

TOOLKIT: Launch your District Chapter

Mental Health Initiatives - Rotary Action Group

POPULATION

Rotary members interested in breaking stigma, raising awareness, and increasing access to prevention and treatment of mental disorders

FOCUS

Formalizes a relationship between your district and the global Rotary Action Group to better communicate needs, resources and to provide assistance with projects

OVERVIEW

Rotary members create a *District #### Chapter - Mental Health Initiatives Rotary Action Group* by:

- ✓ forming a district committee to promote mental health and wellness among members as well as the community
- ✓ editing the example Vision and Mission statements as desired by your district committee
- ✓ obtaining signatures from the District Governors current, Elect, and Nominee committing ongoing support
- ✓ adopting the bylaws as provided by Rotary International for Action Groups
- ✓ submitting the completed documents

After you are notified that your chapter application is approved, go to the 'Get Involved' tab within the website (RAGonMentalHealth.org), then to 'New Member Signup' and select Member Type = US \$50 District Chapter (bundled w/ up to 10 users). Your Zone and District will appear in the dropdown list. After you complete this stage your member application will be sent to the RAGMHI Chapter Coordinator for acceptance. Then, proceed to make your subscription payment. After your new Chapter payment is accepted, you will receive:

- the district chapter logo you are to use
- instructions how to edit your new District Chapter pages within the website
- an additional board director assigned by the Mental Health Initiatives Rotary Action Group

BENEFITS

- action groups are open to everyone in the community
- joint activities among members and chapters
- district chapter website provided within the global website with all functions plus your content
- assistance with Community Needs Assessment or grants
- assistance with localizing toolkit materials
- guidance on loading local resources (examples: referral; looking inward to self or club)
- coaching on projects by a Rotary Action Group Board Member or proven project mentor
- Chapter Bundles enable multiple members to be added at no additional cost

COST

US \$50 annually for District Chapter Membership for a bundle of 10 members

Recommended responsibilities of the District Chapter

- a) recruit mental health professionals from the community and members from the District who are experienced in relevant projects to assist clubs in community needs assessment and projects
- b) address the community needs identified in the assessment (perhaps as a club project)
- c) identify local resources and best practices and make them known in the district communities; publish these resources on your District Chapter website
- d) provide materials for events in the District and, if desired, speakers

TOOLKIT CONTENTS

- Signature form with example of *Vision* and *Mission* statements to edit with local priorities
- Rotary International bylaws for Rotary Action Groups and Chapters

CONTACT

Email RAGMHI Chapter Coordinator, Alan Turner at alanturner.rotary@gmail.com or your Regional Board contact:

- Asia (minus Japan, Korea, the Philippines, and Taiwan)
Rita Aggarwal rita.aggarwal@gmail.com
- Europe, Africa and the Middle East
Hauwa Abbas rotary@hauwaabbas.com
- The Americas, Japan, Korea, Oceania, Philippines, and Taiwan
PDG Bonnie Black bonblack@yahoo.com

APPLICATION CHECKLIST

Please ensure that the following documents are sent:

- Vision & Mission Statement, and DG Line signatures
- List of Chapter committee members, and Officers
- Chapter Bylaws

Please send to RAGMHI Chair – Bob Anthony at rwa1645@gmail.com
and copy RAGMHI Chapter Coordinator, Alan Turner at alanturner.rotary@gmail.com

The templates on the following pages are recommended to be used by the Chapter.

EXAMPLE *Vision statement, Mission Statement, and signature form*

Rotary District # # # # has formed a District Mental Health Committee comprised of Rotary and Rotaract member and asks to be recognized as the District # # # # Chapter of the Rotary Action Group – Mental Health Initiatives (RAGMHI). The Chapter will be formed under the guidelines of the Rotary Action Groups and approved by RAGMHI. Recognition as a chapter opens its membership to all, including members of the public. The Chapter members will work together to develop programs and initiatives to improve mental health and wellness in our community. (You may edit the Vision and Mission examples below as desired.)

Vision: To create and support opportunities for every Rotarian and every adult and child in our District to improve their mental health and wellness in order to lead a healthy, happy and productive life.

Mission:

- a. Normalize and destigmatize conversations around emotional well-being
- b. Raise awareness of mental health and wellness
- c. Promote practical interventions for prevention and earlier treatment

The current and future District Governors of District # # # # support the forming of this District Chapter and will provide ongoing support in the coming years. The District Governor line demonstrate their on-going support by their signatures on this document.

Current District Governor

Name1 Signature & Print

Date

District Governor Elect

Name2 Signature & Print

Date

District Governor Nominee

Name3 Signature & Print

Date

List of Director names (at least 5) and which Offices (at least 4) they hold, along with term dates in accordance with the RI bylaws for action groups (attached) as defined in articles IV and V

Director Name

Staggered Term Dates are suggested (1-6 years)

1

2

3

4

5

Other/s

Plus one additional member to your Board of Directors will assigned by the Mental Health Initiatives Rotary Action Group from their board (this director is typically designated by region).

