

Rotary International District 7820 Incorporated
Manual of Policies & Procedures
Containing Board Decisions to May 11, 2019
(Amended to 2019_05_11)

PURPOSE

This Manual of Policies & Procedures (MOPP) records policies and procedures that are not specifically contained in the Corporation’s most current “Articles of Incorporation” and/or “Bylaws”.

These contents supersede all prior references to “policies, procedures, and regulations”; but not to the most current Articles of Incorporation and Bylaws.

[The order of authority was deleted 2019_05_11; replaced by Article 9.a. of the Restated Articles 2019_05_11]

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1. AMENDING THE MANUAL OF PROCEDURES

1.1. Amendments. The MOPP is amended by the Board, as required. This is unlike amendments to the Articles of Incorporation and Bylaws, which can only be changed at a Meeting-of-Members.

1.2. Proposing Amendments. Any Member Club or District Board Member; provided that they are in good standing, may propose an amendment, addition or deletion to the MOPP. The proposed amendment shall be in writing and include the rationale for such change.

1.3. Notice of Amendments. Notice of all amendments to the MOPP will be communicated to the Member Clubs within 30 days of the motion being passed.

2. DISTRICT ORGANIZATION & ADMINISTRATION

2.1. District Committees. The Board establishes District Committees as required. The Board also appoints Rotarians to the offices of: Secretary, Treasurer, Area Governors, Chairs of Committees and

other positions as required. The Secretary and Treasurer must be Board members. Area Governors and Committee Chairs may be Board Members. [Amended 2018_05_17]

- 2.2. District Secretary.** The District Secretary shall ensure that the District Minute Book (of Meetings of Members minutes) and the Corporation's legal seal are securely maintained. The Secretary shall also be the main contact with the appointed legal firm of the District.
- 2.3. District Treasurer.** The District Treasurer shall maintain the books of the Corporation and shall be the main contact with the appointed accounting firm of the District.
- 2.4. Area Governors.** The Board may appoint Area Governors to assist the Board and the District Governor in supporting the Member Clubs. Traditionally, the Area Governors have a designated geographical area within the District Boundaries. The position of "Area Governor" used in this MOPP is used in place of, but be equivalent to, the term "Assistant Governor" used in Rotary International enactments including its By-laws and Code of Policies. [Amended 2018_05_17]

3. DISTRICT FINANCES

- 3.1. Funding.** The funding of the Corporation (i.e. the District Fund) shall be by a per capita levy based on the members of each Club in the District; and such other revenues as the Board may deem appropriate.
- 3.2. Signing Officers.** Cheques drawn from the District bank account shall require two signatures. Signing officers will be appointed by the Board, and normally shall be any two of: the District Governor, the District Governor Elect, the District Treasurer and two Rotarians in the District who are knowledgeable of the District finances.
- 3.3. Per Capita Dues & Budget.** Prior to the Annual Meeting of Members, the Board shall approve the recommendation of the per capita dues and budget. At the Annual Meeting-of-Members, motions will be introduced to approve for the year beginning July 1st next:
- The recommended per capita dues to be invoiced to the Member Clubs, and
 - The recommended budget of the District.
- 3.4. Increase in Per Capital Dues.** If there will be an increase in the proposed per capita dues, the District shall provide 45 days' notice to the Member Clubs in advance of the Annual Meeting of Members.
- 3.5. Premium Insurance.** The per capita dues shall include the pro-rata amount to recover the premium cost of the District's insurance policy for the year beginning July 1st next.
- 3.6. District Budget.** In preparing and approving the District budget, the usual practice is to plan for an annual surplus. This surplus could then be used in those years that incur larger expenditures in subsequent years.

3.7. Unappropriated District Fund. In emergency situations, the Board may designate/transfer such funds from the Unappropriated District Fund to appropriated funds. The maximum amount of unappropriated funds that the Board can access in any given year for emergency situations will be 10 percent (10%). Emergency situations or opportunities may include special training of Rotarians for further service to the District or Clubs in the District, attendance of a District leader at an emergency meeting or for special training called for by Rotary International or Rotary Zone 24.

3.8. District Conference Travel Costs. In years when the District Conference and Assembly are held in Newfoundland and Labrador or the Islands of Saint Pierre et Miquelon, unappropriated funds may be accessed to cover these costs over and above the normally budgeted travel costs of President Elects and Secretary Elects and the District team as per section. 6.4 to attend the District Conference and Assembly.

3.9. District Reserve Funds. The District Treasurer shall be responsible to ensure that any District Reserve Funds or Unappropriated Funds are invested in secure interest-bearing accounts or certificates. The Treasurer shall ensure that a minimum of 10 percent (10%) of the fund is available for use at any time.

3.10. Approval of Expense Claims and Invoices. The District budget shall include, and expenditures may be reimbursed, for approved expense claims or for approved invoices, as per the following table in 3.13. Duplicate reimbursement is prohibited. Expense claims will only be reimbursed if the submitter was appropriately authorized to attend and actually attended the full Conference, Meeting, or Institute. The District shall reimburse the travel and accommodation expenses of the registered Incoming Club Presidents and Secretaries (or their alternates) to attend District Conference. District budgets will provide assistance in the anticipated costs associated with expenses of Area Governors, including training, attendance at Club officer training, attendance at District Conference, and Club visits. [Amended 2018_05_17]

3.11. Reimbursement and Payment of Invoices. Once approved, expenses shall be reimbursed by the District Treasurer. All expenses are to be submitted on claim forms provided by the District Treasurer. Receipts must be forwarded with each claim. Once approved, invoices that are recommended for payment by the Board, a Committee or Sub-committee shall be reimbursed by the District Treasurer.

