DISTRICT GUIDELINES

ADOPTION DATE

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Rotary District 7450 Guidelines

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Section 1 – District Officers

G1 District Governor

G1.a. Duties of District Governor

In addition to the duties prescribed by Rotary International Code of Policies (Code) [https://my.rotary.org/en/document/rotary-code-policies], the district governor is the President of the board of directors (board). The governor's responsibilities in that capacity are described in the District Bylaws. District related duties include performing other duties as may be required to administer the district.

G1.2 District governor-elect

G1.2.a Duties of District governor-elect

In addition to any duties prescribed by the Code, the governor-elect shall:

- Appoint a past district governor to serve as the District Trainer as well as the training committee to help the governor-elect conduct all training sessions prescribed by the Code.
- Not later than December 1, appoint assistant governors.
- Not later than January 1, appoint district Rotarians to fill vacant district committee chairs and positions on district committees.as required in the District Leadership Development Training Cycle.
- Hold training meeting(s) for club presidents-elect that would otherwise not take place at the Presidents-elect Training Seminar.
- Designate areas and super areas within the district, with the distribution of clubs in each area and super area being as equal as possible. The clubs in each area and super area should be reasonably contiguous to each other.
- Perform other duties as may be required to administer the district.
- Attend the Zone Institute and the International Assembly with his/her partner.

G1.3 District Governor-nominee

G1.3.a. Duties of the Governor-nominee

In addition to any duties prescribed by the Code, governor-nominee shall:

- Attend the District Team Training Seminar.
- Insure that each district committee submits a strategic plan based on the committee responsibilities as defined in the District Guidelines prior to the District Assembly.
- Place those plans in the assigned file-sharing program.
- Monitor the progress of district Committees in implementing the strategic plan.
- Report the status of district committees to the Leadership Team quarterly.
- Assist the governor-elect in filling committee positions.
- Respond to the District governor-elect and District Governor's requests for assistance.
- Attend the Zone Institute with his/her partner.

G1.4 District Governor-nominee designate

The governor-nominee shall be known as the governor-nominee designate from the date of the selection is confirmed until July 1 after which date the governor shall become governor-nominee. When the governor-nominee designate is confirmed, he/she will be assigned these tasks in cooperation with the governor-nominee as a training procedure.

SECTION 2 - Club and District Support Position(s)

G2 Responsibilities of the Club & District Support positions

Provide support to district leadership, staff, committees, clubs and Rotarians as requested. Suggested responsibilities may include (it being the intention that this description is partial and intended to evolve):

- Maintain files of all district assistant governors, district committee appointees and terms and vacancies in the district database and district events records and report status to the governor on an ongoing basis
- Serve as district photographer and maintain historical photographic records
- Help prepare the district directory (print and/or online)
- Prepare district newsletter and notices
- Maintain an updated list of district supplies and equipment and maintain them in good condition and track their distribution
- Respond to inquiries from Rotarians
- Assist district Rotarians with registration for district and other events as requested
- Participate in district activities and training as requested
- Handle routine correspondence, phone calls, e-mail, faxes, and special mailings as requested
- Perform other duties as requested.

This position description will be reviewed semi-annually.

SECTION 3 – Assistant Governors

G3. a. Appointment of Assistant Governor

The governor-elect, in consultation with the governor and governor-nominee, shall appoint a past club president to serve as assistant governor for each area.

G3.b Qualifications of Assistant Governors

Assistant governors shall have the following qualifications:

- Be an active club member in good standing of a district club
- Have served as club president for a full term.
- Have demonstrated outstanding performance as a Club President.
- Have the potential for continued leadership in district positions.
- Have not served as a district governor.

G3.c Duties of Assistant Governors

This position is to be performed in accordance with the District Leadership Plan specified in the Code.

G3.d Term of Office

The assistant governor shall serve for a one year term renewable annually for 3 years with a limit of three consecutive terms.

SECTION 4 - Representative to the Rotary International Council on Legislation

G4.a Selection and Nomination Qualifications
The representative and alternate to the Rotary International Council on Legislation (COL) shall be selected by the district nominating committee in accordance with procedures described in the Code and shall perform their responsibilities as described in the Code.

G4.b. Responsibilities
Other than those duties prescribed in the Code, the COL representative serves as chair of the Bylaws and Legislation Committee and shall provide an opportunity for district clubs to express their opinions on the proposed enactments and resolutions to be submitted by the district for consideration by the COL. The COL representative shall prepare a summary of such proposals for consideration by the District Bylaws and Legislation Committee, which shall make recommendations with respect to proposed enactments and resolutions. The COL representative shall submit written reports on COL changes to the district and club officers.

SECTION 5 – Council of Governors

G5.a. Purpose
The purpose of the Council of Governor's (COG) is to advise and assist the governor in ways that do not diminish the governor's responsibilities or authority. The governor shall consider the advice of the council on matters brought before it.

G5.b. Membership and Meetings
The Rotary District 7450 COG is comprised of all past governors residing within the district. The governor-elect shall appoint a past governor to serve as chair during the governor's year. The governor shall ensure that the COG is convened at least quarterly.

SECTION 6 – District Committees

G6.a. Committee Responsibilities, Appointments and Organization
The responsibilities of District Committees are described in the Code. The governor-elect, governor, governor-nominee, and Immediate past governor should work together to ensure continuity of leadership and succession planning. RI allows for both standing and ad hoc committees that constitute the District Leadership Plan.

G6.b. Appointment of Committee Chairs and Members
By January 1, the governor-elect shall appoint district Rotarians to committee chairs, subcommittee chairs, and expiring committee terms. If the District Rotary Foundation Committee chair is vacant or expiring, the Code requires that the governor-nominee and the governor-nominee designate approve the appointment. Subcommittee chairs shall be appointed in consultation with the committee chair. All appointments and vacancies shall be reported to the Board at a meeting and recorded in the minutes by the Club and District Support staff as provided in the Section 2 of the Guidelines. The governor may appoint Rotarians to complete unexpired terms in the event of a vacancy occurring during the year.

G6.c. Ex-Officio Members on District Committees
The governor, governor-elect, and the governor-nominee shall be voting ex-officio

members of all committees.

G6.d. Non-voting Members
Additional non-voting members may be added to any committee by the chair, with the approval of the governor, for a one-year term.

G6.e. Terms
The governor-elect shall appoint the chair of each committee for a one-year term, renewable annually up to 3 years except for the chairs of the District Rotary Foundation, Budget Review and Bylaws and Legislation Committees. District practice shall be to give consideration to the appointment of past governors as committee chairs. Committee members serve a term of one year renewable annually up to 3 years. Members who have served six consecutive one-year terms shall not be eligible to succeed themselves

G6.f. Responsibilities of Committee Chairs
Each committee chair shall organize the committee, including appointment of a secretary and treasurer as needed. The chair shall also ensure that all committee members are apprised of their respective duties and responsibilities.

G6.g. Annual Plan
By January 31st, each incoming committee chairman shall submit a plan of committee activities and an estimated budget, with spending plan and timing details for the Rotary year beginning July 1st to the governor-elect.

