



District 5020 Policy Manual

District 5020 Policy Manual
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PDG..... Any previous District Governor
P.E.T.S..... Presidents-Elect Training Seminar
RI..... Rotary International
RC..... Rotary Club
RYLA Rotary Youth Leadership Award
TRF..... The Rotary Foundation
WCS World Community Service
Zone..... Level of Rotary organization between a
Rotary District and Rotary International.
A Zone or pair of Zones (i.e. Zone
23/24) selects the RI Directors

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The purpose of this document is to provide guidelines for the effective operation of Rotary District 5020. Should there be any conflict between this document and the Rotary International Manual of Procedure and the Rotary International Code of Policies, the aforementioned R.I. documents shall prevail.

District Vision

In keeping with the Object of Rotary, the vision for District 5020 is to have all clubs provide service to their world, their communities, their vocation and their club. Members will feel that being Rotarians furthers their individual needs. Each club will have vitality with all members participating in club projects. As a result, membership will grow and Rotary will be known and respected by all in the community.

District Mission

The mission of District 5020 is to:

- support and assist its member clubs in a proactive manner so they may develop into a strong and active Rotary club and fulfill the Object of Rotary.
- strengthen and expand Rotary throughout District 5020 to allow others the opportunity to participate and for Rotary to be better able to serve.

District Objectives

- Have club leadership well trained by holding District and Area Leadership Training Assemblies and other training events.
- Have a backlog of Rotarians desiring to serve at the district level.
- Inspire every Rotarian to understand and support the goals of their club, Rotary International and The Rotary Foundation.
- Provide leadership to clubs and assist clubs in establishing club goals
- Facilitate communications between clubs, District and Rotary International.

Article I. District Officers, District Council, and District Foundation Committee

Section 1.01 District Officers

(a) District Governor

The Principal Officer of District 5020 shall be the duly elected District Governor. The District Governor is the sole officer of Rotary International in the District, nominated by the clubs of District 5020 and elected by the Convention of Rotary International. The District Governor shall be responsible for the proper operation of the District and for the accomplishment of District 5020 goals

and objectives. The duties and responsibilities of the District Governor are provided in the Rotary International Manual of Procedure. The District Governor is a member of the District Council.

(a) District Governor- Elect

The District Governor-Elect (DGE) is the next officer in line for District leadership. Having been nominated by District 5020 and elected at the Convention of Rotary International, the District Governor-Elect will assume the position as District Governor on July 1st of the next Rotary year. The main duty of the District Governor-Elect is to prepare for the next Rotary year. This preparation will require close coordination with the current District Governor and other District leaders. The District Governor-Elect will organize and conduct

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the District Leadership Training Assembly for incoming club officers to prepare these officers to assume their duties in club leadership. The DGE is responsible for developing and implementing a training program for the Assistant Governors. The District Governor-Elect is a member of the District Council.

(b) District Governor Nominee

The District Governor Nominee (DGN) is the Rotarian who has been nominated by District 5020 to be elected as District Governor-Elect at the next convention of Rotary International. As such, the DGN will follow the District Governor-Elect as District Governor. The DGN will coordinate closely with the District Governor and the District Governor-Elect to prepare to assume a position of leadership in the District. The District Governor Nominee is a member of the District Council and the Youth Exchange Committee.

(c) Assistant Governor

District 5020 is divided into geographic areas, normally consisting of groups of 4 to 7 clubs in a local geographic area. An Assistant Governor will be appointed to assist in the administration of each Area. The term of office for Assistant Governors will be a calendar year rather than the Rotary fiscal year to allow the Assistant Governors to develop a closer relationship with club Presidents-Elect as the Presidents-Elect train and prepare for their year in office. During their final year the sitting Assistant Governor will solicit nominations from each of the clubs in their respective area. After interviewing AG nominees the Assistant Governor will forward nominations to the District Governor. The District Governor, after meeting with the nominees, and consulting with the District Governor-Elect, will appoint Assistant Governors to a one-year term. Assistant Governors may be appointed to subsequent one-year terms but may not normally serve for more than three one year terms. Assistant Governors are not officers of Rotary International. Each Assistant Governor will be proactive in the support of the assigned clubs, will take a personal

interest / responsibility in the success of every club in their assigned Area and will represent each of their respective clubs interests in District Council deliberations. Each Assistant Governor is a member of the District Council.

- (i) Requirements: The following prerequisites will be met prior to appointment as Assistant Governor:
 - 1) Holds active membership, in good standing, in a club in District 5020 for at least three years
 - 2) Has served as a club president for a full term
 - 3) Is willing and able to accept the responsibilities of Assistant Governor
- (ii) Duties: The Assistant Governor:
 - 1) Attends the District Assistant Governor's training session.
 - 2) Assists the District Governor-Elect at the President Elect Training Seminar and the District Leadership Training Assembly
 - 3) Works with the District Governor and District Governor-Elect to develop goals for the District and to advise on District committee selections
 - 4) Meets with and assists the incoming presidents of the clubs in their assigned Area before the beginning of the Rotary year to discuss the clubs' goals, plans and objectives and to review the completed "Planning Guide for Effective Rotary Clubs" and the TRF Club Goal Report Form. Following the review a copy will be forwarded to the District Governor (for the year covered by the plan)
 - 5) Visits each club in their assigned Area regularly with a minimum of one visit each quarter of the Rotary year, keeping the District Governor informed of the status of the assigned clubs and suggesting ways to enhance Rotary development and address problems.

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- 6) Holds regularly scheduled joint meetings (preferably monthly but no less than quarterly) with club presidents to discuss the business of the clubs including resources available to them, and the goals, programs, and objectives of the District and Rotary International.
- 7) Advises and assists club presidents in preparing for visits of the District Governor and assists the District Governor during visits to the Area clubs.
- 8) Encourages clubs to follow through on requests and recommendations of the District Governor, monitors each club's performance with respect to service projects, encourages a Public Relations effort at the local club level.
- 9) Ensures that clubs submit required reports in a timely manner.
- 10) Attends and actively promotes attendance at the District Conference, the District Leadership Training Assembly, and other District meetings.
- 11) Participates in Rotary Foundation programs, annual and special giving events, and other special assignments.
- 12) Encourages development of future District leaders.
- 13) Coordinates and conducts "mini" Area Leadership Training Assemblies.
- 14) Represents the District Governor if the District Governor is unable to attend any special function and makes special visits as requested.
- 15) Helps organize intercity/area meetings and assists club executives by serving as a speaker and in other useful ways.
- 16) Ensures timely completion of the Memo of Club Visit as requested by the District Governor.
- 17) Assistant Governors are members of the District Council.

(d) District Secretary

The District Secretary should be a knowledgeable

Rotarian who can assist the District Governor by handling correspondence, compiling minutes of District meetings, and keeping records. The District Secretary is appointed on an annual basis, normally serving for no more than three one-year terms. The District Secretary is a member of the District Council.

(i) Duties: The District Secretary shall:

- 1) Retain and be responsible for all of the historical records of the District and act as the chief archivist of District records.
- 2) Take and maintain the minutes of District meetings and distribute minutes to members of the District Council in a timely manner.
- 3) Be responsible to maintain an inventory of all District equipment including, but not limited to, fax machines, computer software and office equipment. Each year an update on current custody will be entered into District records
- 4) Be responsible for gathering and organizing resolutions and making the presentation at the District Conference.
- 5) Assist District officers as necessary, but not as a "personal secretary".

(e) District Treasurer

The Treasurer will administer and account for District funds and maintain the required financial records. The District Treasurer shall be a Rotarian appointed by the District Governor on an annual basis, normally serving for no more than three one-year terms and must have an understanding of basic accounting principles. The District Treasurer is a member of the District Council.

(i) Duties: The District Treasurer shall:

- 1) Maintain District financial records except those of committees authorized to maintain individual accounting.
- 2) Receive and deposit all funds and make all authorized disbursements.
- 3) Maintain books of accounts on all funds

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

- 4) Issue financial statements monthly to the District Governor, the District Governor-Elect and the Finance Committee Chair. Issue financial statements quarterly to members of the District Council.
- 5) Pay, in a timely manner, requests for payments that have been approved by the appropriate committee chairs or District officers.
- 6) Assist in an annual, independent review of the District financial records.
- 7) File tax returns as required in the USA and Canada.
- 8) Provide independent oversight and review for those committees maintaining individual accounting.
- 9) Serve as an ex-officio non-voting member of the Finance Committee.

(f) District Trainer & District Training Committee

The District Trainer & District Training Committee is responsible for supporting the Governor and Governor-elect in training club and District leaders and overseeing the overall training plan for the District. The District Trainer will serve as Chair of the Training Committee and will be a skilled, knowledgeable Rotarian, appointed by the District Governor on an annual basis, normally serving no more than three one-year terms. The District Trainer must have the understanding of and the capability to communicate via telephone, fax, email and the Internet.

(i) Duties: The District Trainer shall:

- 1) For PETS, the District Leadership Training Assembly and Assistant Governor training, the District Trainer

shall:

- a) In cooperation with the District Governor-Elect, plan program content and schedules.
 - b) Secure speakers, training leaders, and other volunteer positions as selected or approved by the District Governor-Elect.
 - c) Develop a training sequence and material for training leaders
- 2) Assist with the development of training for Rotaract / Interact club leaders
 - 3) Carry out other training tasks as required
 - 4) Serve as a member of the District Leadership Training Assembly Committee and closely coordinate and advise on matters of meeting site logistical matters and the registration process.