3.12. Audits / Reviews. All accounts shall be audited or reviewed each year.

3.13. Reimbursement & Invoice Rates:

Item	Rate
Auto travel, if less than air fare	\$0.15 per kilometre
Air fare travel to attend the District Conference , if less than auto travel	Lowest cost airfare within 3 months of Conference.
Air fare to attend other approved District Meetings , if less than auto travel	Lowest cost airfare.
Air fare reimbursement of airline points , if less than auto travel.	Lowest cost airfare as noted above.
Ferry charges	Receipted amount

Overnight accommodation at District Conference	Maximum 2 nights at 50% night at Conference rate.
Overnight accommodation at other District Meetings	Maximum 2 nights at 50% of room rate per attendee.
Meals	Receipted amount, maximum \$30 per day.
District Conference meals	Included in the registration fee.
District Conference travel and accommodation expenses for an official presenter.	As per above. Maximum 2 nights at Conference rate.
District Conference travel and accommodation expenses for a Rotarian, who was requested to attend.	As per above. Maximum 1 night at Conference rate.
Reasonable travel expenses for the District Governor Elect and partner to attend the Annual Rotary International Convention , including airfare	Lowest cost airfare, if appropriate. Max of \$7500
Reasonable assisted travel expenses for the <u>District Governor</u> , District Governor Elect and District Governor Nominee, and their respective partners, to attend RI Zone 24 Institute . Amended 2016_02_06	<i>Lowest cost airfare, if appropriate.</i>
Reasonable assisted travel expenses for DG partner .	Maximum \$1300 per year.
Materials and supplies to equip a new club .	Invoices required. District Clubs can be encouraged to assist financially as well.
Assisted travel expenses to Zone Training for Membership Chair, District Trainer and Foundation Chair (on rotating basis after having serving one year in office)	Lowest cost airfare and accommodation (to max of \$1500)
Overnight accommodation, if necessary, for District Club Presidents and Secretaries Elect for District Professional Development Day training. [Amended 2018_05_17]	Maximum 1 night at 50% of room rate per attendee at the District Conference rate or at a Board approved rate if the training is not held with the District Conference. [Amended 2018_05_17]

4. DISTRICT COMMITTEES

- 4.1. Executive Committee.** An Executive Committee can be established, comprised of the District Governor, the District Governor Elect, District Secretary and District Treasurer. The Executive Committee shall meet at the call of the District Governor. The Board may give the power to act to the Executive Committee in specific situations.
- 4.2. Appointment of Committees & Chairs.** The Board shall approve all: District Committees, Sub-Committees, the Committee and Sub-Committee Chairs, and any coordinators and other resource persons as required. The District Governor Elect shall have a major role in recommending Rotarians to fill the required positions. Chairs shall be appointed annually, for a one-year term. A Rotarian may

not be the Chair of the same Committee or Sub-committee for more than three consecutive one-year terms. Attention shall be paid to regional representation and to the rotation of leadership and membership wherever practical while ensuring continuity and that the best Rotarians fill the posts.

4.3. District Governor. The District Governor is a member of all District Committees.

4.4. Annual Committee Reports. Each Committee (and Sub-committee) shall complete a concise report, for inclusion in the Annual report at the annual conference. This report shall include a brief statement of receipts and disbursements and shall be submitted to the Board at least 30 days prior to the Annual Meeting.

4.5. Financing of Committees. Financing of committees shall be provided and limited by the District regulations and/or the current budget. Money received by any Committee or Sub-committee shall be held in the District Accounts except where otherwise noted.

4.6. Committee Expenses. Committee and Sub-committee expenses are to be limited to the proper functioning and work of the committee. Funds cannot be provided for gifts, entertaining, honorariums, registration costs or donations, unless specifically included in the approved District Budget.

4.7. Committee Meeting Locations. All meetings should be held at locations which incur the lowest cost.

4.8. Minutes of Committee Meetings. Committee and Sub-committee chairs shall give notice of their meetings to the Board. Minutes of all meetings shall be recorded and a copy sent to the Board.

4.9. Committee Funds. Committees and Sub-committees shall not hold or carry over funds to succeeding years unless approved by the board.

5. DISTRICT COMMUNICATIONS (5.1 – 5.7 Revised 2016 11 05) [Amended 2018_05_17]

5.1. General Principles District communications includes messages to: Rotarians, clubs, Board members, Committees, and specific groups both inside and outside Rotary.

- The use of all the various media for communication is encouraged.
- Wherever possible, communications that are created will be sent in the most efficient manner possible to as many channels as deemed necessary without undue extra effort.
- The numbers of bulk e-mails will be limited to avoid message fatigue. Important communications and documentation should be archived in an easily searchable place and while respecting individual privacy, should be generally publicly available.
- Copies of documents and messages received or sent by him or her will be maintained by the District Secretary.
- The District Governor (or their designate) may authorize additional single purpose e-mails to this group if he/she deems necessary.
- All communications should be kept short and to the topic and may be edited before posting or being sent out.

5.2. Communications to District Board Members and/or District Committees. E-mails will originate from the District Governor, District Secretary or District Trainer; who will maintain the list of membership and addresses.

5.3. Communications to Club Presidents, Secretaries, and Treasurers. E-mails from District leadership to these officers of the clubs in District 7820 will be routed through the District Clubrunner system. Efforts will be made to limit the number of direct e-mails containing routine messages to Clubs unless they are urgent or if time sensitive information necessitates additional messages. Items may be combined into a multi topic, digested messages where practical in a recognizable bulletin or Newsletter format. Routine messages will include but are not limited to: Notices of District or RI business (e.g. dues, meetings, event registration).

- Requests for information on club activities.
- Request for actions on the part of the club.
- Surveys.

5.4. Communication to Rotarians in District 7820. There are 2 prime ways of communicating with District Rotarians.

- **District newsletter/bulletin.** The District Governor or their designates may author a newsletter that may be sent to all Rotarians through the Clubrunner Bulletin system. Stories submitted by clubs may be included as part to the regular newsletter/bulletin if they are deemed by the editor of the bulletin to have sufficient interest to a broad segment of the membership. Stories must be short with a maximum of 2 photos. The stories and bulletin will be displayed on the district website until they are replaced by new material or become outdated.
- **E-mail Notices.** Bulk direct e-mails (other than newsletters/bulletins) to all Rotarians will be kept to a minimum and will only include:
 - Emergency or time-sensitive notices.
 - Invitations to District wide events.
 - Surveys on approved topics approved by District.
 - Training obligations
 - Foundation grant deadlines

Emails will use the Clubrunner e-mail system as a distribution means. In the event that there is question by the District Secretary or Webmaster on the need for a particular single-issue email for mass distribution, the District Governor (or their designate) will have the final decision.

5.5. Social Media. Rotarians are encouraged to post club or members activities using their personal or club accounts to their own Club's Facebook and/or Twitter sites. Items that may be of broader interest to Rotarians around the district may be shared with the District Facebook and Twitter site. A group of Rotarians that will make up the Social Media committee and will be designated to have "content creator" access to the District Facebook site. This will allow for promoting and sharing posts from clubs in the district or Rotary International on the Official District Facebook page. This allows for automatic cross-posting to the District Twitter site and front page of the District website. Video files concerning club or District activities may be posted to the District YouTube site by the designated site manager(s). Other social media channels may be developed and used given enough Rotarian interest to support and manage activity on those particular sites. All sites portrayed as being an official District channel will be first approved by the District Social Media chair.

