

Appendix 2 – Youth Abuse and Harassment Prevention Policy

Appendix 3 – Youth Programs Volunteer Affidavit

Appendix 4 – Rotary District 5000 Reporting Guidelines for Abuse and Harrassment

Appendix 5 – Club Compliance Statement

Appendix 6 –Crisis Communication Plan

APPENDIX 1
FUND-RAISING 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, which encourages respect for the donor, and potential donors. Fund-raising 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. Fund-raising 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 fund-raising 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 specifies the amount or percentage of money from the sale, which 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 districts 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 or district to be represented. 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 fund-raising activities.
10. Fund-raising 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

The District has adopted The Rotary International District 5000 Youth Abuse and Harassment Prevention Policy as its youth protection policy for all Rotary affiliated youth programs within the district.

INTRODUCTION

Beginning in the 2007-2008 Rotary year, All clubs and districts that wish to participate in Youth Exchange are required to be certified by Rotary International. The certification process includes the following:

- District abuse and harassment prevention policy;
- Copies of all materials produced in the district to promote and support the Youth Exchange program (promotional materials and brochures, applications, policies, web site links, host family screening report, position/job descriptions, etc.);
- A signed compliance statement that the district is operating the Youth Exchange program in accordance with RI policy; and
- The completed annual Youth Exchange survey.

In the spirit of Rotary, District 5000 chooses to incorporate this policy to provide a safe and secure environment for participants in all Rotary International youth programs and other youth related projects.

1. STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

District 5000 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 the entire Rotary District 5000 Youth Abuse and Harassment Prevention Policy, the reporting guidelines, affidavits, host applications, and reporting forms. Each person who will work with Youth in any capacity must complete and sign the Rotary District 5000 Youth Volunteer Affidavit and Waiver.

2. DEFINITIONS

Volunteer: 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).

Student: Youth involved with Rotary Youth Exchange, regardless of whether they are of the age of majority. For this policy the term —youth includes students participating in youth exchange.
Youth: Any person under the age of 18 including students participating in youth exchange as defined above.

Sexual abuse: 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
- Indecent exposure
- Exposing a student to sexual or pornographic material

Sexual harassment: 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:

- Sexual advances;
- 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;
- Verbal abuse of a sexual nature;
- Displaying sexually suggestive objects, pictures, or drawings;
- 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 Rotary District 5000 Reporting Guidelines for Abuse and Harassment for definitions and clarification.

3. INCORPORATION OF DISTRICT YOUTH EXCHANGE PROGRAM AND LIABILITY INSURANCE

District 5000 is located entirely within the United States and is covered under the U.S. Rotary Club & District General Liability Insurance Program.

Rotary D5000 Youth Exchange is incorporated as a participant in Southern California, Arizona, and Nevada Exchange (SCANEX), Inc. SCANEX is incorporated under the laws of the State of California.

4. VOLUNTEER SELECTION AND SCREENING

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

District 5000 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.

All volunteers interested in participating in District 5000 youth programs must:

- Complete a Youth Programs Volunteer Affidavit form and authorize the district to conduct a criminal background check (subject to local laws and practices);
- Undergo personal interviews;
- Provide a list of references for the district to check;
- Meet RI and district eligibility requirements for working with students. RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context. If an individual is accused of sexual 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;
- Understand and comply with RI and district guidelines for Youth Exchange when applicable.

Youth Exchange Host families must meet the following selection and screening requirements in addition to those listed above.

Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. This should include:

- Demonstrated commitment to the safety and security of students;
- Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange;
- Financial ability to provide adequate accommodations (room & board) for the student;
- Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well being;
- Host families must complete a written application;
- Home visits must be conducted for each family and additional visits may be made during the placement;
- Home visits must be conducted annually, even for repeat host families;

- 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.

Youth Exchange Rotarian counselors must meet the criteria for all volunteers, as well as the following:

- Counselors must not be a member of the student's host family;
- 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.

5. YOUTH EXCHANGE STUDENT SELECTION AND SCREENING

All Students interested in participating in District 5000 Youth Exchange programs must:

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

- Attend and participate in all district orientation and training sessions.

All parents or legal guardians of students interested in participating in District 5000 Youth Exchange must:

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

- 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;

- Attend and participate in all applicable district orientations and training sessions.