Officer Name

Mobile Number

Email

Role

**Staggered
Term dates
(1-3 years)**

1

Chair

2

Secretary

3

Treasurer

4

Regional Representative
from RAGMHI board

Other/s

ROTARY ACTION GROUP ON MENTAL HEALTH INITIATIVES
BYLAWS FOR DISTRICT CHAPTERS

(Most of the content is based on the Rotary Action Groups Standard Bylaws)

ARTICLE I - NAME

Section 1.1. The name of this District Chapter of the Rotary Action Group shall be:

District # # # # Chapter – Mental Health Initiatives Rotary Action Group.

ARTICLE II - PURPOSE

Section 2.1. The purpose of this District Chapter Rotary Action Group shall be to build an association of Rotary members who are united to conduct international service projects and to encourage individual Rotary and Rotaract clubs to sponsor individual projects that advance the object of Rotary. Our group is committed to fostering international leadership, friendship, and service. We are action oriented. Our membership is composed of any community member who has expertise and/or a passion for being active in designing solutions, creating awareness, and executing international programs to increase mental health and help those with mental health challenges or illnesses.

The District Rotary Action Group shall operate in compliance with Rotary International's policies for Rotary Action Groups, but it shall not be an agency of, or controlled by, Rotary International.

ARTICLE III - MEMBERSHIP

Section 3.1. Membership in the District Chapter Rotary Action Group shall be open to any interested individual.

Section 3.2. Membership may be offered on an annual basis. Multi-year and/or lifetime memberships may be offered at the discretion of the District Chapter Rotary Action Group's Board of Directors.

Section 3.3 Membership may also be offered to Rotaract and Rotary clubs on an annual basis at the discretion of the District Chapter Rotary Action Groups' Board of Directors.

ARTICLE IV - BOARD OF DIRECTORS

Section 4.1. The District Chapter Rotary Action Group shall be governed by a Board of Directors with no fewer than five members. The number of directors shall be self-determined by the District Chapter Rotary Action Group's Board. No less than 80 percent of the directors shall be active Rotarians, Rotaractors, or Peace Fellows. Up to 20 percent of the board positions may be occupied by independent outside board member(s), who is not a Rotarian, Rotaractor or a Peace Fellow.

Section 4.2. Terms for directors may last from one to six years. After completing a leadership term, directors are ineligible to serve until three years have passed. Terms shall commence on 1 July of the calendar year elected and end on 30 June of the terminal year.

ARTICLE V - OFFICERS

Section 5.1. The District Chapter Rotary Action Group shall be administered by at least three officers, one of whom shall be the Chair, one secretary, and one treasurer. A member of the international Rotary Action Group's board shall be assigned as the regional representative, who acts as a liaison to the District chapter. Additional officer roles may be created by the District Chapter Rotary Action Group's Board.

All officers shall be active Rotarians, Rotaractors, or Peace Fellows. The terms of officers shall be staggered, shall not exceed three years, and shall coincide with the Rotary year, i.e. 1 July through 30 June.

Section 5.2. The officers shall perform the duties and functions usually attached to the title of their respective offices, together with such other duties as may be prescribed by the District Chapter Rotary Action Group's Board of Directors.

ARTICLE VI - MEETINGS

Section 6.1. An annual meeting of the members shall take place virtually or in-person as determined by the District Chapter Rotary Action Group's Board of Directors. At this meeting the installation of incoming directors and officers and other business shall take place. The exact date, time, and location of the annual meeting of the members shall be set by the District Chapter Rotary Action Group's Board of Directors and announced to the members at least 60 days prior to the meeting.

Section 6.2. An annual meeting of the incoming District Chapter Rotary Action Group's Board of Directors shall take place immediately subsequent to the annual meeting of the members.

ARTICLE VII - ELECTION OF DIRECTORS

Section 7.1. A Nominating Committee shall be appointed by the District Chapter Rotary Action Group's Board of Directors and so indicated in a notice to the members. Notice sent by mail or transmitted via email to the last known address of the members shall be considered good and sufficient notice. The Nominating Committee shall receive nominations for expiring Director positions until a specified deadline, whereupon nominations shall be closed. The Nominating Committee may also offer its own nominees for election. All nominees must indicate their willingness to serve prior to their names being submitted to the Nominating Committee.

Section 7.2. The names of the nominees for Director positions shall be distributed to the Chapter members, along with a voting ballot, at least 30 days prior to the annual meeting of the members. Ballots may be sent by mail or electronically to the last known address of all members in good standing. Ballots shall indicate that they must be returned to the Nominating Committee at least seven days prior to the annual meeting.