G6.h. Semi-Annual Report
Each chair shall submit a semi-annual report to the governor, governor-elect and governor- nominee. Any district committee which generates funds to promote its activities may retain a credit in the District budget. Any excess funds must be used in the ensuing year. However, any such funds not used in the ensuing year shall be returned to the general fund.

G6.i. Standing and Ad Hoc District Committees are shown in Appendix E

- Membership
- Finance (performed by the District Board of Directors and the District Budget Review Committee)
- District Nominating Committee
- Service
    - Community
    - International
    - Vocational
    - New Generations (Youth Service) including
    - Youth Exchange
    - Rotary Youth Leadership Awards (RYLA)
    - Interact
    - Rotaract
- Public Image
- District Conference

- The Rotary Foundation
- Convention Promotion
- District Training
- Bylaws and Legislation
- Online Communications

G6.j. Other Standing and Ad Hoc District Committees include:

G6.j.1. Budget Review Committee

G6.j.1.a. Purpose
This committee shall examine the accounts of the district treasurer and those of any committee or persons responsible for district funds, including the district conference and foundations. Committee members should be Rotarians with accounting and/or financial experience.

G6.j.1.b. Budget Review Committee Responsibilities
- Examine all appropriate accounts within 60 days after the end of the Rotary year.
- Prepare a report of procedures applied and related results for distribution by the treasurer to the Governor, Governor-Elect, Governor-Nominee, Past District Governors, and Club Presidents.
- An examination shall consist of the following procedures:
    - Vouch deposits and checks from books to related bank statements and cancelled checks.
    - Verify ending cash balances from reconciliations to books.
    - Vouch invoices and supporting documents to disbursement journals.
    - Test addition and cross-footing of records.
    - Trace account balances from receipts and disbursements to Treasurer's annual report.

The committee shall have discretion as to the number of procedures applied based on the results of such tests.

G6.j.2. Bylaws and Legislation Committee

G6.j.2.a. Purpose
This committee, under the governor's direction, shall oversee the preparation, review and adoption of bylaws and guideline amendments and proposed COL legislation.

G6.j.2.b. Responsibilities
- The committee shall entertain and propose amendments to the district bylaws and legislation proposed for COL consideration tendered by any club member. The committee shall then provide for the adoption of any amendment to the bylaws as provided in the bylaws or any proposed COL legislation at the business meeting held at the district conference or ballot by mail as provided in the Rotary International Bylaws.
- The committee shall propose amendments to the district guidelines and shall entertain and consider any amendment to the guidelines proposed by any club member. The

committee shall submit any proposed amendment to the guidelines to the governor, governor-elect, and governor nominee for their approval.

- The committee shall publicize action taken on any bylaws or guidelines amendment(s) or COL resolutions to the clubs.

G6.j.2.c. Bylaws and Legislation Committee Members
The committee shall consist of five (5) Rotarians appointed by the governor. The COL representative shall be chair of the committee for a 3-year period. That person also serves as the District Recorder of Resolutions.

G6.j.3. District Conference Committee

G6.j.3.a. Committee Purpose and Responsibilities
The Committee members shall be appointed by the governor-elect for the next Rotary year. This committee shall plan and conduct the annual district conference as described in the Code.

G6.j.3.b Date
The annual district conference shall be held not earlier than 1 September nor later than 31 May, provided the dates selected shall conflict with those selected for the zone institute, district assembly, the International Assembly, the Council on Legislation, or the Rotary International. Convention

G6.j.3.c. Registration Fee
Each club in the district shall guarantee a registration of 30% of its membership including Rotarians or partners. The district treasurer, as soon as possible after the close of the conference, shall bill all clubs who have not fulfilled the required 30% registration guarantee a sum agreed upon by the Board.

G6.j.3.d. Deficits
Should the cost of the district conference result in the expenditures exceeding the receipts, in spite of the best planning on the part of the district governor, such deficit shall be paid out of district funds or by other means approved by the Board.

G6.j.3.e. Financial Statement
The district conference committee shall submit a financial statement of the district conference to the governor for distribution or publication by him/her to every Rotary club in District 7450 as soon as practicable after the close of the district conference, but not later than 90 days after the end of the Rotary year.

G6.j.4. Online Communications Committee

G6.j.4.a. Purpose
This committee shall maintain all the district social media and the district and club database and help district clubs do the same.

G6.j.5. Nominating Committee

G6.j.5.a. Purpose
This committee oversees the nominating process to select the governor-elect, the COL representative and the at- large representatives on the Board. The committee shall perform its responsibilities as described in the Code.

G.6.j.5.b. Members and Procedures
The members and procedures of this committee are described in Section 5.1 and Section 4.2.5 of the district bylaws.

G6.j.6. District Trainer (Trainer) and Training Committee

G6.j.6.a. Qualifications
The trainer must be a district Rotarian in good standing with preference being given to a past governor. The core training team shall be comprised of the governor-elect, governor-nominee, trainer and past governors appointed by the governor-elect. Additional resource team members may be appointed as needed.

G6.j.6.b Duties of the Trainer
The trainer and training committee shall perform their responsibilities as described in the Code. The District Training Assembly that shall be held after the International Assembly, and preferably before 31 May. The date selected must not conflict with the International Convention. The assembly is to provide Rotary instruction, information and motivation to the incoming presidents, secretaries and other club leaders regarding their responsibilities and opportunities for service.

G6.j.7. District Representative to the Rotary Leadership Institute

G6.j.7.a. Selection and Qualifications
The governor-elect shall appoint a qualified Rotarian to serve as the District Representative to the Rotary Leadership Institute for a 1-year term. The representative shall be eligible for five (5) additional 1-year terms.
G6.j.7.b. Responsibilities and Duties
The district representative to the Rotary Leadership Institute (RLI) shall promote attendance by district Rotarians at RLI training sessions, work with the regional vice chair of the institute to locate and coordinate training sites and shall attend the annual meeting of the institute. The representative shall encourage past district governors and other qualified Rotarians in the district to serve as faculty members.

G6.j.8. Membership Committee

G6.j.8.a. Purpose and Responsibilities
This committee shall perform the responsibilities as described in the Code.

G6.j.9. Public Relations Committee

G6.j.9.a Purpose and Responsibilities
This committee shall perform the responsibilities as described in the Code.

G6.j.10. Service Committee
This committee and its subcommittees shall perform the responsibilities as described in the Code. The District Rotaract Representative (DRR) shall be a member of a district Rotaract club elected to serve on this committee and shall be a voting member.

G6.j.11. Rotary Youth Leadership Awards (RYLA) Subcommittee

G6.j.11.a. Purpose
This committee shall recruit high school sophomores who have been identified as potential leaders to attend the annual seminar. The committee, consisting of Rotarians and Rotaractors, shall plan and conduct a training seminar that includes Rotaractor participants to promote development of leaders among attendees by enabling them to exchange ideas, explore career paths, discuss social problems, design service projects and to work together.

G6.j.12. Youth Exchange Subcommittee

G6.j.12.a .Purpose
This committee shall perform the responsibilities as described in the Code. In addition, this committee shall:

- Arrange for district orientations, socials, and for presentations to clubs and district meetings.
- Know and abide by Rotary International and the district youth protection policy.
- Maintain membership in and a current working relationship with the Eastern States Student Exchange (ESSEX).