5.6. Communications to the General Public and Potential Rotarians. The District will aid Clubs in communicating to the general public and potential Rotarians. This may be done by:

- Sharing club stories more widely by posting on District social media sites.
- Sharing Rotary International materials of interest on the District Social media sites and through newsletters/bulletins.

5.7. District Clubrunner Website and Management Information System. The District webmaster will be responsible for the overall operation of the District Clubrunner website. They may be assisted by a number of committee members. Stories posted on the front page of the District website will be:

- Primarily about District 7820 Rotarians, activities, business.
 - Of interest to a broad section of Rotarians in the District (as deemed by the poster).
 - Helpful in promoting a positive image of Rotary in the District.
- Stories may be posted by the District Secretary, a designated Communications Chair or committee member, or the Webmaster and committee. Stories will be removed from the front page after approximately 30 days or prior to the publishing of the next monthly e-bulletin. They will remain on the stories page of the website which is reachable from the top menu. Stories will be attached and included with the District Governor's regular newsletter for distribution to all Rotarians listed in the database. The Webmaster will post all important District Documents to the appropriate section of the website when they are submitted by a member of the District Team.

5.8. District Media Crisis Guidelines. The attached District 7820 Media Crisis Guidelines were approved by the Board of Directors on February 3, 2018. [Added 2018_05_17]

6. DISTRICT CONFERENCES

6.1. Timing, Location and Host Club(s). The Board will approve the dates and location for the assembly and conference two years in advance based upon the recommendation of the District Governor Nominee and the host club(s) approval. The District Assembly and the District Conference shall be held annually together on the same weekend shall be scheduled so as not to hamper training for Incoming Club Presidents and Secretaries.

6.2. Program. Each year, the District Governor and the District Governor Elect shall together arrange and conduct the assembly program and the conference program. The host club(s) shall look after the hospitality, entertainment and logistics of the gathering. The District Governor of the year shall be responsible for forming a committee that will supervise and conduct all aspects of planning for appointing the chair and members of the district conference committee and supervising all aspects of the planning and conducting of the assembly and conference. The annual District Assembly and District Conference are normally hosted by the District Governor's home club or by a club(s) arranged by the District Governor.

6.3. Financial. The assembly and conference shall be operated at no cost to the District fund other than those specified in this document. The sponsoring club(s) shall submit a realistic budget for approval by the District Board, 9 months in advance of the conference. The Conference plans and its budget shall be completed so as to avoid a deficit. The sponsoring club is required to submit financial statements for the conference to the District Treasurer and District Board within 3 months of the completion of the Conference. Based on these statements, the sponsoring club(s) will have

responsibility for the 1st \$2,500 surplus or deficit for the conference, after which the District and the sponsoring club(s) would share equally any surplus or deficit.

6.4. Payment of Conference Fees by District. The District can pay the Conference Fees of the following, subject to a maximum of 24 people (subject to 3.13):

- Current year's District Governor and spouse
- District Governor Elect
- District Governor Nominee
- Rotary International Representative and spouse
- Immediate Past District Governor
- District Secretary
- District Treasurer
- Board Members
- District Trainer
- Membership, Foundation and Youth Services chairs.
- Area Governors. [Amended 2018_05_17]
- Representative of the Admin Office

6.5. Payment of Registration Fees By Clubs. To help the host club(s) to estimate minimum attendance and so to assist them in establishing the registration fee, all Clubs shall be required to pay the registration fee for at least two official delegates (President Elect and Secretary Elect or their representatives) regardless of whether or not they attend the District Assembly and Conference.

7. MEETING OF MEMBERS

7.1. Annual Meeting of Members. This meeting is chaired by the District Governor and shall be scheduled and held during the District Conference. The Agenda shall include:

- Call to order.
- Minutes of previous Meeting-of-Members.
- Approval of financial statements for year-ending June 30th last.
- Approval of Treasurer's interim financial statements for the current year.
- Appointment of auditors for the year beginning July 1st next.
- Appointment of legal firm for the year beginning July 1st next.
- Committee reports.
- Approval of the District per-capita dues to the Clubs for the year beginning July 1st next.
- Approval of District Budget for the year beginning July 1st next.
- Nominating Committee Report
- Election of District Board
- Election of representative to RI Council on Legislation (if required that year)
- Other business
- Adjournment

7.2. Other Meetings of Members. These can be held during the Rotary year.

8. NOMINATING COMMITTEE

8.1. District Nominating Committee. The Board shall appoint a District Nominating Committee which shall be representative of the District, as early as possible in the Rotary year. The Committee shall consist of the two immediate Past District Governors and three Board Members, with the most recent Past District Governor being the chair of the Committee.

8.2. District Governor Nominee. The Nominating Committee shall seek out and propose the best available candidate for District Governor Nominee and shall not be limited in its selection to names submitted by Clubs in the District. Clubs that “suggest” candidates must confirm that the candidate was approved by the club board. There shall be no lobbying, campaigning, or promoting by the candidates, their sponsoring Clubs, or Rotarians at any time.

8.3. Candidates “Suggested” By Clubs. Candidates written applications shall be accompanied by the RI form from the sponsoring Rotary Club Board committing its support for the candidate during their term. Where appropriate, a letter from the candidate’s employer showing support for the candidate during their term of office should also be included.

8.4. District Governor Nominee Selection Process. The selection process shall include:

- A series of written questions forwarded in advance to each candidate to answer in writing and return to the Nominating Committee,
- At least one interview with each candidate, preferable in person, but at a minimum by telephone conferencing or video conferencing, to expand on the written questions and additional questions, and
- A pre-determined weighted evaluation table to fairly compare the candidates. The evaluation scoring should be consistent and reflect on the important attributes of a future District Governor. A suggested evaluation weighting is:

○ Overall leadership ability	40%.
○ General Rotary experience	25%
○ Rotary District experience	25%
○ Discretionary	10%
○ Total	100%

8.5. Nominations and Election of Board of Directors. The Nominating Committee shall also be responsible for nominating Rotarians, who are in good standing within the District, to the Board of Directors. At the Annual Meeting-of-Members, the Committee shall:

- Present its report including its nominees to the Board, and
- Conduct an election of the Board of Directors.