Section 7.3. Any effort to influence the selection process for an elective role in any manner, including campaigning, canvassing, or electioneering, is prohibited. Group members shall not campaign, canvass, or electioneer for elective position in the District Chapter Rotary Action Group or allow such activity, for either themselves or others. Unless expressly authorized by the District Chapter Rotary Action Group's Board, this prohibition includes any distribution or circulation by themselves or others of brochures, literature, letters, materials, electronic media, or other communications to any clubs or members of clubs. If a candidate learns of any prohibited activity, they shall immediately express disapproval and instruct the activity to be stopped.

Section 7.4. The Nominating Committee shall tally the votes cast and announce the newly elected incoming directors prior to the annual meeting of the members.

ARTICLE VIII - ELECTION AND APPOINTMENT OF OFFICERS

Section 8.1. At the District Chapter Rotary Action Group Board of Director's annual meeting, the Chair may appoint the secretary, treasurer and technical officer. Appointments shall be endorsed by two thirds of the District Chapter Rotary Action Group's Board. Unless the appointed officer is a Director, they are not a voting member of the District Chapter Rotary Action Group's Board.

Section 8.2. At its annual meeting the incoming members of the District Chapter Rotary Action Group's Board of Directors shall meet and elect from its members the incoming officers of the District Chapter Rotary Action Group, who shall become officers-elect on the first day of July following their election. Appointed roles are excluded from the election process.

Section 8.3. A vacancy in any office shall be filled for the remainder of the term by the District Chapter Rotary Action Group's Board of Directors.

Section 8.4. An officer may be removed from office by a two-thirds vote of the District Chapter Rotary Action Group's Board of Directors, or, by a two-thirds vote of the membership or in accordance with state or national law.

ARTICLE IX - FISCAL MATTERS

Section 9.1. The fiscal year of the District Chapter Rotary Action Group shall be the same as the Rotary year, i.e. 1 July through 30 June.

Section 9.2. The District Chapter Rotary Action Group's dues shall be set by the Board of Directors and shall be due on 1 July of each year. The District Chapter Rotary Action Group's dues shall be of a reasonable amount.

Section 9.3. Funds shall be deposited in a financial institution approved by the District Chapter's Board of Directors.

Section 9.4. An annual independent review of finances shall take place following the close of the fiscal year and the District Chapter Rotary Action Group shall provide a report to the members on the findings and recommendations of the review.

ARTICLE X - HARASSMENT-FREE ENVIRONMENT

Section 10.1. The District Chapter Rotary Action Group is committed to maintaining an environment that is free of harassment. Harassment is broadly defined as any conduct, verbal or physical, that denigrates, insults or offends a person or group based on any characteristic (age, ethnicity, race, colour, abilities, religion, socioeconomic status, culture, sex, sexual orientations or gender identity).

All members and individuals attending or participating in the District Chapter Rotary Action Group's meetings, events or activities should expect an environment free of harassment and shall help maintain an environment that promotes safety, courtesy, dignity, and respect to all. All allegations of criminal activity should be referred to appropriate local law enforcement authorities.

Section 10.2 The District Chapter Rotary Action Group shall promptly address allegations of harassment brought before it and shall not retaliate against those making the allegation. The District Chapter Rotary Action Group's Board, or a committee appointed by the chair for this purpose, shall review and respond to each allegation of harassment within a reasonable time-frame, typically one month. If the chair or other leaders of the District Chapter Action Group is/are the alleged offender, the immediate past chair (or most recent chair), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. If the alleged offender is a member of the District Chapter Action Groups' board, he or she is

expected to recuse himself or herself from the discussion. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior.

The District Chapter Rotary Action Groups shall report allegations of harassment to the alleged offender's club president and district governor.

Section 10.3 The District Chapter Rotary Action Group shall protect the safety and wellbeing of all youth participating in its activities and comply with Rotary International's youth protection policies. Membership or affiliation shall not be granted to a person who is known to have engaged in sexual abuse or harassment or who is prohibited from being a member of a Rotary or Rotaract Club.

ARTICLE XI - COMPLIANCE WITH RI POLICIES

Section 11.1. The District Chapter Rotary Action Group shall comply with Rotary International's policies for Rotary Action Groups, as set forth in the Rotary Code of Policies. The District Chapter Rotary Action Group's Board of Directors and executive officers shall familiarize themselves with these policies and any amendments to these policies as adopted by the RI Board of Directors from time to time.

ARTICLE XII – LOGO AND CHAPTER BRANDING

Section 12.1. Rotary Action Groups and Rotary Fellowships use a logo system where the Rotary Masterbrand is joined with the name and/or logo of the group. Because we must remain consistent with this branding architecture, any chapters of a Rotary Action Group must follow the same logo design strategy. A chapter logo will be provided to the Chapter and it cannot be edited. Therefore, the name of the chapter will be added by the RI Brand Center to the part of the logo that carries the district designation as in the example below.