G6.j.13. District Rotary Foundation Committee (DRFC)

G6.j.13.a. Purpose

- This committee serves as the liaison between The Rotary Foundation of Rotary International (TRF), the district, and member clubs in the district by assisting the governor and the member clubs in carrying out the activities of The Rotary Foundation. The committee shall perform the responsibilities described in the Code

G6.j.13.b.DRFC Sub-committee Chairs
Chairs of the sub-committees and other members are appointed annually by the governor-elect in consultation with the District Rotary Foundation Chair. The Chairs of the sub-committees shall serve as DRFC members, however, members of the sub-committees may in some cases be non-DRFC members. The duties and responsibilities of the sub-committees shall be as stated in the Rotary Foundation Committee Manual (Lead Your District).

SECTION 7: The Council on Legislation (COL)

G7.1. Selection of District Representative and Alternate
The Rotary International Bylaws states that the district's representative and alternate to the COL "should be selected by a nominating committee procedure "but does provide for selection at a district conference or by ballot by mail. If the governor chooses to hold a business meeting as part of the district conference to select the COL representative and alternate, the voting procedure described in the Rotary International Bylaws applies.

G7.2. Legislation
Any club or district can propose legislation to be considered by the COL as described in the Code.

G7.2. Parliamentary Authority
The meeting shall be conducted according to Roberts Rules of Order. These Rules of Order shall not be suspended, added to, or amended except by a two-thirds (2/3) vote of those present and entitled to vote.

Section 8: Process to Amend District Guidelines

G8.1. District Guidelines Amendments
The district bylaws and legislation committee shall meet annually to review these guidelines. They shall further consider any amendment proposed by any club member. The committee shall submit any recommended amendment to the guidelines to the Board for approval.

G8.2. The committee shall publicize action taken on any guidelines amendment(s) to the district clubs.

Section 9: Appendices

G9.1. The Appendices attached (Youth Protection Policy, Reimbursement Policy, Harassment Policy, Social Media Engagement Policy) hereto shall be considered part of these Guidelines and shall be enforced by appropriate actions of the District Governor and the Board of Directors. The Organizational Chart shall be updated as needed by the District Governor or District Governor Elect as appropriate



District Secretary
Adopted May 22, 2019

Appendix A

DISTRICT 7450 YOUTH PROTECTION POLICY

(The following Youth Protection Policy shall be distributed annually to each club President-Elect to ensure compliance and receive each club's acknowledgement of receipt of said Policy.)

District 7450 is dedicated to developing and implementing an effective youth protection policy which demonstrates our District's commitment to protecting Rotary youth program participants. This document provides a basic framework for the District's policy for all youth programs. The sections in italics follow International Rotary's certification requirements for Rotary Youth Exchange.

Section 1. Statement of Conduct for Working with Youth

The District 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.

Section 2. Definitions

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

For Youth Exchange, volunteers include, among others, club and District Youth Exchange officers and committee members; Rotarian counselors; 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

Section 3. Incorporation and Liability Insurance

The District is a legal entity formed under the laws of the Commonwealth of Pennsylvania and is associated with but is separate from that legal entity known as Rotary International ("RI").

RI carries liability insurance with appropriate coverage and policy limits and the District is a named insurer thereunder. These policies protect the District from various third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers and provide other coverages as specified therein.

Section 4. Club Compliance

The District Governor is responsible for supervision and control of all youth activities in the District, including those associated with RYLA, Interact, Rotaract, RotaKids and Rotary Youth Exchange. The District will monitor all participating clubs and ensure that they comply with youth protection and Rotary Youth Exchange certification requirements.
All District 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 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 (rape 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.

Section 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.

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.

All Youth Exchange Rotarian and non-Rotarian volunteers that have 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

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
    - 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

Note: 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.

Youth Exchange students must be appointed a Rotarian counselor who meets the criteria for all volunteers. Also:

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

Section 6. Participant Selection and Screening

All students interested in the District 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.

Section 7. Training

District and member clubs may provide youth-protection training and information on youth programs. A Youth Protection Officer or other qualified Rotarian appointed by the District Governor will conduct the training sessions.

The District Youth Exchange program must provide youth-protection training and information to all students and volunteers. A Youth Protection Officer or other qualified Rotarian appointed by the District Governor will conduct the training sessions. Specifically, the District 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 counselors
    - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events
    - Host families
    - Students (outbound and inbound)
- Maintain records of participation to ensure compliance

Section 8. Allegation Handling and Follow-Through

The District takes all allegations of abuse or harassment seriously and will handle them in accordance with the 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.

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

Section 9. Travel by Youth

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

For all youth travel sponsored by the District 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 150 miles, or 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 the travel of Youth Exchange students outside their host communities, either with their host families or to attend Rotary events, the District 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 the District in advance
- Obtain written permission from the parents or legal guardians for travel outside of the local host community
- Provide parents or legal guardians details about the trip, including locations, accommodations, itineraries, and the organizer's contact information

10. District Youth Exchange Administration

The District 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.
- Store participant and volunteer records securely under the supervision of the District Secretary for five years after participation, in accordance with all applicable privacy laws.
- Provide each student a list of local services (rape 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 counselor, host club president, host District Youth Exchange chair, and District Governor
    - For outbound students: Rotarian counselor, 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 counselor — 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 multiple 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.
- Request a monthly 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.

Section 11. Rotary International's Statement of Conduct for Working with Youth

Rotary International 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. (Adopted by the RI Board of Directors, November 2006)

Appendix B

District 7450 Reimbursement Policy

Most Rotarians donate normal or local expenses as part of their contributions to the activities. Other expenses may be reimbursed with prior approval by the governor. The Board of Directors will make annual reviews and set rates as appropriate.

Reasonable and proper expenses incurred in the performance of duties are reimbursed upon approval and in accordance with RI Travel Policy (https://my.rotary.org/en/document/rits-rotary-international-service-travel-policy) as follows:

- Travel mileage: reimbursement shall be set annually by the Board of Directors with consideration given to the RI travel rate
- Lodging: Reimbursable rate will be based upon standard room (double occupancy)
- Meals: Reimbursable only on overnight stays in accordance with RI Travel policy
- Alcoholic beverages: No reimbursement allowed except for MAPETS Hospitality Suite wine and beer
- Telephone, Fax: At cost
- Postage: At cost
- Printing/Photography: At cost
- Other costs as approved by the governor.
- Reimbursement shall be made to the District Governor net of any reimbursement from Rotary International.

Partner. Partner expenses are **not** normally reimbursed unless attendance is expected and/or requested by the governor. Chairs may request prior approval from the 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 may be reimbursed if not incurred by the club.

Governor's Expenses: District funds may be used to reimburse the governor's expenses for club visits that are not reimbursed by Rotary International as provided in the budget approved by the district clubs.