9. DISTRICT TRAINING [Amended 2018_05_17]

9.1. Training. The District shall offer annual training seminars or sessions for Club: President Elects, Secretary Elects, and Treasurer Elects. The training will be offered “live and/or electronically”.

9.2. “Live” sessions should be held at locations convenient to potential attendees, presenters, and District personnel. Area Governors shall organize the training sessions in their geographic areas. Any expenses for these sessions require the prior authorization of the Board

- 9.3. Training shall be begun as soon after the International Assembly as appropriate and the opportunity for President elects and secretary elects to take part must be completed by the end of the district conference. The training can be continued to and beyond the July 1 start to the year. . Authorized travel and related costs shall be debited to a separate item on the District budget.
- 9.4. Training for PE and SE should include but not be limited to topics of leadership, club administration, Foundation, membership youth and public relations.
- 9.5. Area governor training should begin by Jan of the year preceding the start of their term or sooner and the Area governors should be part of the training of the President and secretaries
- 9.6. Committee director training should be held prior to their taking office.
- 9.7. All training can be live and/or electronic

10. YOUTH SERVICES [10.1 Under review at 2019 05 11]

- 10.1. District Youth Exchange Bursary Fund.** The Youth Exchange Bursary Fund is an endowment for the benefit of outbound students for travel assistance to their destination, and to inbound students for travel assistance to District sponsored functions and projects (and can include the Cross Canada Tour). Clubs which identify a likely candidate who may not have the financial resources to participate but who would otherwise make an excellent ambassador, could apply for a grant towards a “Youth Exchange Bursary”. The District Student Exchange Committee shall formulate application guidelines.
- **Club Contributions.** District Clubs shall be asked to make a voluntary payment of \$230.00 per year toward the program.
 - **Bursary Fund Contributions.** The fund would provide 75% of the bursary amount, while the sponsoring club would provide 25%. (Example – a bursary of \$1,000 would be shared: \$750 from the endowment and \$250 from the club).
 - **Youth Exchange Information Session.** When completing an Information Session, Clubs can announce that bursaries are available to families who don’t feel they can manage the high transportation cost. When a deserving candidate (who meets that description) is identified, the club would apply to the fund for “provisional” approval for a bursary. If the candidate is successful, a “final” approval would be granted and the fund set aside for disbursement at the appropriate time. The bursary is primarily intended to offset the high cost of air travel, although it is recognized that the airfare is only one aspect of the cost of an exchange. The application period for outbound students will be the months of November and December while applications for inbound students can only be made after December 31st to ensure that funds are available for outbound applicants. Applications will be considered according to demonstrated need.
 - **Bursary Approval.** Funds will not be disbursed until the conditions pertaining to the application are met (e.g. when a Club receives approval of a bursary, but the candidate is unsuccessful; the grant would not be disbursed). If, for some reason, the exchange is aborted, a grant (if already disbursed) will be returned to the fund.
 - **Bursary Amounts.** A maximum available amount for bursaries in any one year will be set in October based upon the proceeds from the investment and the funds generated by the Youth Exchange fundraising activities in the previous 12 months. Unused monies will be re-invested in the fund and made available in subsequent years. And, while the fund was initially established to assist Outbound students (sponsored by a District 7820 club), it may, at the discretion of the District Board, be used to assist an Inbound student (hosted by a District 7820 club) who might otherwise have to return home without completing the exchange.
 - **District Convention Silent Auction.** The proceeds of the silent auction held at the District Convention will be used to defray the cost for exchange students, Rotaractors and Interactors to

attend the Convention or any other function approved by the District Board. The remaining balance shall be submitted to the District.

- **Bursary Fund Base Amount.** The amount of \$25,000 shall be established as the base amount of the fund. Any funds in excess of the base amount, generated through either interest or Youth Exchange fundraising activities may be used to provide up to 75% of a bursary amount with the requesting District 7820 clubs providing the remaining 25%. Unused funds will remain invested within the fund and made available in subsequent years.
- **Wind-Up Of Bursary Fund.** In the event the program fails to meet the objectives or the discontinuation of the Student Exchange Program, the District Board shall determine how the Youth Exchange Bursary Fund shall be distributed specifically to Youth Programs.

10.2. Youth Protection. District policy is published in Youth Service (New Generations) Programs Policy. The policy as contained in Parts 1-3 may be amended on the approval of the District Board. The supporting forms and interpretive guidelines contained in the Appendix may be deemed amended on the approval of the District Youth Protection Officer and District Youth Service Director, subject to confirmation by the District Board within 90 days. [Original 10.2 deleted 2018_10_13 - obsolete; new added 2019_02_02]

11. ROTARY LEADERSHIP INSTITUTE

District 7820 supports the important and valuable efforts of the Rotary Leadership Institute, Atlantic Division Atlantique, in their training of current and future Rotary leaders. District 7820 can pay the RALI annual membership fee.

12. SCHEDULE 5.8. DISTRICT 7820 MEDIA CRISIS GUIDELINES [added May 17, 2018]

What is a Crisis? For the purposes of these guidelines, a crisis is an incident that has the potential to impact the reputation of Rotary, at the Club, District or International level. These incidents usually arise suddenly and generate immediate public and media attention.

What are District-level Incidents? The public and media don't appreciate Rotary Club or District boundaries, and many local Clubs overlap in terms of geography, participation in community events and fundraising. If something looks like it could have an impact beyond the Club, it is best to advise the District Governor as soon as possible. These Media Crisis Guidelines are provided for the District, but they can be a model for individual Clubs as well.

When a crisis develops:

- Convene a **District Crisis Management Team** that includes the District Governor and, as appropriate, the Club President involved in the issue, an attorney, the District Public Relations Chair, and the District Public Image Coordinator.
- Designate a spokesperson, if other than the District Governor.
- Gather all the facts.
- Brief team members as needed and in a timely way.
- Tell the District Team, Clubs and members to refer all media inquiries to the designated spokesperson.
- Prepare a statement that accurately states the known facts and conveys the appropriate tone and engage the full Crisis Management Team in review of the statement before release.

- Develop key messages to convey the District’s position (Rule of Thumb - 3 key messages).
- Identify the media contacts, District contacts and social media channels to best communicate for the District and the local Club involved.
- Contact RI Media Relations staff immediately if there is potential for national or international media interest.