6. Training

District 5000 will provide abuse and harassment prevention training to all youth program participants. The district New Generations Chair, or appointee, will conduct the training sessions. District 5000 will:

- Adapt the Abuse and Harassment Prevention Training Manual to include relevant information on specific district guidelines, local custom, cultural issues, and legal requirements;

- 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;

- Conduct specialized training sessions for the following youth program participants:

- o District Governor, District Governor Elect and District Governor Nominee

- o District Youth Exchange committee members

- o Participating Clubs
- o Rotarian counselor
- o Youth Exchange host families
- o Student (outbound and inbound)
- o Parents and legal guardians of students
- Establish guidelines to ensure that all those required to be trained have participated;
- Maintain records of participation to ensure compliance.

7. ALLEGATIONS REPORTING GUIDELINES

District 5000 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.

8. INVESTIGATION GUIDELINES

District 5000 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.

9. OTHER DISTRICT 5000 RESPONSIBILITIES

District 5000 will:

- Have procedures for reporting, investigating, and proper handling of non-criminal offenses or historic cases that law enforcement will not investigate;
- Recommend that all inbound Youth Exchange students maintain insurance at the following level: \$500,000 minimum health and liability;
- Provide each student with a list of local services in the district (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services. Etc.);
- Will maintain and provide to Youth Exchange Students a list of emergency telephone numbers of Youth Exchange committee members;
- Evaluate and review this policy and accompanying procedures on a regular basis;
- Require a monthly report from each inbound and outbound student in the district that includes information on current hosts, feelings, concerns, ideas, and suggestions, the district Youth Exchange Officer can then review and assist student as needed.

10. CLUB COMPLIANCE

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 a signed compliance statement that 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, counselor, club chair and all Rotarians and their spouses or partners with direct unsupervised contact;
- Develop a comprehensive system for host family selection and screening that includes announce 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 D5000 Youth Exchange program structure (e.g. —backdoor exchanges[1]);
- 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 include 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 students have multiple host families;
- Provide each student with a comprehensive local services list;
- Ensure that the host counselor for each student is not a member of the student's host family;

- Ensure that the host 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 individuals independent of the host family and club counselor;
- Follow RI guidelines for Youth Exchange websites and usage of the Rotary marks;
- Report all serious incidents (accidents, crimes, early return, and death) involving youth to the district immediately;
- Conduct interviews of all youth exchange applicants and applicants' parents or legal guardians. This policy was adopted and written following Rotary International RCP 2.110 and 41.080 and is subject to change without notice.

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 will have unsupervised contact with youth will be required to complete a 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 with \$10 criminal background check fee.
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**

District 5000 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.

PERSONAL INFORMATION

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Email: _____

Business Phone: _____ Fax: _____

How long at this address? __ (If less than 5 years, please list prior residence(s) on back of this sheet.)

Social Security Number: * _____ Date of Birth: * _____

* May be submitted by telephone to the District Protection Officer

Are you a member of a Rotary club? Yes _____ No _____

If yes, please give club name and year joined: _____

Position applied for: _____

Have you worked with youth in Rotary in the past? Yes _____ No _____

If yes, what position and when? _____

EMPLOYMENT HISTORY (5-years – please attach additional sheets, if necessary)

Current Employer: _____

Address/City/State/Zip: _____

Telephone: _____ Position: _____

How long with this company? _____ Supervisor's Name: _____

Previous Employer: _____

Address/City/State/Zip: _____

Telephone: _____ Position: _____

How long with this company? _____ Supervisor's Name: _____

VOLUNTEER HISTORY WITH YOUTH (5 years – please attach additional sheets, if necessary)

Organization name: _____

Address/City/State/Zip: _____

Telephone: _____ Position: _____

Dates Held: _____ Director's Name: _____

Previous Organization: _____

Address/City/State/Zip: _____

Telephone: _____ Position: _____

Dates Held: _____ Director's Name: _____

PERSONAL REFERENCES (not relatives and not more than one former or current Rotarian)

1. Name: _____

Address/City/State/Zip: _____

Telephone: _____ Relationship: _____

2. Name: _____

Address/City/State/Zip: _____

Telephone: _____ Relationship: _____

3. Name: _____

Address/City/State/Zip: _____

Telephone: _____ Relationship: _____

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).