President-Elect Training Seminar (PETS): District funds may be used to reimburse hotel, meal and registration costs incurred by the governor-elect, governor-nominee, governor- nominee designate, assistant governors, District Trainer and other special delegates attending PETS as may be determined appropriate by the governor-elect as provided in the budget approved by the district clubs. District funds may be used to reimburse the Governor-Elect for all Hospitality Suite expenditures including beer and wine.

Zone Institute: District funds may be used to reimburse cost for travel (including air travel) by the lowest possible fare on a scheduled airline (or equivalent), registration, official meals and lodging to attend the Zone Institute incurred by the governor, and governor-elect and their partners. If the Governor Nominee Advanced Training Seminar is conducted in conjunction with the institute, the costs for necessary

expenses incurred by the DGN and partner will also be reimbursed as provided in these policies.

Governor-elect Training (GETS) and Governor-Nominee Advanced Training (GNATS): District funds will be used to reimburse the costs incurred by the governor-elect and governor-nominee and their partners to attend GETS and GNATS where such expenses are not reimbursed directly by RI.

International Assembly: District funds may **not** be used to reimburse the costs incurred by the DGE or partner to attend the International Assembly since the costs are reimbursed by Rotary International. District funds may be used for exchange gifts with other participants, personal cards or transportation of personal items. A limit for such expenditures shall be contained in the budget approved by the President-Elects

International Convention: District funds shall be used to reimburse the actual costs incurred by the governor-elect and partner to attend the International Convention immediately preceding the governor-elect's term of office as governor. District funds may be used to reimburse the expenses incurred by the governor and partner to attend the International Convention of their year. Reimbursable costs include lowest possible fare on a scheduled airline or equivalent, registration, hotel room (equivalent to the Convention Headquarters location), and official meal functions.

Meals and Registrations at District Events other than the District Conference: Meal, hotel, travel and registration costs may be covered by District funds for the DG and partner at any District sponsored event. The District does not cover Alcoholic beverages.

Meals and Registrations (District Conference): Meal and registration costs of the DG and partner, and the Conference Chair and partner, may be covered by District funds. Complimentary hotel and hospitality rooms should be made available to the DG, the Conference Chair, Aide for the R. I. Representative and their partners. Refreshment costs for the DG's receptions should not be covered by the District budget. A budget item should be set up to cover the costs of the District conference. Costs chargeable to this item should include hotel and meal costs and registration fees of the R. I. President's personal representative and partner. Included, also, should be room, meal and gift costs to speakers. R. I. discourages the practice of paying stipends to conference speakers from District funds although such expenditures may be covered by conference fees. An override may be added to meal costs. This amount plus registration fees and an item in the DG's budget should cover the conference costs.

Global Grant Scholars, Peace Fellows and Vocational Training Team (VTT) Expenses at District Events: Subject to review and approval by the governor and District Conference Chair (if applicable), hotel and scheduled meal costs of incoming and outgoing Rotary Scholars and VTT members (visiting and local) attending the District conference shall be part of the conference expense. VTT chair expenses shall be submitted to the Rotary Foundation for reimbursement. Youth Exchange expenses may be part of the conference expense.

Gifts: A budget allocation not to exceed $400.00 should be created to allocated to purchase gifts for district officers, committee chairs, and others who have been particularly helpful to the governor.

Budget Line Item Overages. Budget line expenditures that exceed the amount allocated in the district budget must be approved by the Board.

GOVERNOR(S) AND ASSISTANT GOVERNOR(S) EXPENSES

- Expenses incurred by the governor(s) and assistant governor(s) will not be charged to a committee budget without the prior approval of the committee chair
- The governor(s) and assistant governor(s) have their own travel/expense budgets
- The committee may choose to fund some of the expenses out of the committee budget when the governor(s) and assistant governor(s) is/are invited to participate.

COMMITTEE REIMBURSEMENT PROCEDURE

- Committee members, COL and RLI representative's expenses are allocated in the district budget.
- Committee members must send their requests to their committee chair for approval. The Committee chairs shall approve or modify the request and send it to the District Governor for final approval.

All expense reimbursement requests must be submitted to the District Treasurer within Sixty (60) days of the date on which the expense was incurred, and must indicate the budget account against which the expense should be charged. The expenses incurred during the month of June must be submitted by August 15 of the same calendar year. All expenses submitted beyond this deadline must be submitted to the District Board for approval along with an explanation of the special circumstances which caused the delay.

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

ALL OF THE ABOVE LISTED REIMBURSABLE EXPENSES ARE ADDITIONALLY SUBJECT TO THE REQUIREMENT THAT THEY MUST NOT EXCEED THE AMOUNT BUDGETED FOR THAT PURPOSE IN THE APPROVED DISTRICT BUDGET FOR THE APPLICABLE FISCAL YEAR ABSENT BOARD APPROVAL.

Appendix C

District 7450 Harassment Policy

It is the goal of District 7450 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 governor will make every reasonable effort to ensure that no member or associate is subjected to such behavior in the context of Rotary activities and the District will take appropriate action if such behavior occurs.

The District harassment policy applies to all members of Rotary clubs in District 7450 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 incident or suspected incident should be reported to the governor and will be investigated quickly and thoroughly.

Specific required actions are enumerated in the Harassment and Abuse Protocol, Appendix D, of the Rotary International Manual of Procedure.

APPENDIX D

District 7450 Social Media Engagement Policy

Purpose

Rotary District 7450 embraces the use of social media to and encourage our members to use their personal social media to share information about Rotary with friends and communities. Personal social media is defined as all currently recognized tools including, but not limited to social networking sites, video and photo sharing websites, micro blogging sites, weblogs, forums and discussion boards, online encyclopedias and any other web sites that allow individual users or companies to use simple publishing tools. This policy applies to all District 7450 Rotary clubs and the members of those clubs.

The following guidance policy is intended to better inform members who use their personal social media to promote their club and Rotary about ways to do that to ensure that the Rotary message is delivered in an appropriate and effective manner.

These social media messaging guidelines set forth these three principles:

- Representation: Be clear about who you are representing
- Responsibility: Take responsibility for ensuring that any references to Rotary are factually correct and accurate and do not breach confidentiality requirements
- Respect: Show respect for the individuals and communities with which you interact.

These principles apply when you represent Rotary on social media platforms and are using a social media platform for Rotary related matters and communication in a personal capacity or if you are officially charged with representing Rotary in social media. If you are discussing Rotary or Rotary business -related issues in your personal use of social media platforms, you are required to adhere to this policy.

Representation

For all personal media exchanges, Rotarians are required to identify themselves as a Rotary member, to state that they are not authorized to speak on Rotary's behalf and that any opinions stated are their own opinions.

Responsibility

Rotarians are personally responsible for the content of their posts online. In this context, they have a responsibility to:

- Ensure that any information about Rotary that they provide is factually accurate.
- Not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity, including about Rotary, its members, volunteers and partner organizations
- Think before posting and carefully consider the content from the perspective of potential readers.

Respect

- Be respectful of Rotary, District 7450, its clubs and members, partners and communities in everything you post online
- Be polite and respectful of other opinions, even in times of heated discussion and debate
- Respect copyright, privacy and other applicable laws when publishing on social media platforms.