When members of the media make contact, the spokesperson should remember:

- A media interview is an opportunity to convey the facts and the District’s position to the public.
- Respond to media inquiries promptly.
- If you need time to prepare, tell the reporter you will call back, and then call back promptly.
- Be completely honest and truthful.
- Do not cover up the situation or make excuses.

The District Crisis Management Team should prepare a statement expressing the District’s position.

It should:

- Give the facts of the situation (attributing them to authorities).
- Be open and sincere.
- Offer sympathy and concern.
- Outline the District’s response and expected follow up.

Convey key messages in every statement and interview if possible:

- The District is committed to the safety of all those who participate in our programs.
- The District Board takes very seriously every allegation of inappropriate behavior or abuse and immediately prohibits all contact between the victim and the person in question.
- The District fully cooperates with government agencies and law enforcement officials investigating allegations.

For the spokesperson, when being interviewed:

- Remember that it is a reporter’s job to ask difficult questions.
- Organize your thoughts and speak in short, simple sentences.
- Try to include your own “rephrase the question” statement in your answer – this avoids misunderstandings and links the question and answer in potential “sound bites”.
- Emphasize the District key points in the answers.
- Control your tone and body language.

After being interviewed:

- Thank the reporter for the opportunity and offer to continue to be a resource.
- Monitor print, TV, radio, online and social media to check their accuracy.
- If the District is misrepresented, contact the media outlet directly or write a letter to the editor.

Social media considerations:

- Include the District’s social media channels in distribution of any media releases or statements.
- The same media crisis guidelines should apply to any social media activity on behalf of the District. Always treat social media as a public forum.

- Get advice from Rotarians who are experienced with a particular social media channel (e.g. Facebook, Twitter)
- Do not feel obligated to respond to and engage with all comments, but monitor posts and provide consistent, well prepared and respectful responses as required.

Replacing District Youth Exchange Policy (April, 2007), this new Youth Service Programs Policy aligns with recent RI source materials, makes clear the applicability of youth protection requirements to all Youth Service programs, and removes duplicate/outdated materials.

Rotary District 7820 Youth Service (New Generations) Programs Policy

January 24, 2019



Introduction

The Board of Directors of Rotary International (RI) has established recommended policies and guidelines to assist clubs and districts in implementing their Youth Service (New Generations) activities. These policies and guidelines include but are not limited to:

- RI 2016 By-laws: 3.030.5. Suspension or Termination for Failure to Comply with Youth Protection Laws;
- RI January 2019 Code of Policies: 2.100. Youth Protection; 8.050. Basic Principles of Youth Service; and 40.010. Program Terminology (“Structured Programs”).

District 7820 accepts RI’s policies and guidelines and has approved this District 7820 Youth Service Programs Policy to provide direction to the District (district committees and Rotary clubs) in its implementation of Youth Service Programs.

Each section of the policy contains a policy statement and guidelines as required. Additional policy statements are provided in some cases for the Rotary Youth Exchange program. The policy statements form the policy. Guidelines, so labelled and displayed in a text box, are recommended approaches to implementing the policy.

This policy is comprised of the following sections:

- Part 1 – Youth Service Programs Administration
- Part 2 – Youth Protection Policy
- Part 3 – Youth Volunteer Application and Screening
- Part 4 – Abuse and Harassment Allegation Reporting Guidelines

This policy replaces District 7820 Youth Exchange Policy (April, 2007).



Part 1 – Youth Service Programs Administration

1. The RI Board designates eight programs as programs of Rotary International. These programs, when undertaken by the district and clubs, must be organized and implemented consistent with RI's policies and guidelines. (RI Code of Policies section numbers are as shown.)
 - 1) 41.010. Interact
 - 2) 41.020. Intercountry Committees
 - 3) 41.030. New Generations Service Exchange
 - 4) 41.040. Rotaract
 - 5) 41.050. Rotary Community Corps (RCC)
 - 6) 41.060. Rotary Friendship Exchange
 - 7) 41.070. Rotary Youth Exchange
 - 8) 41.080. Rotary Youth Leadership Awards
2. If a program undertaken by the district and/or clubs includes or is open to legal minors as program participants, the program must comply with RI and district youth protection requirements.

Guidelines: Care must be taken to consider:

1. Applicable age of majority requirements and the actual ages of individual participants. E.g. University-based Rotaract clubs in NS where the age of majority is 19.
 2. Whether there will be any program-related travel to a territory with an older age of majority. E.g. Travel by an 18-year-old Rotaractor from PEI to NS.
3. Given the ongoing and close, family-style contact that is a feature of the Rotary Youth Exchange program, additional youth protection requirements apply to the Rotary Youth Exchange program, volunteers and program participants.



Part 2 – Youth Protection Policy

1. Statement of Conduct for Working with Youth

District 7820 strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

2. Definitions

Volunteer — Any adult involved with Rotary youth activities who interacts directly with youth, whether supervised or unsupervised.

For Rotary Youth Exchange: Volunteers include, among others, club and district Youth Exchange officers and committee members; Rotarian counsellors; Rotarians and non-Rotarians and their spouses and partners who work with students during activities or outings or who transport students to events; and host parents and other adult residents of the host home, including host siblings and other family members.

Youth program participant — Anyone who participates in a Rotary youth program, whether child or adult

3. Incorporation and Liability Insurance

Rotary District 7820 youth programs are part of a legal entity known as Rotary International District 7820 Incorporated. This entity has been formed under the laws of Canada (*Canada Not-For-Profit Corporations Act*, S.C. 2009) on May 24, 2013, and is valid at this time.

Rotary International District 7820 Incorporated carries liability insurance with appropriate coverage and policy limits (\$10 million). This policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers.

4. Club Compliance

The district governor is responsible for supervision and control of all youth activities in the district, including those associated with Rotary Youth Exchange. District 7820 will monitor all participating clubs and ensure that they comply with youth protection and Rotary Youth Exchange certification requirements.

For Rotary Youth Exchange: All clubs that participate in Rotary Youth Exchange must provide the district with a copy of the following for review and approval:

- *A signed compliance statement that the club is operating its program in accordance with District 7820 and RI policies*
- *Confirmation that volunteers will be prohibited from contact with program participants until a written application, interview, reference check, and criminal background check have been conducted and clearance for unsupervised contact with program participants has been issued*
- *All club materials that advertise the Youth Exchange program, including brochures, applications, policies, and websites*
- *List of services in the area (sexual assault and suicide hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.)*



- *Any club youth-protection training materials*

5. **Volunteer Selection and Screening**

All Rotarian and non-Rotarian volunteers interested in working with youth program participants must meet RI and district eligibility requirements. RI prohibits the membership and participation of any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment.

