*Note – these proposed provisions for a typical Rotary Club By-Laws have not been officially endorsed by Rotary International nor Rotary Florida PETS, and are mere suggestions of sample language offered by the presenter. It is expected that Rotary International will be revising the Suggested Rotary Club By-Laws to incorporate its recent (January 2019) revision to the Code of Policies after the conclusion of the 2019 Council on Legislation (expect to see Manual of Procedure revised documents in July to October of 2019).*

**ARTICLE \*\*
HARASSMENT**

**Section 1.** This club is committed to maintaining an environment that is free from any form of harassment. All members and individuals attending or participating in this club’s meetings, events or activities should expect an environment free of harassment, including unwelcome physical contact, advances, or comments. Members shall maintain an environment that promotes safety, courtesy, dignity and respect for all, reporting any suspected harassment, and ensuring non-retaliation.

**Section 2**. Harassment is broadly defined as any conduct, verbal or physical, that denigrates, insults or offends a person or group of persons, based on any specific characteristic, be it age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation, or gender identity.

**Section 3.** The club leadership shall promptly address any allegation, or observations, of inappropriate behavior, including harassment, and shall not retaliate against those making the allegation. All allegations of criminal behavior shall be referred to local law enforcement. *(If the Club has a grievance committee and process, the by-laws should reflect the allegation should be immediately referred to the grievance committee chairperson or any member of the committee qualified to investigate allegations of harassment, and then follow that process laid out in your by-laws. – see sample grievance committee language submitted)*

**Section 4.** Before submitting the matter to the club board, the President shall assign the allegation to a member who is qualified to investigate the allegation, understanding the sensitivities, confidentiality, and seriousness of the matter. Any information the President may have of prior conduct that may be pertinent to the current incident, shall be relayed to the investigating member. The President may ask the District Governor for assistance in appointing the investigating member from outside the club if deemed warranted. The investigating member shall take immediate action to contact both the accuser and accused, and anyone else with knowledge of the alleged incident, to gather the facts and document the events surrounding the allegation. The investigating member shall take all precautions to insure the privacy of those involved.

**Section 5.** If the investigating member is able to resolve the issue between the parties without any further action by the club board, the investigating member shall render a full and confidential report to the Club President (*option 1*, and the matter shall be closed.) (*option 2*, who shall use his or her sole discretion to either accept the report and settlement by the parties, or report the matter to the board for further action.) The investigating member shall make every effort to conduct and conclude the investigation and report within seven (7) to ten (10) days.

**Section 6.** If the investigating member is unable to resolve the issues between the parties without any further action by the club board, a full and complete confidential report of the allegation(s) and the facts discovered during the investigation shall be rendered, and a special board meeting shall be called by the club president for the full purpose of acting upon this matter. The investigating member shall make every effort to conduct and conclude the investigation and report within seven (7) to ten (10) days, and the special board meeting likewise to be called as soon as reasonably possible, typically within one week. The meeting shall not be open to any other club member, Rotarian, or member of the public without the express consent of the accused and the accuser.

**Section 7.** Both the accused and the accuser shall be invited to the special board meeting. The club president, after consultation with the investigating member, the accused and the accusing member, may decide to exclude the presence of both the accused and the accuser in the board meeting room at the same time if he or she feels it is in the best interest of all parties involved. Both the accused member and the accusing member shall be given a copy of the investigating member’s report prior to the special board meeting, and may present their own written report if so desired, and may make statements and take questions at the special board meeting. No one shall be compelled to answer any question. The board shall render a decision at that meeting, or at the conclusion of any adjournment taken for the purpose of more investigation, and may take any appropriate action as to the club’s policies or processes of conducting its meetings, events and activities, or against the accused member, or the accusing member if warranted, that is permissible under the provisions of the club’s charter, its by-laws, and the rules and regulations of the Rotary District and Rotary International, including, but not limited to suspension or revocation of membership*. (The procedural process may be more detailed if desired)*