APPENDIX E

District 7450 Organization Chart

To Be Updated Annually

DISTRICT GUIDELINES

Rotary District 7450 Guidelines

ADOPTION DATE

July 1, 2019

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Section 1 – District Officers

G1 District Governor

G1.a. Duties of District Governor
In addition to the duties prescribed by Rotary International Code of Policies (Code) [https://my.rotary.org/en/document/rotary-code-policies], the district governor is the President of the board of directors (board). The governor's responsibilities in that capacity are described in the District Bylaws. District related duties include performing other duties as may be required to administer the district.

G1.2 District governor-elect

G1.2.a Duties of District governor-elect
In addition to any duties prescribed by the Code, the governor-elect shall:

- Appoint a past district governor to serve as the District Trainer as well as the training committee to help the governor-elect conduct all training sessions prescribed by the Code.
- Not later than December 1, appoint assistant governors.
- Not later than January 1, appoint district Rotarians to fill vacant district committee chairs and positions on district committees.as required in the District Leadership Development Training Cycle.
- Hold training meeting(s) for club presidents-elect that would otherwise not take place

at the Presidents-elect Training Seminar.

- Designate areas and super areas within the district, with the distribution of clubs in each area and super area being as equal as possible. The clubs in each area and super area should be reasonably contiguous to each other.
- Perform other duties as may be required to administer the district.
- Attend the Zone Institute and the International Assembly with his/her partner.

G1.3 District Governor-nominee

G1.3.a. Duties of the Governor-nominee

In addition to any duties prescribed by the Code, governor-nominee shall:

- Attend the District Team Training Seminar
- Insure that each district committee submits a strategic plan based on the committee responsibilities as defined in the District Guidelines prior to the District Assembly;
- Place those plans in the assigned file-sharing program;
- Monitor the progress of district Committees in implementing the strategic plan;
- Report the status of district committees to the Leadership Team quarterly;
- Assist the governor-elect in filling committee positions
- Respond to the District governor-elect and District Governor's requests for assistance,
- Attend the Zone Institute with his/her partner.

G1.4 District Governor-nominee designate

The governor-nominee shall be known as the governor-nominee designate from the date of the selection is confirmed until July 1 after which date the governor shall become governor-nominee. When the governor-nominee designate is confirmed, he/she will be assigned these tasks in cooperation with the governor-nominee as a training procedure.

SECTION 2 - Club and District Support Position(s)

G2 Responsibilities of the Club & District Support positions

Provide support to district leadership, staff, committees, clubs and Rotarians as requested. Suggested responsibilities may include (it being the intention that this description is partial and intended to evolve):

- Maintain files of all district assistant governors, district committee appointees and terms and vacancies in the district database and district events records and report status to the governor on an ongoing basis
- Serve as district photographer and maintain historical photographic records
- Help prepare the district directory (print and/or online)
- Prepare district newsletter and notices
- Maintain an updated list of district supplies and equipment and maintain them in good condition and track their distribution
- Respond to inquiries from Rotarians
- Assist district Rotarians with registration for district and other events as requested
- Participate in district activities and training as requested
- Handle routine correspondence, phone calls, e-mail, faxes, and special mailings as requested
- Perform other duties as requested.

This position description will be reviewed semi-annually.

SECTION 3 – Assistant Governors

G3. a. Appointment of Assistant Governor
The governor-elect, in consultation with the governor and governor-nominee, shall appoint a past club president to serve as assistant governor for each area.

G3.b Qualifications of Assistant Governors
Assistant governors shall have the following qualifications:

- Be an active club member in good standing of a district club
- Have served as club president for a full term.
- Have demonstrated outstanding performance as a Club President.
- Have the potential for continued leadership in district positions.
- Have not served as a district governor.

G3.c Duties of Assistant Governors
This position is to be performed in accordance with the District Leadership Plan specified in the Code.

G3.d Term of Office
The assistant governor shall serve for a one year term renewable annually for 3 years with a limit of three consecutive terms.

SECTION 4 - Representative to the Rotary International Council on Legislation

G4.a Selection and Nomination Qualifications
The representative and alternate to the Rotary International Council on Legislation (COL) shall be selected by the district nominating committee in accordance with procedures described in the Code and shall perform their responsibilities as described in the Code.

G4.b. Responsibilities
Other than those duties prescribed in the Code, the COL representative serves as chair of the Bylaws and Legislation Committee and shall provide an opportunity for district clubs to express their opinions on the proposed enactments and resolutions to be submitted by the district for consideration by the COL. The COL representative shall prepare a summary of such proposals for consideration by the District Bylaws and Legislation Committee, which shall make recommendations with respect to proposed enactments and resolutions. The COL representative shall submit written reports on COL changes to the district and club officers.

SECTION 5 – Council of Governors

G5.a. Purpose
The purpose of the Council of Governor's (COG) is to advise and assist the

governor in ways that do not diminish the governor's responsibilities or authority. The governor shall consider the advice of the council on matters brought before it.

G5.b. Membership and Meetings
The Rotary District 7450 COG is comprised of all past governors residing within the district. The governor-elect shall appoint a past governor to serve as chair during the governor's year. The governor shall ensure that the COG is convened at least quarterly.

SECTION 6 – District Committees

G6.a. Committee Responsibilities, Appointments and Organization
The responsibilities of District Committees are described in the Code. The governor-elect, governor, governor-nominee, and Immediate past governor should work together to ensure continuity of leadership and succession planning. RI allows for both standing and ad hoc committees that constitute the District Leadership Plan.

G6.b. Appointment of Committee Chairs and Members
By January 1, the governor-elect shall appoint district Rotarians to committee chairs, subcommittee chairs, and expiring committee terms. If the District Rotary Foundation Committee chair is vacant or expiring, the Code requires that the governor-nominee and the governor-nominee designate approve the appointment. Subcommittee chairs shall be appointed in consultation with the committee chair. All appointments and vacancies shall be reported to the Board at a meeting and recorded in the minutes by the Club and District Support staff as provided in the Section 2 of the Guidelines. The governor may appoint Rotarians to complete unexpired terms in the event of a vacancy occurring during the year.

G6.c. Ex-Officio Members on District Committees
The governor, governor-elect, and the governor-nominee shall be voting ex-officio members of all committees.

G6.d. Non-voting Members
Additional non-voting members may be added to any committee by the chair, with the approval of the governor, for a one-year term.

G6.e. Terms
The governor-elect shall appoint the chair of each committee for a one-year term, renewable annually up to 3 years except for the chairs of the District Rotary Foundation, Budget Review and Bylaws and Legislation Committees. District practice shall be to give consideration to the appointment of past governors as committee chairs. Committee members serve a term of one year renewable annually up to 3 years. Members who have served six consecutive one-year terms shall not be eligible to succeed themselves

G6.f. Responsibilities of Committee Chairs
Each committee chair shall organize the committee, including appointment of a secretary and treasurer as needed. The chair shall also ensure that all committee members are apprised of their respective duties and responsibilities.

G6.g. Annual Plan
By January 31st, each incoming committee chairman shall submit a plan of committee activities and an estimated budget, with spending plan and timing details for the Rotary year beginning July 1st to the governor-elect.