For Rotary Youth Exchange: *All Youth Exchange Rotarian and non-Rotarian volunteers that have regular direct, unsupervised contact with program participants must:*

- *Complete a volunteer agreement form*
- *Undergo a criminal background check (subject to local laws and practices)*
- *Be interviewed, preferably in person*
- *Provide a list of personal references with contact information (it's recommended that references include no family members and no more than one Rotarian)*
- *Comply with RI and district guidelines for the Youth Exchange program*

Guideline: A distinction may be made between volunteers who have *regular* direct, unsupervised contact and volunteers whose contact is *casual* or *incidental*. In general, background checks etc. do not need be conducted for adults who will have only casual or occasional group interactions with Youth Exchange students. Care should be taken to appropriately balance being flexible in order to enable students to participate in activities without inadvertently or over time bypassing the essential risk management function of background checks etc. For example:

- *Well-Attended / Public Events* – It is not necessary for all volunteers to be screened e.g. at a Rotary meeting, holiday party, service project, etc.
- *Drives* – Unchecked volunteers may drive students alone only rarely and for brief trips (<15 minutes). If possible, another person should be present. If a volunteer routinely drives a student, e.g. weekly, to school after the Rotary meeting, the background check process should be completed. Drivers should have \$2 million liability insurance and be 25 years old or more.
- *Day/Overnight Trips and Staying Over at a Friend's Home* – Students may accompany families (2+ persons) on outings and may stay overnight. If the family has not been checked, the student's own parents should be advised and provide their permission. If any family member is considered a volunteer, the background check process must be completed before a third trip/overnight is permitted.

For Rotary Youth Exchange: *Youth Exchange host families must also meet these selection and screening requirements:*

- *Undergo a comprehensive interview that determines their suitability, demonstrating: Commitment to the safety and security of students; Appropriate motives for hosting a student that are consistent with Rotary ideals of international understanding and cultural exchange; Financial ability to provide adequate accommodations (room and board) for the student; and Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being*
- *Complete a written application*



- *Undergo home visits with and without notice, both before and during the placement; home visits must be conducted annually, even for repeat host families*

All adult residents of the host home must meet all selection and screening guidelines. This includes adult children of the host family and other members of the extended family or household staff who are full-time or part-time residents of the home.

For Rotary Youth Exchange: *Youth Exchange students must be appointed a Rotarian counsellor who meets the criteria for all volunteers. Also:*

- *A counsellor must not be a member of the student's host family. It is also recommended that counsellors not hold another role of authority with respect to the student's exchange (e.g., school principal, club president, district Youth Exchange chair).*
- *Counsellors must be able to respond to any problems or concerns that may arise, including instances of physical, sexual, or emotional abuse or harassment.*

If a person is accused of sexual abuse or harassment and the law enforcement investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any youth program participants with whom the accused may have future contact, as well as the accused. A person later cleared of charges may apply to be reinstated as a youth program volunteer. Reinstatement is not a right, and reinstatement to his or her former position is not guaranteed.

6. Training

District 7820 and member clubs may provide youth protection training and information on youth programs. The district youth protection officer, district youth program chair and/or district youth exchange orientation coordinator will conduct the training sessions.

Guideline: Training on youth protection and youth programs should be provided at least annually.

7. Youth Exchange Participant Selection and Screening

For Rotary Youth Exchange: *All students interested in the District 7820 Youth Exchange program must meet district guidelines and:*

- *Complete a written application*
- *Be interviewed at the club and district levels*
- *Attend and participate in all club and district orientation and training sessions*

All parents or legal guardians of Youth Exchange participants must also be interviewed at the club or district level to determine the student's suitability for program participation.

Guideline: Outbound students must successfully complete the district outbound orientation program, which runs from January until April/May. Outbound students and at least one parent must attend (in person) the final training session in April/May.

8. Allegation Handling and Follow-Through

District 7820 takes all allegations of abuse or harassment seriously and will handle them in accordance with the District 7820 Abuse and Harassment Allegation Reporting Guidelines.



The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.

District 7820 may appoint a youth protection officer or district review committee to evaluate and review files, policies, and allegations regularly.

For Rotary Youth Exchange: The District 7820 Youth Exchange program must provide youth-protection training and information to all students and volunteers. The district youth protection officer, district youth program chair and/or district youth exchange orientation coordinator will conduct the training sessions. Specifically, District 7820 will:

- *Adapt Rotary's Youth Protection Guide to reflect district guidelines, information on local customs and culture, and legal requirements*
- *Develop a training schedule that specifies who will be trained, how often, and how*
- *Conduct specialized training for those involved in Youth Exchange: District governor; District Youth Exchange officer and committee members; Club Youth Exchange officer and committee members; Rotarian counsellors; Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events; Host families; and Students (outbound and inbound)*
- *Maintain records of participation to ensure compliance*

9. Travel by Youth

Youth travel outside of the local community must comply with youth protection policies.

For all youth travel sponsored by District 7820 or its clubs, the following will be done before departure:

- Obtain written permission from the parents or legal guardians of program participants
- Give parents and legal guardians details about the travel, including locations, accommodations, itineraries, and the organizer's contact information
- When traveling more than 240 kilometers from the residence, verify that program participants have adequate insurance, including benefits for medical services, emergency medical evacuation, repatriation of remains, and legal liability.

For Rotary Youth Exchange: For the travel of Youth Exchange students more than 240 kilometers from their residence or outside their province of residence, either with their host families or to attend Rotary events, District 7820 shall obtain written permission from the students' parents or legal guardians.