Section 1.02 District Council

The District Council will be the policy making body for the District.

(a) Membership

The District Council will be composed of the following:

- 1) All District Governor categories
- 2) Assistant Governors
- 3) Immediate Past District Governor
- 4) District Committee Chairs:
 - Membership Chair
 - Public Relations Chair
 - Service Projects Chair
 - Rotary Foundation Committee Chair
 - Club Administration Chair
 - Rotary Youth Exchange Chair
 - Finance Committee Chair
 - District Treasurer
 - District Secretary
 - District Youth Policy Coordinator
- 5) All Past District Governors are ex-officio members. All are welcome and encouraged to attend, however, fiscal considerations

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prevent the District funding travel and lodging expenses.

(b) Meetings

Meetings will normally be held approximately quarterly in the following time frames:

- 1) July/August
- 2) October/November (District Leadership Team Training)
- 3) In conjunction with the District Leadership Training Assembly (DLTA)
- 4) In conjunction with the District Conference
- 5) At other times, as deemed necessary, when called by the District Governor

(c) Authority

The District Council will be the principal policy making body of the district and as such may make changes to the district policies and procedures, including but not limited to, this Policy Manual and other matters of district operation.

(d) District Council Chair

Each calendar year, the District Governor shall appoint an Assistant Governor to serve as the Chair of the District Council. The District Council Chair will schedule council meetings, coordinate the meeting venue, arrange lodgings, prepare an agenda in coordination with the District Governor and preside at meetings of the District Council.

Section 1.03 District Rotary Foundation Committee

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 members. The DRFC in its operation will be guided by the Rotary International Publication,

“The District Rotary Foundation Committee Manual.” The Committee Manual lists the qualifications, specific duties and responsibilities of the members of the DRFC. The DRFC Chair will serve as a member of the District Council.

(a) Structure

The District Rotary Foundation Committee will consist of an appointed Chair and seven additional members. The DRFC Chair will be appointed for a three year term and this individual should have significant knowledge of, commitment to and experience with Rotary Foundation activities. The District Governor, in consultation with the immediate past district governor and the governor-elect shall appoint members to the DRFC. The members will serve as chairs of the seven subcommittees listed below.

(i) Duties and Responsibilities of the DRFC Chair

The complete listing of the duties and responsibilities are listed in the District Rotary Foundation Committee Manual. Among these duties are:

- With the direct leadership of the District Governor, work with committee to plan, coordinate and evaluate all district Foundation activities
- Represent the DRFC in the District Designated Fund allocation process and signs the SHARE Decision Worksheet submitted to The Rotary Foundation.
- Presents annually a minimum of two District Rotary Foundation Seminars.
- Assists the governor-elect in establishing Foundation goals for their term

(b) Training

Members of the DRFC 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

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team training seminars and other district training meetings.

(c) Subcommittees

The Chairs of the individual subcommittees serve as members of the District Rotary Foundation Committee.

(i) Annual Giving

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

(ii) Permanent Fund / Major Gifts

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

(iii) Ambassadorial Scholarships & Peace Scholars

Purpose: The Scholarship 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.

(iv) Group Study Exchange

Purpose: The Group Study Exchange (GSE) Subcommittee is responsible for promoting club and district participation in the GSE program, preparing the outbound GSE Team for their exchange and for planning and implementing the visiting GSE Team host itinerary. A separate GSE Selection subcommittee may be formed and charged with the responsibility of selecting the team leader and team members. The Selection subcommittee is normally formed from members of

the GSE subcommittee. The appointed Chair will serve as chair of both subcommittees.

(v) Grants

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. The Grants Subcommittee Chair 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.

(vi) PolioPlus

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.

(vii) Alumni

Purpose: The Alumni Subcommittee helps to ensure that the Foundation's most valuable resource of program alumni is involved in Rotary activities. The committee will build and maintain lists of past GSE team members and Ambassadorial and Peace Scholars.

(d) DRFC Area Representatives

The DRFC Chair, in consultation with the District Governor, will appoint a representative in each Area of the District. The DRFC Area Representative will establish a close working relationship with club presidents and club Foundation chairs in each of the clubs in the assigned Area. They will assist in coordinating Foundation activities in the Area and will assist in the Foundation promotion, education and fundraising activities of the clubs. They will also work closely with the Assistant Governor of their respective Area.

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Article II. District Committees

Section 2.01 General

The committees of the district will adhere to the following guidelines.

(a) Committee Appointments

The District Governor will appoint the chair and members of district committees. Members shall be Rotarians in good standing as members of a club in the District. Members are normally expected to serve for a three-year term. As a result it is expected that a District Governor will appoint one third of the committee members and each subsequent District Governor will also appoint one third of the committee. This rotation will ensure continuity of operation while introducing new members to committee participation. Annually the District Governor will appoint the chair of the committee. No person should serve as chair of the same committee for more than three one year terms.

(b) Committee Guidelines

Committees will meet the standards set out in the Rotary International Manual of Procedure. Committees shall use, as applicable, the Rotary International Publication "District Committee Manual" to guide their operations. All expenditures from District funds must be in accordance with the approved district budget and properly approved by the District Governor or his designate. Committee chairs may approve expenditures to the limit of the applicable budget item.

Section 2.02 District Committees

The following committees will work directly with the District Governor.

(a) Finance Committee

The District Finance Committee shall safeguard the assets of the district funds 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. The District Finance Committee, in addition to its administrative responsibilities, shall advise the District Governor on all District financial matters. The Finance Committee Chair will serve as a member of the District Council.

(i) Appointment

Members of the committee other than the Governor categories shall be appointed for a term of three years and will not normally be appointed to a consecutive term. Members should be qualified and experienced in business management and geographically dispersed in the District.

(ii) Membership

Membership of the District Finance Committee shall consist of eight members as follows:

- Two Members at-large from the District Council *
- District Treasurer (ex-officio non-voting)
- District Governor
- District Governor-Elect
- District Governor Nominee
- Immediate Past District Governor
- District Finance Chair

* New Members to be appointed by the District Governor, with one member from the Canadian side of the District and one member from the US side of the District.

(iii) Vacancies

In case of a vacancy, the District Governor shall appoint a qualified Rotarian to fill the unexpired term.

(iv) Annual Review

The Finance Committee shall conduct an annual, independent review of the District financial records as described in Article IV Budget and Fiscal Policy. It is the responsibility of the Finance

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Committee to annually review the overall “projected cash flow” for the following three years and if the “Restricted Funds” fall below 25% of the annual “Expense Budget”, then the committee shall recommend a proper amount of a dues increase (0404).

(v) Fiscal Policy Review

Annually, the Finance Committee will review the District fiscal policies and the reimbursement items and rates. Any required changes will be recommended to the District Council

(b) Nominating Committee

In accordance with the by-laws of Rotary International, the Nominating Committee is charged with seeking out and proposing the best available candidate for District Governor Nominee and for selection of the Representative to the Council on Legislation.

(i) Membership and qualification

The Nominating Committee shall consist of eight Rotarians appointed by the District Governor to serve terms as indicated. Committee members will not be appointed for consecutive terms.

- Two Past District Governors to serve staggered two-year terms serving first as Committee Vice Chair and then as Committee Chair.
- One member from each listed geographical group of areas to serve a two-year term. Each member must be a full term past club president. The selected member will alternate between the areas in each geographical area group
 - Areas 1A/1B & 2A/2B
 - Areas 3 & 4A/4B
 - Areas 5 & 6A/6B
 - Areas 7 & 8
 - Areas 9A/9B & 10
- One current Assistant Governor to serve a one-year term.

(ii) Meetings

The Nominating Committee shall meet annually, normally in conjunction with the District Leadership Training Assembly, to select a District Governor Nominee and as necessary to select the District Representative to the Council on Legislation. The committee will hold such other meetings as required. The district must select the nominee for Governor not more than 30 months, but not less than 24 months, prior to the day of taking office.

(iii) Solicitation of Candidates

The Nominating Committee shall actively solicit club nominations in the fall of each year. The committee shall receive proposals for District Governor Nominee from any of the clubs in the District. In the event the candidate proposed is not a member of the proposing club, concurrence of the club of which the candidate is a member shall first be obtained. Proposals shall be received on or before such date as may be determined by the Chair of the Nominating Committee. Each candidate proposed must possess the qualifications established by Rotary International and be willing to serve if selected. Regardless of the candidates proposed, it is the duty of the Nominating Committee to seek out qualified Rotarians from among the clubs in the District and they shall not be limited in its selection to those names submitted by clubs. The committee shall nominate the best-qualified Rotarian who is available to serve as District Governor. In all committee balloting a majority is required to carry the motion.

(iv) Selection

The Nominating Committee shall meet for the purpose of interviewing proposed candidates. After interviewing proposed candidates, the Nominating Committee meeting as a whole shall select the best-qualified candidate to serve as District Governor.

(v) Reporting and Announcement

The Nominating Committee shall complete its

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work and the Chair will notify the District Governor of the candidate selected no later than one week following the decision of the Nominating Committee. The District Governor will, within one week of receiving the report, announce to the clubs of the District the name and club of the nominee and set a deadline for the proposal of alternate candidates. This deadline shall be at least two weeks after the announcement by the District Governor.

(vi) Final Selection

The nominee selected by the Nominating Committee may be challenged and any club may propose an alternate candidate. Alternate candidates must have been suggested to the Nominating Committee for consideration. Where no challenging nomination is proposed or determined to be valid in accordance with the requirements of the Bylaws of Rotary International, the District Governor shall declare the candidate of the Nominating Committee as District Governor Nominee. When a challenge remains valid in accordance with the requirements of the Bylaws of Rotary International, the District Governor Nominee will be selected by election at the District Conference.