G6.h. Semi-Annual Report
Each chair shall submit a semi-annual report to the governor, governor-elect and governor- nominee. Any district committee which generates funds to promote its activities may retain a credit in the District budget. Any excess funds must be used in the ensuing year. However, any such funds not used in the ensuing year shall be returned to the general fund.

G6.i. Standing and Ad Hoc District Committees are shown in Appendix E

- Membership
- Finance (performed by the District Board of Directors and the District Budget Review Committee)
- District Nominating Committee
- Service
    - Community
    - International
    - Vocational
    - New Generations (Youth Service) including
    - Youth Exchange
    - Rotary Youth Leadership Awards (RYLA)
    - Interact
    - Rotaract
- Public Image
- District Conference
- The Rotary Foundation
- Convention Promotion
- District Training
- Bylaws and Legislation
- Online Communications

G6.j. Other Standing and Ad Hoc District Committees include:

G6.j.1. Budget Review Committee

G6.j.1.a. Purpose
This committee shall examine the accounts of the district treasurer and those of any committee or persons responsible for district funds, including the district conference and foundations. Committee members should be Rotarians with accounting and/or financial experience.

G6.j.1.b. Budget Review Committee Responsibilities

- Examine all appropriate accounts within 60 days after the end of the Rotary year.

- Prepare a report of procedures applied and related results for distribution by the treasurer to the Governor, Governor-Elect, Governor-Nominee, Past District Governors, and Club Presidents.
- An examination shall consist of the following procedures:
    - Vouch deposits and checks from books to related bank statements and cancelled checks.
    - Verify ending cash balances from reconciliations to books.
    - Vouch invoices and supporting documents to disbursement journals.
    - Test addition and cross-footing of records.
    - Trace account balances from receipts and disbursements to Treasurer's annual report.

The committee shall have discretion as to the number of procedures applied based on the results of such tests.

G6.j.2. Bylaws and Legislation Committee

G6.j.2.a. Purpose
This committee, under the governor's direction, shall oversee the preparation, review and adoption of bylaws and guideline amendments and proposed COL legislation.

G6.j.2.b. Responsibilities

- The committee shall entertain and propose amendments to the district bylaws and legislation proposed for COL consideration tendered by any club member. The committee shall then provide for the adoption of any amendment to the bylaws as provided in the bylaws or any proposed COL legislation at the business meeting held at the district conference or ballot by mail as provided in the Rotary International Bylaws.
- The committee shall propose amendments to the district guidelines and shall entertain and consider any amendment to the guidelines proposed by any club member. The committee shall submit any proposed amendment to the guidelines to the governor, governor-elect, and governor nominee for their approval.
- The committee shall publicize action taken on any bylaws or guidelines amendment(s) or COL resolutions to the clubs.

G6.j.2.c. Bylaws and Legislation Committee Members
The committee shall consist of five (5) Rotarians appointed by the governor. The COL representative shall be chair of the committee for a 3-year period. That person also serves as the District Recorder of Resolutions.

G6.j.3. District Conference Committee

G6.j.3.a. Committee Purpose and Responsibilities
The Committee members shall be appointed by the governor-elect for the next Rotary year. This committee shall plan and conduct the annual district conference as described in the Code.

G6.j.3.b Date
The annual district conference shall be held not earlier than 1 September nor later than 31

May, provided the dates selected shall conflict with those selected for the zone institute, district assembly, the International Assembly, the Council on Legislation, or the Rotary International. Convention

G6.j.3.c. Registration Fee
Each club in the district shall guarantee a registration of 30% of its membership including Rotarians or partners. The district treasurer, as soon as possible after the close of the conference, shall bill all clubs who have not fulfilled the required 30% registration guarantee a sum agreed upon by the Board.

G6.j.3.d. Deficits
Should the cost of the district conference result in the expenditures exceeding the receipts, in spite of the best planning on the part of the district governor, such deficit shall be paid out of district funds or by other means approved by the Board.

G6.j.3.e. Financial Statement
The district conference committee shall submit a financial statement of the district conference to the governor for distribution or publication by him/her to every Rotary club in District 7450 as soon as practicable after the close of the district conference, but not later than 90 days after the end of the Rotary year.

G6.j.4. Online Communications Committee

G6.j.4.a. Purpose
This committee shall maintain all the district social media and the district and club database and help district clubs do the same.

G6.j.5. Nominating Committee

G6.j.5.a. Purpose
This committee oversees the nominating process to select the governor-elect, the COL representative and the at- large representatives on the Board. The committee shall perform its responsibilities as described in the Code.

G.6.j.5.b. Members and Procedures
The members and procedures of this committee are described in Section 5.1 and Section 4.2.5 of the district bylaws.

G6.j.6. District Trainer (Trainer) and Training Committee

G6.j.6.a. Qualifications
The trainer must be a district Rotarian in good standing with preference being given to a past governor. The core training team shall be comprised of the governor-elect, governor-nominee, trainer and past governors appointed by the governor-elect. Additional resource team members may be appointed as needed.

G6.j.6.b Duties of the Trainer

The trainer and training committee shall perform their responsibilities as described in the Code. The District Training Assembly that shall be held after the International Assembly, and preferably before 31 May. The date selected must not conflict with the International Convention. The assembly is to provide Rotary instruction, information and motivation to the incoming presidents, secretaries and other club leaders regarding their responsibilities and opportunities for service.

G6.j.7. District Representative to the Rotary Leadership Institute

G6.j.7.a. Selection and Qualifications
The governor-elect shall appoint a qualified Rotarian to serve as the District Representative to the Rotary Leadership Institute for a 1-year term. The representative shall be eligible for five (5) additional 1-year terms.

G6.j.7.b. Responsibilities and Duties
The district representative to the Rotary Leadership Institute (RLI) shall promote attendance by district Rotarians at RLI training sessions, work with the regional vice chair of the institute to locate and coordinate training sites and shall attend the annual meeting of the institute. The representative shall encourage past district governors and other qualified Rotarians in the district to serve as faculty members.

G6.j.8. Membership Committee

G6.j.8.a. Purpose and Responsibilities
This committee shall perform the responsibilities as described in the Code.

G6.j.9. Public Relations Committee

G6.j.9.a Purpose and Responsibilities
This committee shall perform the responsibilities as described in the Code.

G6.j.10. Service Committee
This committee and its subcommittees shall perform the responsibilities as described in the Code. The District Rotaract Representative (DRR) shall be a member of a district Rotaract club elected to serve on this committee and shall be a voting member.

G6.j.11. Rotary Youth Leadership Awards (RYLA) Subcommittee

G6.j.11.a. Purpose
This committee shall recruit high school sophomores who have been identified as potential leaders to attend the annual seminar. The committee, consisting of Rotarians and Rotaractors, shall plan and conduct a training seminar that includes Rotaractor participants to promote development of leaders among attendees by enabling them to exchange ideas, explore career paths, discuss social problems, design service projects and to work together.