WAIVER/CONSENT/RELEASE

I certify that all of the statements in this affidavit, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect this affidavit unfavorable, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer position with District 5000 youth program or its affiliates. I further certify that I understand that District 5000 youth program’s intent is to deny a position to anyone convicted of a crime of violence or a crime against another person.

I hereby give my permission for District 5000 to investigate, verify and obtain information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks), contact with former employer and 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 here, the criminal history records check may be repeated 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 Rotary International, District 5000 youth programs and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either the District youth programs or its affiliates, or at my option. I understand and agree that District 5000 youth programs or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE AFFIDAVIT, WAIVER, CONSENT AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.

Signature of Applicant Please Print Name Date

(For District Use Only:)

_____ References checked by _____
Date Initials

_____ References checked by _____
Date Initials

_____ References checked by _____
Date Initials

APPENDIX 4
ROTARY DISTRICT 5000
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 taken from the Hawaii state statutes for child abuse and neglect.

Physical Abuse Citation: 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: § 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: § 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: § 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

District 5000 ensures the prompt notification of allegations of abuse, neglect or harassment of youth program participants in compliance with state laws and statutes. Hawaii State Law Standards for Reporting Citation: § 350-1 are harm or substantial risk of harm to a child from physical abuse, neglect, emotional abuse or sexual abuse be reported to the child protective services in the Department of Human Services. 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 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 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, counselor, club chair 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 D5000 Youth Exchange program structure (e.g. “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 counselor for each student is not a member of the student’s host family;
- Ensure that the host 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 club 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

 Type or write name

 Club New Generations Chair signature Date

 Type or write name



GUIDELINES FOR YOUTH EXCHANGE EMERGENCIES

Rotary International District 5000 Guidelines for Youth Exchange Emergencies



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

Tips for emergency preparedness

- The club counselor should keep the student's passport and airline ticket readily available at all times. Store these items in a safe place so that they can be accessed 24 hours a day if necessary.
- The district chairperson should have copies of the airline ticket and passport should the student be traveling or in case the student's documents are not accessible through the club counselor
- The district Youth Exchange 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 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.)
 - o IMPORTANT – The sponsoring district representative will contact the student’s family. This is due to possible language or interpretative limitations.
- Host family, club counselor, district youth exchange chairpersons, and SCANEX. In case of emergency the following people should be contacted in this order whenever possible:
 - o The student should contact host family.
 - o Host family should contact host club counselor.
 - o Host club counselor or President will contact District Youth Exchange Chair.
 - o District YE Chair will contact hosting District Governor and sponsoring club or district YE chair
 - o Hosting District Governor will contact sponsoring District Governor.
 - o 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.
 - o The host district YE chair will contact the host District Governor.
 - o 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.)
 - o The host district YE Chair will contact the sponsoring district YE chair.
 - o The sponsoring district YE chair is responsible for contacting the sponsoring Club.
- Insurance company.
 - o The host district YE chair will contact the insurance company.
- Embassy Officer to obtain his/her advice.
 - o The host district YE 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 pop up 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	Crime (theft, arson, assault, murder)
Serious Injury	Medical Emergency (including death or suicide)
Bomb Threats	Extortion
Hostage Situation	Death
Contagious disease	Inappropriate behavior by a club leader or member
Food Poisoning	Flood
Hurricane	Earthquake
Fire	

Be aware of the various levels of Crisis Communications scenarios, i.e.

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

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

**Emergency
Contact List**

Sequence of Contacts	Office	Direct	Mobile	Home
President District Governor				
Vice President				
D5000 Crisis Team				
Rotary International PR & Media Relations staff		(847) 866-3245 (847) 866-3237		

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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 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 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. President

2. Interview key members involved to determine the nature and level of the crisis.
3. Designate members of the Crisis Team to verify facts, deduce degree of damage, and to find out if anyone is injured.
4. Give information to the Public Relations chairperson so an initial statement may be prepared. Provide continual updates.
5. 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.
6. 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.
7. Serve as primary spokesperson, or designate another professional to serve as such.
8. 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.

- a. Give statement to the President for possible announcement.
4. Release statement to press.
5. Review previous statements with alternate spokespersons to ensure that everyone speaks "with one voice."

6. Initiate information updates regularly and contact reporters who received earlier statements.
7. Monitor press coverage and advise reporters when important information is reported inaccurately or incompletely.
8. 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.
2. 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.
3. 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!
- a. Treat reporters equally. Give the same information to everyone.