(vii) Council on Legislation Representative

In the year two years preceding the convening of the Council on Legislation, the Nominating Committee will also convene to select the District Representative to the Rotary International Council on Legislation. The nominating committee procedure shall be based on the nominating committee procedure for the district governor listed above. The selection procedure, including any challenges and a resulting election, shall be conducted and completed in the year two years preceding the council. Any required balloting in case of challenges will be conducted at the District Conference.

(c) Resolution and Policy Review Committee

The Resolution and Policy Review Committee will be appointed by the District Governor to review and change district policy documents. As a minimum this Policy Manual shall be reviewed following the tri-annual Council on Legislation, and publication of a new Manual of Procedure, to insure continued compliance with Rotary International Policy. When required this committee shall work with the District Secretary and the District Conference Chair to prepare resolutions to be submitted at the District Conference.

(d) Awards Committee

The District Governor shall appoint a committee to coordinate district awards. This committee shall work with the District Conference Committee and the awarding group to ensure that annual awards are properly prepared and presented. The committee will establish the rules and judging for any special awards established by the District Governor, on an annual basis.

(e) District Conference Committee

Under the direction of the District Governor, the District Conference Committee shall plan and promote the District Conference and carry out the necessary arrangements to ensure maximum attendance. Guidelines are found in the District Conference Manual published by Rotary International, the Manual of Procedure and later in this Manual.

Section 2.03 District Support for Club Leadership Plan

Rotary districts exist to support Rotary clubs. The following District Committees parallel the Club Leadership Plan at the District level.

(a) Membership

The District Membership Chair will form a Membership Committee to assist clubs in

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developing and implementing comprehensive plans for recruitment and retention of members. Sub committees shall include, but are not limited to, Membership Development, Retention and Extension. The District Membership Chair will be responsible for holding a minimum of two Membership Training Seminars each Rotary year.

(b) Public Relations

The District Public Relations Chair is responsible to provide a resource to clubs to develop and execute a plan to provide the public with information about Rotary and promote the club's service projects and activities.

(c) Club and District Administration

The District Administration Chair is a resource for all club's regarding both the club's administrative activities and its effective operation. This would include being a resource for both the club Secretary and Treasurer.

(d) Service Projects

The District Service Projects Chair is responsible to assist club committees plan and carry out educational, humanitarian, and vocational projects that address the needs of the club's community and communities in other countries.

Section 2.04 District Subcommittees

District Subcommittees may be established as a resource to clubs and may include the following, but are not limited to the following:

(a) RI Fellowship Activities

The committee will develop fellowship opportunities for Rotarians of this district. These events will be both within the district and in conjunction with other districts in the Rotary world. The committee shall provide assistance to Rotary clubs in establishing fellowships and assist

Assistant Governors to coordinate fellowship activities within the areas of the district

(b) Community Service

(c) Community Service projects exchange

(d) Environmental Development

(e) Assistance for Seniors

(f) World Community Service

The World Community Service committee will work closely with the District Rotary Foundation Committee, the District Foundation Grants Subcommittee and the District representative to the Canadian Rotary Committee on International Development (CRCID) to assist clubs in identifying and funding international service projects. The emphasis of this committee shall be training and education of the individual club international service committee members and the expansion of club international service efforts.

(g) Youth Exchange

The Youth Exchange Committee shall be established to coordinate and manage the international youth exchange activities of the District. They shall endeavor to maintain individual club participation at a high level throughout the district and work to increase the number of clubs participating. They will be the approving authority for both outbound students and other participating districts. They will manage, coordinate and supervise group student activity and trips. A key aspect of the committee will be the training and education of individual clubs in the positive aspects and benefits of youth exchange and how to establish and operate a youth exchange program at the club level.

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(h) Friendship Exchange

The Friendship Exchange Committee shall establish, publicize and coordinate international exchanges between Rotary districts involving District 5020 and other districts of the Rotary world.

(i) International Fellowships

The International Fellowships Committee shall educate clubs of the district on the Rotary International Fellowship activity and shall publicize these activities to enable all Rotarians to participate.

(j) Vocational Service and Youth Opportunities

The Vocational Service and Youth Opportunities Sub-Committee will assist clubs in the development of Vocational Service and Youth Opportunity Programs and projects. They will develop a proactive program to share ideas throughout the District and assist in the training of club committee chairs and members. The District Governor will be informed on Vocational Service and Youth Opportunity activities in the district. Those include, but are not limited to:

(1) Interact Clubs

(2) Rotaract Clubs

(j) RYLA

(k) Assistance to Youth/Youth Opportunities

Section 2.05 Communications Committee

The Communication Committee is responsible to provide for the effective flow of information among Rotarians of the District and to provide an effective public affairs program between members and the general public. To accomplish these tasks, a District Directory / Resource Guide will be

published and disseminated, a District Newsletter will be published, a District Web Page will be organized, and an effective public affairs program will be conducted.

(a) District Newsletter

The District Governor will appoint a District Newsletter Editor and committee to co-ordinate the publication of a monthly District Newsletter. This District Newsletter will be used to meet the Rotary International requirement for a District Governor monthly letter to club leadership. The newsletter will provide attendance statistics, a message from the District Governor and, as directed by the District Governor, information and news on meetings and activities of the District, our clubs and our members.

(b) District Directory / Resource Guide

The District Governor will appoint an Editor(s) who will assemble a working committee. The objective of the committee will be to produce a continually improving document. The committee will solicit ideas for improvement from Rotarians throughout the District. Content, functionality and organization shall be of particular importance. The District Directory / Resource Guide will be published and distributed before the start of the Rotary year. The Editor will:

- 1) Actively solicit ideas from District Rotary clubs by requesting ideas from each Club President
- 2) Assist the District Governor-Elect in reviewing the format, organization and content for the following year. Plan with the DGE the manner of production and prepare a budget request.
- 3) Gather and compose the necessary information for the Directory
- 4) Publish the Directory on a schedule that will permit distribution during the month of June.

(c) District Web Committee

The District Governor shall appoint a District Web

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Committee Chair who shall be responsible for the preparation and maintenance of a District Web site and for keeping the web site current.

- 1) The Web Committee Chair shall establish a committee of knowledgeable people to assist in the maintenance and update of the District's Web Site(s).
- 2) Develop a proactive program to receive information and pictures from District clubs to be placed on the site and actively solicit ideas for improved format, organization and content.
- 3) Ensure that the web site is up to date at all times and that it develops a reputation as a valuable resource tool for District Rotarians.

(d) Public Relations Committee

The District Governor will appoint a District Public Relations coordinator and a Public Relations Committee. The coordinator and members shall include Rotarians experienced in the field. The committee shall:

- 1) Present, explain and promote Rotary to the public in cooperation with local clubs
- 2) Assist clubs of the district in their Public Relations efforts and responsibilities
- 3) Encourage, guide, support and help coordinate club public information and community relations activities.
- 4) Train club public relations officers at the District Leadership Training Assembly.
- 5) Train Presidents-elect on public relations at the President Elect Training Seminar.

(e) RI Convention Promotion Committee

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

Section 2.06 Special Committee and Task Forces

The District Governor may appoint special committees or task forces as necessary to accomplish specific short-term objectives.

Article III. District Meetings and Training

Section 3.01 District Conference

An annual District Conference shall be held at a time and place recommended by the District Governor for the year of the District Conference and approved by the District Council. Under the direction of the District Governor, the District Conference Committee shall plan and promote the district conference and carry out the necessary arrangements to ensure maximum attendance. A \$5.00 per member Conference Registration fee will be included in the clubs annual district dues statement. (Feb.06)

(a) Purpose

The purpose of the District Conference is to further the program of Rotary through fellowship, inspirational addresses, and the discussion of matters related to the affairs of the club, the District and Rotary International. The committee will establish a conference program in accordance with the guidance and requirements of Rotary International as provided in the District Conference Manual, the Manual of Procedure and other RI governing documents

(b) Attendance

All Rotarians are strongly urged to attend the District Conference. All clubs will strongly support the publicity effort and make registration and program information available to club members. New Rotarians are particularly encouraged to attend the District Conference to increase their knowledge of Rotary programs beyond club level.

Section 3.02 District Leadership Training Assembly (DLTA)

A District Leadership Training Assembly is held annually to develop Rotary club leaders who have the necessary skill, knowledge, and motivation to: sustain and/or grow their membership base;

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implement successful projects that address the needs of their communities and communities in other countries; and support The Rotary Foundation through both program participation and financial contributions. Information will be presented on District activities and resources in order that the incoming club officers, directors and other club leadership will have a greater understanding of their responsibilities and opportunities for service. This exposure will inform them of the resources available at the Area, District and Rotary International levels to assist them to more effectively carry out their duties. A program will be developed to educate Rotarians on the opportunities for service beyond the club level.

(a) Attendance

Those specifically invited shall include the incoming presidents, officers, directors and members assigned to serve in key leadership roles in the upcoming year. As an absolute minimum, the incoming President and secretary from each club within the District should participate in the District Leadership Training Assembly. There is training available for all members of the club leadership team and for the expansion of basic Rotary knowledge for all club members. All Rotarians in the district will benefit from attendance at the District Leadership Training Assembly.

(b) Requirements

As a condition of taking office it should be a club requirement for each club officer, director and committee chair for the next Rotary year to attend the District Leadership Training Assembly held prior to their taking office. The President-elect shall attend the District Leadership Training Assembly (DLTA) unless excused by the governor-elect.