G6.j.12. Youth Exchange Subcommittee

G6.j.12.a .Purpose
This committee shall perform the responsibilities as described in the Code. In addition, this committee shall:

- Arrange for district orientations, socials, and for presentations to clubs and district meetings.
- Know and abide by Rotary International and the district youth protection policy.
- Maintain membership in and a current working relationship with the Eastern States Student Exchange (ESSEX).

G6.j.13. District Rotary Foundation Committee (DRFC)

G6.j.13.a. Purpose

- This committee serves as the liaison between The Rotary Foundation of Rotary International (TRF), the district, and member clubs in the district by assisting the governor and the member clubs in carrying out the activities of The Rotary Foundation. The committee shall perform the responsibilities described in the Code

G6.j.13.b.DRFC Sub-committee Chairs
Chairs of the sub-committees and other members are appointed annually by the governor-elect in consultation with the District Rotary Foundation Chair. The Chairs of the sub-committees shall serve as DRFC members, however, members of the sub-committees may in some cases be non-DRFC members. The duties and responsibilities of the sub-committees shall be as stated in the Rotary Foundation Committee Manual (Lead Your District).

SECTION 7: The Council on Legislation (COL)

G7.1. Selection of District Representative and Alternate
The Rotary International Bylaws states that the district's representative and alternate to the COL "should be selected by a nominating committee procedure "but does provide for selection at a district conference or by ballot by mail. If the governor chooses to hold a business meeting as part of the district conference to select the COL representative and alternate, the voting procedure described in the Rotary International Bylaws applies.

G7.2. Legislation
Any club or district can propose legislation to be considered by the COL as described in the Code.

G7.2. Parliamentary Authority
The meeting shall be conducted according to Roberts Rules of Order. These Rules of Order shall not be suspended, added to, or amended except by a two-thirds (2/3) vote of those present and entitled to vote.

Section 8: Process to Amend District Guidelines

G8.1. District Guidelines Amendments

The district bylaws and legislation committee shall meet annually to review these guidelines. They shall further consider any amendment proposed by any club member. The committee shall submit any recommended amendment to the guidelines to the Board for approval.

G8.2. The committee shall publicize action taken on any guidelines amendment(s) to the district clubs.

Section 9: Appendices

G9.1. The Appendices attached (Youth Protection Policy, Reimbursement Policy, Harassment Policy, Social Media Engagement Policy) hereto shall be considered part of these Guidelines and shall be enforced by appropriate actions of the District Governor and the Board of Directors. The Organizational Chart shall be updated as needed by the District Governor or District Governor Elect as appropriate

Appendix A

DISTRICT 7450 YOUTH PROTECTION POLICY

(The following Youth Protection Policy shall be distributed annually to each club President-Elect to ensure compliance and receive each club's acknowledgement of receipt of said Policy.)

District 7450 is dedicated to developing and implementing an effective youth protection policy which demonstrates our District's commitment to protecting Rotary youth program participants. This document provides a basic framework for the District's policy for all youth programs. The sections in italics follow International Rotary's certification requirements for Rotary Youth Exchange.

Section 1. Statement of Conduct for Working with Youth

The District 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.

Section 2. Definitions

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

For Youth Exchange, volunteers include, among others, club and District Youth Exchange officers and committee members; Rotarian counselors; 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

Section 3. Incorporation and Liability Insurance

The District is a legal entity formed under the laws of the Commonwealth of Pennsylvania and is associated with but is separate from that legal entity known as Rotary International ("RI").

RI carries liability insurance with appropriate coverage and policy limits and the District is a named insurer thereunder. These policies protect the District from various third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers and provide other coverages as specified therein.

Section 4. Club Compliance

The District Governor is responsible for supervision and control of all youth activities in the District, including those associated with RYLA, Interact, Rotaract, RotaKids and Rotary Youth Exchange. The District will monitor all participating clubs and ensure that they comply with youth protection and Rotary Youth Exchange certification requirements.
All District 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 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 (rape 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.

Section 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.

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.

All Youth Exchange Rotarian and non-Rotarian volunteers that have 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

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
  - 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

Note: 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.

Youth Exchange students must be appointed a Rotarian counselor who meets the criteria for all volunteers. Also:

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

Section 6. Participant Selection and Screening

All students interested in the District 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.

Section 7. Training

District and member clubs may provide youth-protection training and information on youth programs. A Youth Protection Officer or other qualified Rotarian appointed by the District Governor will conduct the training sessions.

The District Youth Exchange program must provide youth-protection training and information to all students and volunteers. A Youth Protection Officer or other qualified Rotarian appointed by the District Governor will conduct the training sessions. Specifically, the District 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 counselors
    - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events
    - Host families
    - Students (outbound and inbound)
- Maintain records of participation to ensure compliance

Section 8. Allegation Handling and Follow-Through

The District takes all allegations of abuse or harassment seriously and will handle them in accordance with the 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.

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

Section 9. Travel by Youth

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

For all youth travel sponsored by the District 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 150 miles, or 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 the travel of Youth Exchange students outside their host communities, either with their host families or to attend Rotary events, the District 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 the District in advance
- Obtain written permission from the parents or legal guardians for travel outside of the local host community
- Provide parents or legal guardians details about the trip, including locations, accommodations, itineraries, and the organizer's contact information

10. District Youth Exchange Administration

The District 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.
- Store participant and volunteer records securely under the supervision of the District Secretary for five years after participation, in accordance with all applicable privacy laws.
- Provide each student a list of local services (rape 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 counselor, host club president, host District Youth Exchange chair, and District Governor
    - For outbound students: Rotarian counselor, 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 counselor — 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 multiple 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.
- Request a monthly 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.

Section 11. Rotary International's Statement of Conduct for Working with Youth

Rotary International 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. (Adopted by the RI Board of Directors, November 2006)

Appendix B

District 7450 Reimbursement Policy

Most Rotarians donate normal or local expenses as part of their contributions to the activities. Other expenses may be reimbursed with prior approval by the governor. The Board of Directors will make annual reviews and set rates as appropriate.

Reasonable and proper expenses incurred in the performance of duties are reimbursed upon approval and in accordance with RI Travel Policy (https://my.rotary.org/en/document/rits-rotary-international-service-travel-policy) as follows:

- Travel mileage: reimbursement shall be set annually by the Board of Directors with consideration given to the RI travel rate
- Lodging: Reimbursable rate will be based upon standard room (double occupancy)
- Meals: Reimbursable only on overnight stays in accordance with RI Travel policy
- Alcoholic beverages: No reimbursement allowed except for MAPETS Hospitality Suite wine and beer
- Telephone, Fax: At cost
- Postage: At cost
- Printing/Photography: At cost
- Other costs as approved by the governor.
- Reimbursement shall be made to the District Governor net of any reimbursement from Rotary International.

Partner. Partner expenses are **not** normally reimbursed unless attendance is expected and/or requested by the governor. Chairs may request prior approval from the 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 may be reimbursed if not incurred by the club.

Governor's Expenses: District funds may be used to reimburse the governor's expenses for club visits that are not reimbursed by Rotary International as provided in the budget approved by the district clubs.