For all other Youth Exchange student travel that is not customarily a part of the exchange program, organizers must: Receive authorization from District 7820 in advance; Obtain written permission from the parents or legal guardians for travel outside of the local host community; and Provide parents or legal guardians details about the trip, including locations, accommodations, itineraries, and the organizer's contact information

10. District 7820 Youth Exchange Administration

For Rotary Youth Exchange: The District 7820 Youth Exchange program, in collaboration with participating clubs, must also:



- *Confirm that all inbound students have insurance that meets or exceeds what is prescribed in the Rotary Code of Policies. Key coverage provisions include 100% payment of medical expenses up to \$1,000,000; Sports coverage; Personal Liability up to \$500,000; Trip Interruption \$3,000; Trip Cancellation \$3,000; Medical Evacuation \$100,000; and Repatriation \$50,000. District 7820 requires:*
 - *CISI-Bolduc: Plan B;*
 - *InsureLine / Lions Gate: Rotary Student Travel Insurance; or*
 - *Any other equivalent Rotary-approved insurance*
- *Store participant and volunteer records securely for a minimum of three years after participation, in accordance with all applicable privacy laws.*
- *Provide each student a list of local services (sexual assault and suicide crisis hotlines, alcohol and drug awareness programs, relevant law enforcement agencies, community services, private services, etc.). This list must include the following district and club contacts:*
 - *For inbound students: Rotarian counsellor, host club president, host district Youth Exchange chair, and host district governor*
 - *For outbound students: Rotarian counsellor, sponsor club president, sponsor district Youth Exchange chair, sponsor district governor*
- *Provide each student with the names and contact information of at least two non-Rotarian resource people — one male and one female, who are not related to each other and do not have close ties to the host families or Rotarian counsellor — who can help the students with any problems.*
- *Submit inbound program participants' data to RI before or shortly after the exchange begins.*
- *Provide a 24-hour emergency contact phone number to students.*
- *Report all serious incidents (abuse or harassment allegations, accidents, crimes, early returns, death) involving Youth Exchange students to RI Youth Exchange staff within 72 hours.*
- *Prohibit placement of students outside of the district Youth Exchange program structure ("backdoor" exchanges).*
- *Establish criteria and procedures for a student's removal from the host family and arrange for contingent, temporary housing in advance.*
- *Develop contingency hosting plans that include prescreened families.*
- *Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students.*
- *Ensure that long-term program participants have 2-4 host families. It is recommended that long-term program participants be placed with three host families during their exchange.*
- *Conduct follow-up evaluations of both students and host families.*
- *Require a quarterly report from each inbound and outbound program participant that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange chair can then review the reports and assist program participants as needed. The exchange of a student who does not provide a report at least once per quarter may be terminated.*



Part 3 – Youth Volunteer Application and Screening

This application is to be completed by volunteers working with Rotary Youth Service programs. It signifies your agreement to the Rotary Statement of Conduct for Working with Youth and authorizes personal reference checks and police and social services record checks.

This information may be provided to an outside agency contracted to conduct background checks.

Statement of Conduct for Working with Youth

District 7820 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 First Middle LAST	
Home Address Street Address	
Mailing Address If different	
How Long at this Address? If <5 years, please provide previous.	
Government ID e.g. SIN, Driver's License, Passport	
Date of Birth Please provide as dd/mmm/yy	
Email Address Please provide one you use/check	
Phone Number Please indicate Mobile / Home / Work	

EMPLOYMENT HISTORY

Current Employer and Role Business Name and Your Role	
Business Address Street Address	
Term with this Employer? If <5 years, please provide previous.	
Your Supervisor Name, title, email and phone number.	



Youth Volunteer Application and Screening – Page 2

Name
First Middle LAST

EMPLOYMENT HISTORY (CONTINUED)

Previous Employer and Role
If Needed

Business Address
Street Address

Term with this Employer?
If total <5 years, please provide previous.

Your Supervisor
Name, title, email and phone number.

ROTARY VOLUNTEER INFORMATION

Rotary Volunteer Position
What will be your role with youth?

Rotarian or Former Rotarian?
If yes, list Rotary Club and year joined.

Previous Rotary Volunteer?
If yes, list previous roles and years.

OTHER YOUTH VOLUNTEER INFORMATION

Youth Volunteer Organization
Organization's Name

Address
Street or Mailing Address

Your Role
Please provide your Title and Main Duties

Term with this Organization?
If total <5 years, please provide previous.

Your Director
Name, title, email and phone number.

QUALIFICATIONS, TRAINING AND EXPERIENCE

Please List and Describe
Any relevant Q/T/E you wish to provide



Youth Volunteer Application and Screening – Page 3

Name
 First Middle LAST

THREE PERSONAL REFERENCES

Reference #1
 First Name LAST NAME and Contact #
 Are they a Rotarian?
 Yes/No. Max. one Rotarian reference.
 Relationship to You
 If yes, list previous roles and years.
 For Rotary Use
 Reference checked by (initials) and date

Reference #2
 First Name LAST NAME and Contact #
 Are they a Rotarian?
 Yes/No. Max. one Rotarian reference.
 Relationship to You
 If yes, list previous roles and years.
 For Rotary Use
 Reference checked by (initials) and date

Reference #3
 First Name LAST NAME and Contact #
 Are they a Rotarian?
 Yes/No. Max. one Rotarian reference.
 Relationship to You
 If yes, list previous roles and years.
 For Rotary Use
 Reference checked by (initials) and date

CRIMINAL OR SIMILAR HISTORY

Criminal Justice
 Any criminal charges/convictions?
 Court Orders
 Any re. verbal/physical/sexual abuse?
 Details
 If yes to either, please list dates, location, court, disposition, etc., and any other information that would be helpful.



CONSENT

I certify that all of the statements in this application, 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 unfavourably affect this application.

I give my permission to District 7820 to verify information given in this application, including searches of law enforcement and published records (including driving records, criminal background and other 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.

I understand that District 7820 youth programs will deny a volunteer position to anyone convicted of a crime of physical or sexual violence.

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 ("Indemnitees"), 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 Indemnitees or may be suffered or claimed by me as a result of an investigation of my background in connection with this application.

I further agree to conform to the rules, regulations, and policies of Rotary International, the District 7820 youth programs and its affiliates.

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

Your Signature Please Sign	
Please Print Your Name First Middle LAST	
Date Signed Please provide as dd/mmm/yy	



Part 4 – Abuse and Harassment Allegation Reporting Guidelines

District 7820 is committed to protecting the safety and well-being of all youth program participants and will not tolerate abuse or harassment. All allegations will be taken seriously and must be handled within the following guidelines.

The safety and well-being of program participants must always be top priority.

Definitions

Emotional or verbal abuse — The use of fear, humiliation, or verbal assaults to control the behavior of another. Examples include rejecting the person, preventing him or her from developing normal social relationships, and making derogatory statements about his or her race, religion, ability, intellect, tastes, or personal appearance.

Physical abuse — Physical contact intended to cause pain, injury, or other physical suffering or harm.

Neglect — Failure to provide the food, shelter, or medical care that is necessary to well-being.