(c) Fees

Registration fees should be budgeted and paid for by the clubs.

Section 3.03 Presidents-elect Training Seminar (PETS)

PETS is an informational program planned and conducted to develop club presidents who have the necessary skills, knowledge and motivation to have a highly successful term as club president. It is mandatory that each incoming club president (President-Elect) participates in a district PETS as a condition of taking office. Registration fees should be budgeted and paid by each club. The District Governor, District Governor-Elect, District Governor Nominee, District Governor Nominee Designate (if selected), Assistant Governors and the District Trainer will participate in PETS each year. Registration fees for these designated District officers will be budgeted and funded by the District.

Section 3.04 Area Training Assemblies

The Assistant Governor in each Area, if requested, may schedule and conduct a special Area “mini” Leadership Training Assembly. Any Area “mini” Leadership Training Assembly should follow the District Leadership Training Assembly on dates that will not interfere with other District meetings and conferences and the Rotary International convention. The Area Leadership Training Assemblies should preferably be held prior to the start of the Rotary year. The purpose will be to train club officers, directors and committee chairs for the next Rotary year and to build on the training received at the District Leadership Training Assembly and to train those members not able to attend the District Leadership Training Assembly.

Section 3.05 Special Assemblies, Workshops, Seminars, Conferences

Special Assemblies, Workshops, Seminars and Conferences may be called or conducted by the District Governor. If there are non-budgeted expenses involved, they should be approved by the District Council. There should be sufficient advance announcement to allow each Rotary Club in the District to attend.

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Section 3.06 Special Workshops/ Training

The District Governor-Elect may schedule special training and workshops for club Presidents-Elect. If there are non-budgeted expenses involved, they should be approved by the District Council.

Section 3.07 District Leadership Team Training Seminar

The District Leadership Team Training Seminar is designed to develop a cohesive team of district leaders who have the necessary skills, knowledge and motivation to support Rotary clubs in District 5020. Training will focus on roles and responsibilities of Assistant Governors as it relates to developing effective Rotary clubs in the District and supporting the work of the District Council and District committees. This training seminar is intended primarily for Assistant Governors, and is open to all other district leaders. It is to take place annually in the Fall just prior to incoming Assistant Governors taking office. All members of the incoming Assistant Governor team are expected to attend.

Article IV. Budget and Fiscal Policy

Section 4.01 General

It shall be the joint responsibility of the District Treasurer and the Finance Committee Chair to administer the on going elements of the District Budget and Fiscal Policy, to administer the funds of the district, and to be accountable to the clubs within District 5020 in accordance with the approved Annual Budget. Such accountability to the District clubs includes the responsibility to keep expenditures within the budgeted amount for the year or such supplemental amounts as may be authorized by the District Council.

Section 4.02 Sources, Types, Purposes of District Funds Accounts

(a) Sources of funds

(i) Dues (annual levy)

Dues from clubs in the District will be a per capita amount approved by the District clubs. Dues will be in US dollar equivalents. The US/Canadian exchange rate will be the same as that established by Rotary International throughout each year. The existing exchange rate is posted on the RI web site.

(ii) Surpluses

Any surplus arising from residue of District Conference, District Leadership Training Assembly or Special Funds, or unallocated surpluses of District committee funds.

(iii) Investments

Income arising from the investment of funds not required for immediate commitment or expenditure.

(iv) Contributions

Contributions, donations, grants, bequests made by clubs or individuals for designated or general purpose or funds released and allocated by the District Governor from the allowance provided by Rotary International.

(b) District Funds

District Funds for general or specified purposes may be recommended by the Finance Committee and authorized by the District Council in accordance with the principles and guidelines of the Rotary International Manual of Procedure. District Funds include:

(i) General Fund: The purpose of the General Fund will be to:

- 1) Meet the approved expenses of the operation of the District by providing for such expenditures as shall be authorized in the approved Annual Budget.
- 2) To provide for supplementary expenditures not provided for in the budget but which the District Governor,

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having first received the approval of the Finance Committee and the District Council, deems essential to the ongoing progress of district activity.

- 3) Meet the expenses of the District Governor not reimbursed from a budget established and provided by Rotary International
- 4) Provide financial assistance to enable the District Governor and the District Governor-Elect, with their companions, to attend the International Convention.
- 5) Provide financial assistance to enable the District Governor and the District Governor-Elect, with their companions, to attend the Zone 22 and Zone 23/24 Institutes and other training authorized by the District Council. Provide financial assistance to enable the District Governor Nominee, with companion, to attend either the Zone 22 or the Zone 23/24 Institute.
- 6) Meet specified expenses of the District Conference and the District Leadership Training Assembly if required.

(ii) Separate Funds

Separate Funds may be established where funds are raised and budgeted for a specific purpose. Separate Funds are to receive an annual review. The authorized Separate Funds are:

- 1) Youth Exchange Committee Funds
- 2) District Conference Funds
- 3) District Leadership Training Assembly Funds
- 4) District Simplified Grants

(iii) Special Funds

Special Funds recommended by the Finance Committee and approved by the District Council are designated to serve specific purposes or projects, and which can be modified or terminated at the discretion of any succeeding District Council. Any monies remaining in the Funds at

such termination shall revert to the General District Fund.

(iv) Reserved Funds

Reserved Funds (restricted funds) will consist of 45% of the expenditures of the last audited year.

Section 4.03 Budget Procedures

A budget of proposed expenses to be financed by the District Fund for the following Rotary year will be prepared by the District Governor-Elect and the Finance Committee. The annual budget will be prepared and approved by the clubs of the District to cover the annual period from 1 July to 30 June.

(a) Purpose

The prime consideration in determining the approved budget shall be setting a proper and adequate amount for the mandatory per capita assessment. It is imperative that all clubs be fully informed as to how the funds are to be expended and that the authorizations be fair and equitable to all contributors and clubs. Assurance must be given that the operations of the district are planned, authorized and conducted with prior advice from the officers and committees involved.

(b) Committee Submission

The District Governor-Elect will promulgate the District goals and objectives. Based on these goals, each committee chair will submit a recommended budget for the activities of that committee to the Finance Committee.

(c) Budget Preparation

Based on District officer and committee chair inputs, the District Governor-Elect and the Finance Committee will prepare a proposed budget. The proposed budget will be submitted for comment to the District Council. Using District Council member comments, the Finance Committee will consider changes and prepare a final budget submission. The District Council, at its winter meeting, will consider the revised budget for approval. A copy of the revised budget should be

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provided to Council members at least 15 days in advance of the meeting.

(d) Budget Approval

The annual budget will be approved by the clubs of the district prior to the expenditure of funds.

(i) The recommended budget, including any change to the annual levy (dues), will be presented to the Club Presidents and discussed at the President Elect Training Seminar or the District Leadership Training Assembly whichever is first occurring.

(ii) Following consideration by the clubs, the proposed budget, including any change to the annual levy (dues) requirement, will be considered at the President Elect Training Seminar or the District Leadership Training Assembly, whichever is next occurring and submitted to a vote of the club Presidents-Elect. A 75% majority of the club Presidents-Elect present and voting will be necessary to enact the proposed budget and change to the annual levy (dues) if occurring.

(e) Budget Timeline Overview

Fiscal and Budget preparation timeline.

September/October

- Finance Committee reviews and audits the previous Rotary year expenditures
- District Governor-Elect articulates the program and objectives for the coming Rotary year to all District officers and committee chairs, requests budget inputs and sets submission deadline.
- District Officers and committee chairs submit budget requests to the chair of the Finance Committee with a statement of goals.

November/December

- The District Governor Elect and the Finance Committee formulate a proposed budget based on committee input and goals.
- Preliminary budget is submitted to the District Council for review and comment.

January/February

- The District Governor Elect and the Finance Committee refine the preliminary budget.
- The proposed budget is submitted to the District Council for approval
- The Finance Committee reviews the fiscal portions of this Policy Manual and, if required, proposes changes to the District Council.
- The Finance Committee reviews the reimbursement policy, Appendix B of this document, and sets the rates and changes the list as required.

February/March/April

- Proposed budget is submitted to the clubs at the President Elect Training Seminar or the District Leadership Training Assembly, whichever occurs first
- Discussion of the proposed budget by the club Presidents-Elect. The District Governor-Elect assisted by the District Treasurer will lead the discussion.
- Club Presidents-Elect discuss proposed budgets with the club directors
- Proposed budget is submitted to a vote by the club Presidents-elect at the President Elect Training Seminar or the District Leadership Training Assembly, whichever is next occurring.

May/June

- The District Treasurer issues confirmation of budget amounts to the chairs of the funded committees. The chair returns a signed acknowledgement using Appendix C of this document. All committees are expected to operate within their budgeted amounts.

June

- A synopsis of the approved budget is printed in the District Directory / Resource Guide for use during the Rotary year.

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July 1

- Budget takes effect

Section 4.04 Receipt, Deposit and Expenditure of Funds

(a) Receipt and Deposit

Moneys received by the District Treasurer shall be deposited in accredited financial institutions in such a manner to clearly indicate that the funds are the property of District 5020. Investment of surplus funds available from time to time shall be restricted to government authorized trustee investments registered in the name of District 5020, to which access may be gained only by authorized signing officers. The District Council may require the District Treasurer to be bonded.

(b) Management and Expenditures

(i) The policy determining acceptable expenditures of District Funds shall be defined by a set of guidelines established by the Finance Committee and promulgated in Appendix B to this Policy Manual. These guidelines will be reviewed annually as the new budget process begins.