President-Elect Training Seminar (PETS): District funds may be used to reimburse hotel, meal and registration costs incurred by the governor-elect, governor-nominee, governor- nominee designate, assistant governors, District Trainer and other special delegates attending PETS as may be determined appropriate by the governor-elect as provided in the budget approved by the district clubs. District funds may be used to reimburse the Governor-Elect for all Hospitality Suite expenditures including beer and wine.

Zone Institute: District funds may be used to reimburse cost for travel (including air travel) by the lowest possible fare on a scheduled airline (or equivalent), registration, official meals and lodging to attend the Zone Institute incurred by the governor, and governor-elect and their partners. If the Governor Nominee Advanced Training Seminar is conducted in conjunction with the institute, the costs for necessary expenses incurred by the DGN and partner will also be reimbursed as provided in these policies.

Governor-elect Training (GETS) and Governor-Nominee Advanced Training (GNATS): District funds will be used to reimburse the costs incurred by the governor-elect and governor-nominee and their partners to attend GETS and GNATS where such expenses are not reimbursed directly by RI.

International Assembly: District funds may **not** be used to reimburse the costs incurred by the DGE or partner to attend the International Assembly since the costs are reimbursed by Rotary International. District funds may be used for exchange gifts with other participants, personal cards or transportation of personal items. A limit for such expenditures shall be contained in the budget approved by the President-Elects

International Convention: District funds shall be used to reimburse the actual costs incurred by the governor-elect and partner to attend the International Convention immediately preceding the governor-elect's term of office as governor. District funds may be used to reimburse the expenses incurred by the governor and partner to attend the International Convention of their year. Reimbursable costs include lowest possible fare on a scheduled airline or equivalent, registration, hotel room (equivalent to the Convention Headquarters location), and official meal functions.

Meals and Registrations at District Events other than the District Conference: Meal, hotel, travel and registration costs may be covered by District funds for the DG and partner at any District sponsored event. The District does not cover Alcoholic beverages.

Meals and Registrations (District Conference): Meal and registration costs of the DG and partner, and the Conference Chair and partner, may be covered by District funds. Complimentary hotel and hospitality rooms should be made available to the DG, the Conference Chair, Aide for the R. I. Representative and their partners. Refreshment costs for the DG's receptions should not be covered by the District budget. A budget item should be set up to cover the costs of the District conference. Costs chargeable to this item should include hotel and meal costs and registration fees of the R. I. President's personal representative and partner. Included, also, should be room, meal and gift costs to speakers. R. I. discourages the practice of paying stipends to conference speakers from District funds although such expenditures may be covered by conference fees. An override may be added to meal costs. This amount plus registration fees and an item in the DG's budget should cover the conference

costs.

Global Grant Scholars, Peace Fellows and Vocational Training Team (VTT) Expenses at District Events: Subject to review and approval by the governor and District Conference Chair (if applicable), hotel and scheduled meal costs of incoming and outgoing Rotary Scholars and VTT members (visiting and local) attending the District conference shall be part of the conference expense. VTT chair expenses shall be submitted to the Rotary Foundation for reimbursement. Youth Exchange expenses may be part of the conference expense.

Gifts: A budget allocation not to exceed $400.00 should be created to allocated to purchase gifts for district officers, committee chairs, and others who have been particularly helpful to the governor.

Budget Line Item Overages. Budget line expenditures that exceed the amount allocated in the district budget must be approved by the Board.

GOVERNOR(S) AND ASSISTANT GOVERNOR(S) EXPENSES

- Expenses incurred by the governor(s) and assistant governor(s) will not be charged to a committee budget without the prior approval of the committee chair
- The governor(s) and assistant governor(s) have their own travel/expense budgets
- The committee may choose to fund some of the expenses out of the committee budget when the governor(s) and assistant governor(s) is/are invited to participate.

COMMITTEE REIMBURSEMENT PROCEDURE

- Committee members, COL and RLI representative's expenses are allocated in the district budget.
- Committee members must send their requests to their committee chair for approval. The Committee chairs shall approve or modify the request and send it to the District Governor for final approval.

All expense reimbursement requests must be submitted to the District Treasurer within Sixty (60) days of the date on which the expense was incurred, and must indicate the budget account against which the expense should be charged. The expenses incurred during the month of June must be submitted by August 15 of the same calendar year. All expenses submitted beyond this deadline must be submitted to the District Board for approval along with an explanation of the special circumstances which caused the delay.

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

ALL OF THE ABOVE LISTED REIMBURSABLE EXPENSES ARE ADDITIONALLY SUBJECT TO THE REQUIREMENT THAT THEY MUST NOT EXCEED THE AMOUNT BUDGETED FOR THAT PURPOSE IN THE APPROVED DISTRICT BUDGET FOR THE APPLICABLE FISCAL YEAR ABSENT BOARD APPROVAL.

Appendix C

District 7450 Harassment Policy

It is the goal of District 7450 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 governor will make every reasonable effort to ensure that no member or associate is subjected to such behavior in the context of Rotary activities and the District will take appropriate action if such behavior occurs.

The District harassment policy applies to all members of Rotary clubs in District 7450 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 incident or suspected incident should be reported to the governor and will be investigated quickly and thoroughly.

Specific required actions are enumerated in the Harassment and Abuse Protocol, Appendix D, of the Rotary International Manual of Procedure.

APPENDIX D

District 7450 Social Media Engagement Policy

Purpose

Rotary District 7450 embraces the use of social media to and encourage our members to use their personal social media to share information about Rotary with friends and communities. Personal social media is defined as all currently recognized tools including, but not limited to social networking sites, video and photo sharing websites, micro blogging sites, weblogs, forums and discussion boards, online encyclopedias and any other web sites that allow individual users or companies to use simple publishing tools. This policy applies to all District 7450 Rotary clubs and the members of those clubs.

The following guidance policy is intended to better inform members who use their personal social media to promote their club and Rotary about ways to do that to ensure that the Rotary message is delivered in an appropriate and effective manner.

These social media messaging guidelines set forth these three principles:

- Representation: Be clear about who you are representing
- Responsibility: Take responsibility for ensuring that any references to Rotary are factually correct and accurate and do not breach confidentiality requirements
- Respect: Show respect for the individuals and communities with which you interact.

These principles apply when you represent Rotary on social media platforms and are using a social media platform for Rotary related matters and communication in a personal capacity or if you are officially charged with representing Rotary in social media. If you are discussing Rotary or Rotary business -related issues in your personal use of social media platforms, you are required to adhere to this policy.

Representation

For all personal media exchanges, Rotarians are required to identify themselves as a Rotary member, to state that they are not authorized to speak on Rotary's behalf and that any opinions stated are their own opinions.

Responsibility

Rotarians are personally responsible for the content of their posts online. In this context, they have a responsibility to:

- Ensure that any information about Rotary that they provide is factually accurate.
- Not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity, including about Rotary, its members, volunteers and partner organizations
- Think before posting and carefully consider the content from the perspective of potential readers.

Respect

- Be respectful of Rotary, District 7450, its clubs and members, partners and communities in everything you post online
- Be polite and respectful of other opinions, even in times of heated discussion and debate
- Respect copyright, privacy and other applicable laws when publishing on social media platforms.

APPENDIX E

District 7450 Organization Chart

To Be Updated Annually