Sexual abuse — Engaging in or arranging implicit or explicit sexual acts, whether they are performed alone or with another person of any age or gender, through force or coercion or with anyone who is unable to give consent. Any sexual activity between a legal adult and a minor is considered sexual abuse. Sexual abuse can also include non-touching offenses, such as voyeuristic behavior, indecent exposure, or showing a young person sexual or pornographic material.

Sexual harassment — Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that is unwanted or directed at someone unwilling or unable to provide consent. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims. Examples of sexual harassment include:

- Sexual epithets or jokes, written or spoken references to sexual conduct, gossip about one's sex life, and comments about a person's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects or images
- Sexual leering or whistling
- Inappropriate physical contact, such as brushing against a person
- Obscene language or gestures, and suggestive or insulting comments

Receiving an Allegation Report

Any adult to whom a program participant reports abuse or harassment must:

Listen attentively and stay calm. Acknowledge that it takes courage to report abuse or harassment. Be encouraging, but remain neutral; do not express shock, horror, or disbelief.

Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse or harassment to make it stop and ensure that it doesn't happen to others.

Get the facts, but don't interrogate. Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to report this information to the proper authorities.



Be nonjudgmental and reassure. Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the young person. Emphasize that it was not his or her fault and that it was brave and mature to come to you.

Document the allegation. Record the conversation, including the date and time, as soon after the report as you can. Try to record the young person's exact words.

Allegation Response

The following steps must be taken immediately after alleged abuse or harassment is reported. Some of them may be performed by any program volunteer, while others should be performed by a district officer, as specified.

1. Protect the young person.

Ensure the safety and well-being of the young person by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the young person that this is for his or her safety and is not a punishment.

Take immediate action to ensure the young person's health and well-being, and get him or her medical or psychological care, if necessary.

2. Report the allegations to appropriate authorities.

Immediately report all cases of abuse or harassment — first to the local law enforcement authority for investigation and then to club and district leaders for follow-through. Interrogations related to allegations of abuse or harassment must be left entirely to law enforcement agencies.

In most situations, the first Rotary contact is the District Youth Protection Officer, who is responsible for seeking advice from and interacting with appropriate agencies. If the allegation involves the conduct of this Rotarian, the District Governor or District Chair Youth Service should be the first Rotary contact.

District 7820 will cooperate with police or legal investigations.

District 7820 has researched provincial and national laws related to youth protection, including reporting allegations. District 7820 notes the following legal requirements of which all volunteers must be aware:

- **Canada – Criminal Code, s. 22:**
Although there is no general duty to report in Canadian criminal law, if a person has witnessed or has been told that a crime has occurred, and by not reporting this crime to the police or other designated agency the person is in some way aiding or abetting the crime, they may be charged with counselling an offence. [This rarely occurs.]
- **Newfoundland and Labrador – Children and Youth Care and Protection Act., s. 11** states:
11. (1) Where a person has information that a child is or may be in need of protective intervention, the person shall immediately report the information to a manager, social worker or a peace officer. [...] (4) This section applies, notwithstanding the provisions of another Act, to a person referred to in subsection (5) who, in the course of his or her professional duties, has information that a child is or may be in need of protective intervention. (5) Subsection (4) applies to every person who performs professional or official duties with respect to a child, including ... (b) a teacher, educational psychologist, guidance counsellor, school principal, social worker, family counsellor, member of the clergy or religious leader, persons involved in



operating or providing a child care service or agency, a youth worker and a recreation worker;
(8) A person who contravenes this section is guilty of an offence and is liable on summary conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 6 months, or to both a fine and imprisonment.

- **Nova Scotia - Children and Family Services Act, section 23 (1)** states:
23 (1) Every person who has information, whether or not it is confidential or privileged, indicating that a child is in need of protective services shall forthwith report that information to an agency. (3) Every person who contravenes subsection (1) is guilty of an offence and upon summary conviction is liable to a fine of not more than two thousand dollars or to imprisonment for a period not exceeding six months or to both.
- **Prince Edward Island - Child Protection Act, section 10 (1)** states:
10 (1) Notwithstanding any other Act, every person who has knowledge, or has reasonable grounds to suspect that a child is in need of protection shall (a) without delay, report or cause to be reported the circumstances to the Director, or to a peace officer who shall report the information to the Director; and (b) provide to the Director such additional information as is known or available to the person. (2) Subsection (1) applies notwithstanding the confidential nature of the information on which the report is based, but nothing in this section abrogates any solicitor-client privilege.

3. Remove the accused person from contact with youth.

District 7820 will remove the alleged offender from all contact with Rotary youth program participants until the matter is resolved.

District 7820 will follow established criteria and procedures for removing a Rotary Youth Exchange student from a host family if they report a problem with, or make an allegation against, a host family member. If appropriate, the student will be moved to the temporary housing that was screened in advance.

4. Avoid gossip and blame.

Don't tell anyone about the allegation other than those who need to know. Be careful to protect the rights of both the victim and the accused during the investigation.

District 7820 maintains the privacy (as distinct from confidentiality) of any victim or accused person: Except as required by this policy and procedure, Rotarians and volunteers must keep all information with respect to the allegation strictly private and confidential to protect the rights of both the victim and the alleged perpetrator(s).

5. Follow through.

A district officer must inform RI of the allegation within 72 hours and provide ongoing status reports.

District 7820 will ensure that the program participant's parents or legal guardians have been notified and offer the young person an independent, non-Rotarian counsellor to represent his or her interests. For exchange students, the Rotary Youth Exchange chair for the sending district must also be advised.

If law enforcement agencies will not investigate, or if the investigation is inconclusive, the district governor will appoint a district review committee to coordinate an independent review to ensure that



district youth protection policies were followed, confirm that youth safety was the highest priority, and determine any necessary modifications to district procedures. This review is not responsible for determining the validity of any allegations; that can only be done by youth protection agency personnel or trained law enforcement professionals.

If law enforcement has found the allegations to be noncriminal, the district governor is responsible for contacting the alleged offender. The district governor may delegate this task to a district youth protection officer or district review committee or district youth service program chair.

Reinstatement of the accused person's participation in the program and contact with the specific youth or youth in general is not a right. The district governor or their delegate may require any of a broad range of remedial actions or additional safeguards, or restrict or refuse future participation in youth programs, if deemed necessary to adequately protect youth or the integrity of the youth program.

District 7820 will document all accusations of inappropriate behavior and the actions taken to resolve the situation, so that patterns of inappropriate behavior are identified and addressed.