(ii) All expenditures from District funds must be in accordance with this Article, the District budget, the District Reimbursement Policy (Appendix B), and properly approved by the District Governor and the appropriate District Committee chair.

(iii) Individual reimbursements will be processed, approved and paid following the procedures of Appendix B and C. District checks will be signed by the District Treasurer and cosigned by one of the following:

- 1) District Governor
- 2) District Governor-Elect
- 3) District Governor Nominee
- 4) Immediate Past District Governor

- 5) A Rotarian of the District designated by name by the Finance Committee

Section 4.05 Fiscal Review and Reporting

(a) Reports

The District Treasurer will prepare monthly statements and budget status for the District Governor, the District Governor-Elect and the Finance Committee Chair. Quarterly reports will be prepared for the District Council. To assist the District Treasurer in the preparation of required reports, each functioning district committee shall prepare and submit to the District Treasurer each quarter, copy to the District Governor, a report on the financial condition of the committee. Such reports shall reflect the sources and amounts of all funds expended, as well as proposals for the next Rotary year.

(b) Review

The status of district funds and the district budget will be reviewed at each meeting of the District Council and the Finance Committee including the district restricted fund. Any requested 'Advances' exceeding \$10,000 i.e. District Conference or District Leadership Training Assembly, are to be approved first by the Finance Committee and then brought to the District Council for approval(0104).

(c) Annual Review

A review committee of the Finance Committee must conduct a formal review the District books of account and prepare "an agreed upon procedure for examination". This report shall be due within 90 days of the end of the Rotary year and delivered to the District Treasurer for dissemination.

(d) End of Year

The District Treasurer's financial statement for the concluded year and the "agreed upon procedure for examination" report by the review committee shall be circulated to the District Governor, the District Council, the Finance Committee and any club

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requesting a copy.

(e) Tax Reporting

It shall be the responsibility of the District Treasurer to ensure submission of annual tax returns to both the Canadian and US governments as required.

(f) Restricted Fund

The “District Restricted Fund” is established at 45% of the actual expenses incurred during the last audited fiscal year. The Finance Committee shall annually identify the specific amount and confirm the status of the restricted fund. The District Council will review and approve the amount established and confirm the status as part of the required budget approval and review processes.

Section 4.06 Separate special or specific funds and accounting

(a) General

When funds are raised or budgeted for a specific purpose a separate fund may be established. A budget of expenditure shall be prepared and submitted to the District Governor, District Governor-Elect and the Finance Committee for approval.

(b) Youth Exchange Committee

The Youth Exchange Committee is authorized to maintain a separate fund and budget. The chair of the Youth Exchange Committee will provide quarterly reports to the District Treasurer so that they may be presented with the required District Treasurer reports. The Youth Exchange Committee is authorized to maintain a separate bank account for such funds and the chair may be involved as one of the signatories.

(c) District Conference Fund

A specific fund for the District Conference has been established. The fund provides working capital for the District Conference Committee and

provides financial support for the District Conference program proposed by the District Governor and implemented by the District Conference Committee.

(i) The Chair of the Conference Committee shall submit for the approval of the District Governor and Financial Committee an estimated budget of revenue and expenditure not less than 150 days prior to the District Conference.

(ii) Within 90 days after the District Conference, the Conference Committee Chair shall submit to the District Governor a complete financial report and arrange for a transfer of any residue or loss in the conference fund to the General Fund. Within 120 days after the conclusion of the District Conference, the District Governor shall distribute copies of the Conference financial report to the Finance Committee and District Council.

(iii) A simplified financial summary of the conference, along with the attendance statistics, shall be disseminated to the clubs through a regular monthly issue of the District Governor’s newsletter.

(d) District Leadership Training Assembly Fund

A specific fund for the District Leadership Training Assembly has been established and is a line item in the district budget. The fund provides working capital for the District Leadership Training Assembly Committee and provides financial support for the District Leadership Training Assembly program proposed by the District Governor-Elect and implemented by the District Leadership Training Assembly Committee and the District Trainer.

(i) The Chair of the District Leadership Training Assembly Committee shall submit for the approval of the District Governor and Financial Committee an estimated budget of revenue and expenditure not less than 150 days prior to the District Leadership Training Assembly.

(ii) Within 90 days after the District Leadership Training Assembly, the Leadership

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Training Assembly Committee Chair shall submit to the District Governor a complete financial report and arrange for a transfer of any residue or loss in the Leadership Training Assembly fund to the General Fund. Within 120 days after the conclusion of the District Leadership Training Assembly, the District Governor shall distribute copies of the Leadership Training Assembly financial report to the Finance Committee and District Council.

(iii) A simplified financial summary of the District Leadership Training Assembly, along with the attendance statistics, shall be disseminated to the clubs through a regular monthly issue of the District Governor's newsletter.

(e) Special Funds

Funds for special or specific purposes not included in the budget for the District General funds may be recommended by the Finance Committee and approved by the District Council and may without limiting the foregoing, include such purposes as:

- (i) Group Study Exchange
- (ii) World Community Service projects
- (iii) Rotary Youth Leadership Awards Programs (RYLA)
- (iv) Inter district projects

Section 4.07 Special Solicitations

The District Governor is authorized to solicit special project contributions during the Rotary year. These solicitations will normally require the prior approval of the District Council. Clubs of this District will not be solicited for funds for any purpose without the specific approval of the District Governor.

Article V. District Election / Balloting procedures

Section 5.01 Elections

Except for situations where electors are specifically required (Section 5.02), every member in good standing of a club in the district present at the

district conference shall be entitled to vote on all matters submitted to a vote at such conference except for specific issues listed below. However, any elector shall have the right to demand a poll upon any matter presented to the conference. In such cases, voting shall be restricted to electors.

Section 5.02 Election by Electors

In certain elections, participation is limited to only electors as defined below (Section 5.03). These elections are covered by other procedures in this manual and balloting at the district conference is only required to resolve challenges that have been made. These special situations requiring certified electors are:

- Selection of a governor-nominee
- Election of a member of the Nominating Committee for Director
- Election of the representative and alternate to the council on legislation
- Decision on changing the amount of the per capita levy (annual dues).

Section 5.03 Electors

Each club of the District shall select, certify, and send to the annual district conference at least one elector. A club of more than 25 members may send one elector for each additional 25, or major fraction thereof, of its members. Each elector must be present to vote and where required, electors will be certified in advance by the presiding officer. Unless otherwise required, simple majority will carry questions. In the case of selection of the Governor-Nominee, all votes from a club with more than one vote shall be cast for the same candidate.

Section 5.04 Council on Legislation

a) Selection of Representatives by Nominating Committee Procedure

A majority of electors present and voting at a district conference may vote to select the district's

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representative and alternate representative to the council through a nominating committee procedure. The procedure must be approved at least one year before the deadline for selecting district representatives for a particular council, and the nominating procedure, including any challenges and a resulting election, shall be conducted and completed in the year two years preceding the council. The nominating committee procedure shall be based on the nominating committee procedure for district governors set forth in Article 11. District Committees, Section 2.02 (b) Nominating Committee (viii).

Article VI. General Policies

Section 6.01 Governing Documents

The District Council shall act as the governing body of the District and shall meet at least three times per year to review and discuss matters related to the functioning of the District and its members. 50% of (Council) members present will constitute a quorum.

Section 6.02 Robert's Rules of Order

Robert's Rule of Order, Newly Revised, shall be the guiding authority and shall apply on all questions of parliamentary procedure and parliamentary law not specified in the Rotary International Manual of Procedure or in the District 5020 Policy Manual. A Parliamentarian may be appointed at the District Governor's discretion.

Section 6.03 District Records and District Property

(a) District Governor Records

The District Governor shall turn the complete club records over to the District Governor-Elect immediately following the District Conference. The remainder of the District files maintained by the District Governor should be turned over no later than the end of the District Governor's term.

(b) District Archives

The District Secretary shall be the archivist of the District official records. When a new District Secretary takes office it shall be the responsibility of the departing secretary to insure that all District records and property are passed to the new secretary.

(c) Committee Records

Individual committees may maintain the District records for their area with the permission of the District Secretary. When the chair of a committee maintaining their own records changes, all records and district property will be passed to the successor and a report will be made to the District Secretary that this transfer has been completed.

(d) District Property

The District Secretary shall be responsible to maintain an inventory of all District equipment including, but not limited to, fax machines, computer software and office equipment. Each year an update on current custody will be entered into District records.

Section 6.04 Recognition

It shall be the continuing policy of the District that the services of each District Governor be recognized, annually at the District Conference. Recognition to be in part, by providing and presenting to the District Governor a suitable Past District Governor's pin, with a gem stone, in appreciation for the year's service.

Article VII. Harassment and Abuse Protocol

Section 7.01 Policy

In accordance with the intent of related human rights legislation in Canada and the United States of America, and in light of the objects of Rotary, it is the goal of District 5020 to provide a supportive environment, within which members, and those

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associated as volunteers or members of specific Rotary programs and activities, are treated with respect and dignity, free from harassment and abuse.

The District Council of District 5020, through the District Governor, will make every reasonable effort to ensure that no member or associate is subjected to such behaviour in the context of Rotary activities and the District will take appropriate action if such behaviour occurs.

Section 7.02 Actions

The District harassment policy applies to all members of Rotary clubs in District 5020 as well as those non Rotarians who are involved in Rotary activities. No form of harassment or abuse by members or non members participating in Rotary activities will be tolerated. Any reported or suspected incidents will be investigated quickly and thoroughly.

Specific required actions are enumerated in the Harassment and Abuse Protocol, Appendix E, of the Manual.

Article VIII. Amendments/Revision

Section 8.01 Changes

Proposed changes to this Policy should be submitted in writing to the District Council Chair, copy to the District Governor, in advance of any scheduled District Council meeting. District Officers, members of the District Council, District Committee Chairs and individual clubs of the District may propose amendments to this policy.

Section 8.02 District Council Action

The District Council at any regularly scheduled meeting will consider proposed changes. Changes will be approved by a majority vote of the District Council present and voting.

Section 8.03 Change Approval

The District Governor will publish all approved

changes to the clubs of the district through each Club President and Club Secretary. Clubs will be offered the opportunity to object to any approved change. If, after thirty days of said report, no more than ten percent (10%) of the clubs of the District object to the change it shall be deemed to be adopted.

Section 8.04 Challenging Changes

If at least ten percent (10%) of the clubs of the district object to any adopted change, it shall be held in abeyance and submitted for a vote at the next meeting where a ballot of the clubs may be held in accordance with Article V of this Policy. A change will be approved by a simple majority of the electors present and voting.

Section 8.05 Challenging Rejections

Any proposed change rejected by the District Council may be submitted to a vote when requested, in writing, by at least ten percent (10%) of the clubs of the District. A change will be approved by a simple majority of the electors present and voting.

Section 8.06 Council on Legislation

This Policy Manual shall be reviewed for any required changes following the tri-annual report of the Council on Legislation and / or the distribution of the subsequent new version of the Manual of Procedure.

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Appendix B – District Reimbursement Policy

The Finance Committee will review the Reimbursement Policy annually and set rates as appropriate

Reasonable and proper expenses incurred in the performance of duties are reimbursed as follows:

1. Travel: Mileage reimbursement is to match the prevailing governmental rates in B.C. and Washington State and is to be reviewed annually.
2. Ferry tickets @ cost. Walk-on is encouraged whenever practical
3. Lodging: Reimbursable rate will be based upon standard single room
4. Meals: Reimbursable only on overnight stays
5. Alcoholic beverages **No reimbursement allowed**
6. Telephone, Fax At cost
7. Postage At cost
8. Printing/Photography At cost
9. Photocopy At cost
10. Parking At cost

The District Governor must approve any modification to the above, in advance

Spouse/Partner expenses are not normally reimbursed unless attendance is expected and/or requested by the District Governor. Chairs may request prior approval from the District Governor on an individual case basis.

Participation in club fundraising activities including routine club draws/raffles is an individual choice and is not reimbursable.

Routine attendance at events of the District or Individual clubs is not normally reimbursed. When District Officers, Committee Chairs, and/or Members are official participants at an event representing the district or attending in an official capacity, the expense may be reimbursed. Meal expenses for Assistant Governors making required club visits are incurred by the visited club and the club should be so advised.

GOVERNOR(S) AND ASSISTANT GOVERNOR(S) EXPENSES

1. Expenses incurred by the Governor(s) and Assistant Governor(s) will not be applied to a committee without the prior approval of the committee chair
2. The Governor(s) and Assistant Governor(s) have their own travel/expense budgets
3. The committee may choose to fund some of the expenses when the Governor(s) and Assistant Governor(s) is/are invited to participate.
4. Expenses incurred by incoming Assistant Governors, to attend the Fall meeting of the District Leadership Training Seminar immediately prior to assuming office, will be reimbursed..

REIMBURSEMENT PROCEDURE

1. Committee members must send their requests to their committee chair for approval
2. Committee chair, approves or modifies, and sends to District Treasurer for payment.

IT IS THE RESPONSIBILITY OF EACH COMMITTEE CHAIR TO KEEP EXPENSES WITHIN THE ALLOCATED BUDGET.

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Appendix C - Statement of the Reimbursement Approval Process

To be provided annually to each District Committee Chair.

Reimbursement or payment of committee bills:

Notes:

The Treasurer will not release funds unless these steps are followed.

The term “Chair” as used below is meant to imply the Chair of the managing committee. These approval authorities include the four avenue of service chairs (Club Service, Community Service, Vocational, International) and the Communications Chair and the Rotary District Foundation Chair. Nominating Committee and Finance Committee are approved by the appointed Chair.

Chair pre-approve expenditures

Chair approves bills for payment by signing them “Approved for payment” followed by a personal signature. A statement showing total budget, expenditures and balance to date.

Chair sends bills and copies of receipts to Treasurer for payment

Treasurer pays bills if within budget

Excess Expenditure Conditions

There are times when unforeseen events occur that may cause expenditures to exceed budget. As soon as possible Chairs will:

Notify the District Governor and Treasurer

Document situation and make recommendations

The District Governor and the Treasurer will determine what action to take.

If the decision is not to advance the funds:

The committee will be left to its own devices to raise the needed money

The committee may appeal to the District Council

PAYMENTS:

The Treasurer will make payments on pre-approved statements as they are received

End of Rotary year procedures

Statements must be received no later than August 15 following the Rotary year to be eligible for payment.

Requests after this date will not be honored.

A member of District Council requesting to be reimbursed in another currency i.e. Canadian expenses but reimbursed in American dollars, will be reimbursed by the Treasurer, using any currency conversions required or requested, based solely on the published RI exchange rate on the day of issue.

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Appendix E – Harassment and Abuse Protocol

Policy:

In accordance with the intent of related human rights legislation in Canada and the United States of America, and in light of the objects of Rotary, it is the goal of District 5020 to provide a supportive environment, within which members, and those associated as volunteers or members of specific Rotary programs and activities, are treated with respect and dignity, free from harassment and abuse.

The District Council of District 5020, through the District Governor, will make every reasonable effort to ensure that no member or associate is subjected to such behaviour in the context of Rotary activities and the District will take appropriate action if such behaviour occurs.

Actions:

1. Harassment or abuse by members or those associated with authorized Rotary activities in District 5020 will not be tolerated in any form;
2. This policy applies to all members of Rotary clubs in District 5020 and to those who are involved in activities with Rotary members, Rotary associates or minors involved in Rotary activities;
3. District 5020 is committed to:
 - a) treat all allegations seriously
 - b) make the protection of children, minors and all people at risk a fundamental concern;
 - c) assist with any investigation initiated as a result of any allegation associated with a Rotary activity;
 - d) maintaining the innocence of an individual during a period of investigation until an allegation is proven otherwise.
4. All clubs will promote awareness of the Harassment - Abuse Protocols for District 5020;
5. All individuals who will be entrusted with children will provide references with authorization for police checks whether volunteer or employee;
6. Hiring Procedures: All individuals, 18 years of age or older, who will be entrusted with children are required to provide references with authorization for police checks whether as a volunteer or as an employee.
7. In case of temporary housing situations; an application identifying everyone living in the same residence 18 years of age or over is required;
8. References are required for all residents of the same household when housing a minor;
9. Any incidents of alleged harassment or abuse will be reported to the appropriate authorities in accordance with the laws of the province, state or municipality by the individual receiving the complaint, the club president or a District 5020 leader.

Rotary District 5020 Policy Manual

Appendix G – Disaster Relief Policy (0505)

Policy:

Consistent with the intent and practices of Rotary International and The Rotary Foundation, District 5020 will not directly engage in providing relief in the event of natural or manmade disasters. Such activities are more appropriately within the mission of other organizations. District 5020 will encourage its clubs and the membership therein to be supportive of the disaster relief agencies of their own choosing.

The District Council of District 5020, through the District Governor and the Service Chair, will be made aware of other Rotary clubs and Districts within the affected geographic area of the disaster that have established reputable, secure financial accounts so that clubs and Rotarians may make direct support contributions to these Rotary organizations.

Actions:

1. The Service Chair through the World Community Service Committee Co-Chairs will act as the central point of contact within District 5020 to answer questions concerning Rotary organizations, as well as non-Rotary organizations, which have established disaster relief funds.
2. The District Governor will forward to the Service Chair any information received from Rotary organizations within the affected geographic area so that appropriate research can be conducted to make every reasonable attempt to validate the security of any financial account established to support disaster relief actions.
3. The Service Chair shall maintain a consolidated list of organizations that have established reputations for providing immediate and effective disaster relief which will be made available to District clubs. This list shall include: points of contact; descriptions of the type of relief provided and any ongoing relationship with Rotary International or District 5020
4. The Service Chair may appoint a member of the World Community Service Committee to act as the Disaster Relief Coordinator.
5. The Assistant Governors will provide assistance to the District Governor and the Service Chair in making rapid distribution of information regarding relief organizations.
6. All clubs shall encourage their members to support the efforts of disaster relief organizations, and may conduct local fundraising drives to provide greater financial impact.

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APPENDIX H

Rotary District 5020 - Policy Guidelines for Rotary Youth Programs

(to complement and be used in conjunction with the Youth Exchange Abuse, Neglect and Harassment Allegation Recording and Reporting Guidelines and Manual)

Introduction

This Rotary District has an impressive history of programs dedicated to serving the youth of our communities, and it is important at this time to protect and maintain this great tradition of service. Rotary Youth Exchange, Rotaract, Interact, RYLA, and other youth programs initiatives have helped to define our district identity, and so many Rotarians in District 5020 regard youth services as a key reason for the enjoyment and commitment to Rotary.

So that Rotary clubs may plan for certain required changes in the administration of Rotary youth programs these guidelines have been produced to describe the key elements which should be part of strategies to ensure the safety and well-being of all participants in Rotary youth activities. These statements have been taken from the RI Abuse and Harassment Training Manual and from materials developed for the Rotary District 5020 Abuse and Harassment Prevention Training, February 2007.

Rotary International has asked all rotary Clubs in the world to address the issue of youth protection, and in so doing, all Rotarians can be confident that international exchange partners are applying protection measures that meet the same minimum standards as those within our own programs.

While the Youth Exchange Program Abuse, Neglect and Harassment Allegation Recording and Reporting Guidelines (**Appendix A**) is an important document for all clubs, the statements below are designed to complement recording and reporting guidelines with information pertinent to abuse, neglect and harassment prevention strategies for all Rotary youth programs.

A Re-statement of Conduct for Working with Youth

Rotary District 5020 is committed to protecting the safety and well-being of all who are involved in youth programs. It is the duty of Rotarians, Rotarian's spouses and 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 young people with whom they come in contact.

Rotary Youth Services

All club and district activities involving youth, including but not limited to Youth Exchange, RYLA, Rotaract, and Interact.

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Volunteer

Any adult involved with Rotary youth activities who has continued contact with youth. 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 youth for activities, host parents and any person living in a host family 18 years and older.

Continued contact is defined as persons assigned to support Rotary functions such as YEO, Counselor, Host Families assigned persons to transport students to and from meetings and events. Persons having casual contact with youth are **not** required to have volunteer applications background checks. Casual contact is defined as persons not directly responsible for the youth but who may provide incidental transportation or invite a youth to an event such as dinner, movie, sports events, weekend activities or approved travel by the Host Family and YEO, etc.

Volunteer Selection and Screening

The following selection and screening steps must be completed prior to participation in youth activities:

All volunteers who have continued contact with youth must:

- complete a volunteer affidavit; (**Appendix B**)
- be interviewed in person;
- undergo background/criminal record checks; (**Appendix E**)
- attend training about abuse and harassment prevention.

Host Families must:

- undergo selection and screening steps outlined for volunteers who have continued contact with youth;
- provide a list reference checks; (**Appendix C & D**)
- home visits must be conducted for each family and should include announced and unannounced visits, both prior to and during the placement. The unannounced home visit may be met by visits conducted on short notice, such as calling ahead to ensure that the family is home and able to receive visitors. Home visits must be conducted annually, even for repeat host families.

Club Counselors must:

- undergo selection and screening steps outlined for volunteers who have continued contact with youth;
- must not be a member of a youth Exchange student's host family;
- have a full understand of the reporting procedures outlined in Appendix A.

Youth Selection and Screening

All students interested in participating in District 5020 Youth Exchange program must meet these requirements:

- complete a written application and be interviewed to determine suitability for participation in the program;

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

All parents or legal guardians of students interested in participating in the District 5020 Youth Exchange program must be interviewed to determine the student's suitability for participation in the program.

Management of Screening Process

Rotary Clubs shall appoint one or more persons to carry out the selection and screening process. As well, Rotary clubs must appoint one Rotarian or non-Rotarian, who will maintain all records of criminal background checks as prescribed by law, and all waivers, and screening information in perpetuity.

Prohibited Person

A person prohibited from participating in a Rotary youth program is anyone who:

- a) has been convicted of any offense, which resulted in harm to an individual, including, but not limited to assault, sexual assault, sexual harassment or neglect;
- b) has been convicted of any offense, which in the opinion of the District Youth Policy Coordinator, suggests an unacceptable risk of harm to a person in the care of that individual;
- c) is a person subject to a court order or decree prohibiting that person in being in contact with another individual or being at a specific location.

Training

Rotary District 5020 will provide abuse and harassment prevention training for all youth program volunteers. The District Youth Policy Coordinator who will engage Youth Exchange committee members, or others who have been appropriately trained, to lead the training program, will organize these training programs. This training may take place at a district assembly and in various locales throughout the district in a given Rotary year. A calendar of district training events for the year will be published at the beginning of a Rotary year.

Special training for district leaders will be scheduled as part of the District Team Training Seminar, and a short relevant training program should be part of Youth Exchange orientation programs and, where appropriate, other youth activities.

The most recent edition of the RI Abuse and Harassment Training Manual will form the basis for these training sessions, and this document should be available in every club participating in Rotary youth programs.

Reporting an Allegation

A child or young person involved in a program can report an allegation to the District Youth Policy Coordinator whose name and contact information will be made known to children and young people involved in Rotary youth activities. When any allegation is disclosed, this information should be immediately communicated to the Youth Policy Coordinator who will then contact the District Governor, the Rotary Club President and other district leaders, where appropriate. The Youth Policy Coordinator must ensure the procedures described in the

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Youth Exchange Abuse, Neglect and Harassment Allegation Recording and Reporting Guidelines (Appendix A) are followed.

If the allegation disclosed involves a youth exchange student, the reporting should follow the procedures described in the Youth Exchange Abuse, Neglect and Harassment Allegation Recording and Reporting Guidelines (Appendix A) and the District 5020 Youth Exchange Chair will immediately inform the Youth Policy Coordinator and District Governor.

Rotary Club Compliance

It is **the duty of each club** to ensure that its members comply with the statements within these guidelines. The district will also monitor club compliance through the office of the District Governor and with the help of the district leadership team. All clubs that wish to participate in Rotary youth programs must comply with the guidelines described in this document and the attached Appendix A.

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(APPENDIX A)

Rotary District 5020

Youth Exchange Abuse and Harassment Allegation

Article IX. Recording and Reporting Guidelines

Section 9.01 Introduction

Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare of and prevent the physical, sexual, or emotional abuse or harassment of every student with whom they come into contact.

Rotary District 5020 is committed to protecting the safety and well-being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse and harassment will be taken seriously and must be handled within the reporting guidelines.

The safety and well-being of students should always be the first priority.

Definitions

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 the opposite sex.

Additional example of sexual abuse could include, but are not limited to non-touching offenses:

- Indecent exposure
- Exposing a child 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 could 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.

Physical or Emotional Abuse and Harassment: All other non-sexual physical or emotional abuse and harassment that affects the health and well being of the student.

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Section 9.02 *Is it Abuse or is it Harassment?*

Whether the alleged conduct amounts to abuse or harassment is not to be determined by the adult to whom allegations are made. After ensuring the safety of the student, all allegations should be immediately reported to appropriate Rotary and the appropriate authorities.

Section 9.03 *Recording Guidelines*

For use by all adults to whom a student reports an incident of abuse or harassment

1. Allegations from Student

- a. Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be supportive. Do not express shock, horror or disbelief.
- b. Assure privacy and the limits of confidentiality.** Explain that you will have to tell someone about the abuse and/or harassment to make it stop.
- c. Get the facts, but do not interrogate.** Ask the student questions that establish what happened and who was involved. Reassure the student that he/she did the right thing in telling you. Avoid asking “why” questions. Your responsibility is to present the student's story to the proper authorities.
- 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 they were brave and mature to come to you.
- 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. Protecting the Student

Section 9.04 *To ensure the safety and well-being of the student, remove the student from the situation **immediately and all contact with the alleged abuser or harasser.** Give reassurance that this is for the student's own safety and is not a punishment.*

3. Action by Rotary in District 5020

Club officers, and an attorney (determined by the severity of the charge), should quickly meet with parties to determine what steps should be taken to safeguard the student and the well-being of the student. These activities should be completed in confidentiality to protect the reputations of all the parties involved until decisions are made and actions are taken. **In Canada and the USA, the law requires that any claim of sexual impropriety must be immediately reported to the proper authorities.**

The complaint must also be reported immediately to the District 5020 Youth Exchange Chair or to a designated member of the District Youth Exchange Committee (Country Officer).

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The District 5020 Youth Exchange Chair must report immediately to the District Governor – who then reports to Rotary International within 72 hours.

It is probable that, even if a claim of sexual abuse or harassment were not substantiated, there would be no way that student could be returned to the original home or situation. Other arrangements must be made.

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.

In the case of abuse and harassment, the adult to whom the student reports must not contact the alleged offender. Interrogation must be left entirely to law enforcement authorities. In cases of non-criminal harassment, the district chair and district governor are responsible for follow-up, and will be in contact with the alleged offender after the student has been removed from the home.

4. Post Report Procedures. For use by Rotarian Counselors, YEO's, Country Contact Officers, and District Youth Exchange Chairs.

1. Confirm that the student has been removed from the situation immediately and no further contact with the alleged abuser or harasser.
2. Make sure all Allegation Reporting guidelines are followed up.
3. Ensure the student receives immediate support services. Offer, if available, the student an independent, professional counselor to represent the interests of the student.
4. The Country Contact Officer shall contact the student's parents or legal guardian and the Sponsoring Rotary District. Outline the steps taken to safeguard the health and well-being of the student.
5. Provide the student with the option of either staying in the country or returning home.
6. Keep the District Governor informed of initial and follow up action.

5. Response for Addressing Issues Within the Rotary Club for Allegations Made Against Rotarians or Non-Rotarians.

* Club members and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. They need to do whatever is necessary to reassure the student of their support at all times.

* Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police investigations.

*Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals.

* Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or Clubs by the alleged abuser.

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(APPENDIX B)
**ROTARY DISTRICT 5020
YOUTH VOLUNTEER AFFIDAVIT**

District 5020 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, their spouses and partners, and any other volunteers to safeguard to the best of their ability the welfare of children and young people involved in Rotary programs or activities and prevent physical, sexual, or emotional abuse of young participants.

PERSONAL INFORMATION:

Name: _____

Address: _____

City: _____ State/Province: _____ Postal Code: _____

How long at this address? _____ (If fewer than five years, list previous residence(s) on the back of this sheet.)

Driver's license number: _____

Date of Birth (dd/mm/yyyy): _____

CONSENT:

I certify that all the statements in this affidavit, and in any attachments hereto, are true and correct to the best of my knowledge and that I have not withheld any information that would affect this affidavit unfavorably. I understand that District 5020 youth programs will deny a volunteer position to anyone convicted of a crime of violence.

I give my permission to District 5020 to verify information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks) and contact with my former employers and with references provided. I understand that this information will be used, in part, to determine my eligibility for a volunteer position. I also understand that as long as I remain a volunteer, this information may be checked again at any time. I understand that I will have an opportunity to review the criminal history and, if I dispute the record as received, a procedure is available for clarification.

WAIVER:

IN CONSIDERATION of my acceptance and participation in the youth programs, I, to the full extent permitted by law, hereby release and agree to save, hold harmless, and indemnify all members, officers, directors, committee members, and employees of the participating Rotary clubs and districts, and of Rotary International ("Indemnities"), from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of the negligence of any of the indemnities or may be suffered or claimed by me as a result of an investigation of my background in connection with this affidavit.

I further agree to conform to the rules, regulations, and policies of Rotary International, the District 5020 you programs and its affiliates.

I acknowledge that I have read and understand the above affidavit, consent, and waiver and that I sign this form voluntarily.

Signature of Applicant: _____

Please Print Name: _____ **Date:** _____

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ADDITIONAL INFORMATION:

Home Phone: _____ E-mail: _____

Business Phone: _____ Fax: _____

Are you a member of a Rotary Club? ____ Yes ____ No

If yes, indicate club name and year joined: _____

Position applied for: _____

Have you held a Rotary youth programs position in the past? ____ Yes ____ No

If yes, what position and when? _____

EMPLOYMENT HISTORY (for the past five years, attach additional sheets if necessary)

Current Employer: _____

Address: _____

City: _____ State/Province: _____ Postal Code : _____

Phone: _____ Position: _____

Date of Employment: _____ Supervisor's Name: _____

Previous Employer: _____

Address: _____

City: _____ State/Province: _____ Postal Code : _____

Phone: _____ Position: _____

Date of Employment: _____ Supervisor's Name: _____

VOLUNTEER HISTORY WITH YOUTH (for the past five years; attach additional sheets, if necessary)

Organization: _____

Address: _____

City: _____ State/Province: _____ Postal Code : _____

Phone: _____ Position: _____

Dates Held: _____ Director's Name: _____

PERSONAL REFERENCES (may not be relatives; no more than one former or current Rotarian)

1. Name: _____

Address: _____

City: _____ State/Province: _____ Postal Code : _____

Phone: _____ Relationship: _____

2. Name: _____

Address: _____

City: _____ State/Province: _____ Postal Code : _____

Phone: _____ Relationship: _____

3. Name: _____

Address: _____

City: _____ State/Province: _____ Postal Code : _____

Phone: _____ Relationship: _____

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QUALIFICATIONS AND TRAINING

What relevant qualifications or training do you have for this position? Please describe in full.

CRIMINAL HISTORY

1. Have you ever been charged with, been convicted of, or pled guilty to any crime(s)?
 Yes No
2. Have you ever been subject to any court order (including civil, family, and criminal courts) involving sexual, physical or verbal abuse, including but not limited to domestic violence or civil harassment injunction or protective order?
 Yes No
If yes, please explain. Also indicate date(s) and the country and state/province in which each occurred (attach a separate sheet, if needed).

For Club Use Only:

Date _____ References Check by (name) _____

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(APPENDIX C) ROTARY DISTRICT 5020 GUIDELINES FOR REFERENCE CHECKS

Who requires a reference check?

Any adult involved with Rotary youth activities who has continued contact with youth. 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 youth for activities, host parents and any person living in a host family 18 years and older.

Who can be a reference?

Friend, neighbor, work colleague, employer etc. Personal references must not be related to the applicant and no more than one former or current Rotarian.

When should reference checks be done?

*Reference checks **MUST** be completed before applicant has unsupervised access to youth.*

How should reference check be completed?

By telephone is sufficient.

How many reference checks should be done?

Minimum of three.

Who should do reference checks?

Club Youth Counselors and Youth Committee Members – member of the club's board, club member assigned to do criminal record checks or outside agency contracted by the club.

Should the one person do all three reference checks for the same applicant?

Yes

Do references need to be done by the same person who is responsible for receiving the applicant's criminal record check?

No

Where should the reference check information collected be stored?

With the Youth Volunteer Affidavit and criminal record check.

Access to confidential information collected in the volunteer screening process should be restricted. Interviews and background checks may uncover sensitive information that would not disqualify a potential volunteer but should be kept confidential nonetheless.

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(APPENDIX D)
Rotary District 5020
Sample Personal Reference Request

_____ has applied to volunteer with the Rotary International Youth Exchange Program (or name of pertinent Rotary program).

Description of program i.e.; This program offers students, 15 to 18 years of age an opportunity to experience the language and culture of a foreign country. Ensuring student safety is our highest priority, as a volunteer, this person will have significant unsupervised involvement. The applicant has provided you as a personal reference. Any information obtained will be kept secure and confidential.

Reference Name: _____ **Phone Number:** _____

Address: _____

Association with Applicant: Relative ___ Business Associate ___ Co-Worker ___ Friend ___
Other (please specify) _____

How long have you known applicant? _____

What experience does the applicant have with working or volunteering with young people?

In what activities have you observed applicant with teenagers or younger children? How are you aware of the applicant's activities?

Do you have any direct knowledge of any violent or anger management incidents directly involving this person?

Yes ___ No ___

If yes, please explain:

Do you have any direct knowledge of any incidents of inappropriate behaviour involving minors?

Yes ___ No ___

If yes, please explain:

Do you have any direct knowledge if this person has any substance abuse or mental health problems? Yes ___ No ___

If yes, please explain:

Does the applicant possess the skills and personality to be a positive influence and offer a good relationship for teens from other countries and cultures? Yes ___ No ___

If no, please explain:

Would you feel comfortable leaving one of your children in this person's custody? Yes ___ No ___

If no, please explain:

What other information can you provide to help evaluate whether this person is qualified to participate in the Rotary Youth Exchange Program?

Signature of person doing reference check _____

Date _____

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(APPENDIX E)
Rotary District 5020
GUIDELINES FOR
CRIMINAL RECORD CHECKS

Who requires a criminal record check?

Any adult involved with Rotary youth activities who has continued contact with youth. 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 youth for activities, host parents and any person living in a host family 18 years and older.

When should criminal record checks be done?

*Criminal record checks **MUST** be completed before applicant has unsupervised access to youth.*

How often does someone involved in a Rotary youth program need to have a criminal record check completed?

Only accept criminal record checks done within the last 12 months.

Is there a cost to get a criminal record check done?

In the normal sense the record check would be completed free of charge by the local police agency, however throughout the province there may be some agencies which charge and in such cases it is suggested the local Rotary Club deal directly with the local police agency to see if some sort of deal can be worked out -- although this may not always be possible. In those rare cases where an applicant may have a Criminal Record and there is a need to confirm the record through the submission of fingerprints - then there is a charge to do so, the cost will vary depending on the jurisdiction.

Who in the club should receive the criminal record checks?

It is suggested a lawyer, law enforcement official or Youth Exchange Officer of the club should receive all criminal record checks. All applicant information must be kept confidential. Once applicant process is complete (volunteer affidavit, reference checks and criminal record check), information should be kept in a secure place by the lawyer or law enforcement official

How long does the above information need to be kept on file?

No statute of limitations on sexual abuse or harassment.

CANADIAN Criminal record check process:

- Applicant must go to police station within their municipality or jurisdiction of residence and fill out the criminal record check request form;
- Allow two weeks for the criminal record check to be completed by the police (it may take less time);
- Applicant will need to return to the police station to pick up the completed criminal record check;
- Criminal record check should be placed in a sealed envelope by the applicant;
- Completed criminal record check should be opened **ONLY** by the person who receives all criminal record checks for the club;
- In most cases the no record box will be checked;
- In a case where there is a criminal record indicated, the applicant **MUST** obtain a copy of this record from the police. It is best to advise applicants in advance, when they pick up their criminal record check, if a record is indicated on the form details regarding this record will be necessary. These details should be enclosed with the completed criminal record check in the sealed envelope and passed on to the person in the club who receives all criminal record checks;

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- Depending on the details of the criminal record it will be up to the lawyer, law enforcement person or Youth Exchange Officer to decide if the applicant is suitable to be involved with the Rotary Youth Exchange program. This is confidential information and should not be discussed with other members of the club. The District Youth Policy Coordinator is contact person if in doubt.

US Criminal record check process (can all be done on-line www.wsp.wa.gov):

- Establish and account with W.A.T.C.H. (Washington Access to Criminal History);
- Complete the W.A.T.C.H. form on each person requiring a criminal record check;
- Allow up to one week for the criminal record check to be completed;
- Record will come back with one of the following:
 - no exact match – which means there is no conviction record in the WSP database that matches the search criteria used (in other words the person has not been found possibly a misspelled name);
 - a candidate listing – which means there is a candidate list of record that matches or closely matches the search criteria used and the ability to immediately retrieve a transcript of record;
 - a duplicate match – indicating there are two or more exact names and date of birth matches to the search criteria used – if this happens contact the Section at 360-705-5100 for further instructions;