**POLICIES & PROCEDURES ROTARY INTERNATIONAL DISTRICT 7170**

# PREAMBLE

The purposes of these Policies and Procedures are to further the “Object of Rotary” (Constitution of Rotary International – Article 4), provide continuity in the organization of activities for District 7170 officers and to ensure compliance with the Constitution, Bylaws and Manual of Procedure of Rotary International. These policies and procedures:

* Assist the district governor, past and future district governors, district committee chairs, and appointed and elected officers of the district with administrative procedures necessary for the smooth functioning of the clubs and the district.
* Define policies and procedures as mandated by District 7170 in the management of district affairs.
* Act as a codicil for subsequent ideas and revisions of district policy and procedure.

# ARTICLE I - CONFORMITY

The policies and procedures contained herein are intended to conform to the Constitution, By-

Laws and Manual of Procedure of Rotary International and the interpretation of its Board of Directors. They shall in no way conflict with them nor supersede standard club constitutions and bylaws. Amendments approved by Rotary International shall be made as needed to accomplish this purpose.

# ARTICLE II – DISTRICT OFFICERS

**Section I**. The officers of the District shall consist of the District Governor (DG), a Vice Governor, a Secretary and a Treasurer.

1. **District Governor –** The District Governor (DG) is an officer and representative of Rotary International in the district and is the chief executive of the district. The DG is nominated and elected as prescribed in the bylaws of Rotary International and the district policies and procedures.

1. V**ice**-**Governo**r – The Vice-Governor shall be selected by the DGE andthenominating committee at the same time that the nominating committee selects the DGND. The Vice-Governor will serve during the next Rotary year. The Vice-Governor shall be a Past District Governor (PDG) and will serve as governor in the event that the governor is unable to complete the term.

1. **Secretary –** The District Secretary shall be appointed by the District Governor-Elect

(DGE) prior to their term of office as governor in consultation with the DG and District Governor - Nominee (DGN). The secretary shall serve a one-year term and may be reappointed by the next DGE. The secretary may serve up to 3 one-year terms.

1. **Treasurer –** The District Treasurer shall be appointed by the DGE prior to their term of office in consultation with the Finance Committee. The treasurer shall serve a one-year term and may be reappointed by the next DGE. Thetreasurer may serve up to 3 one year terms.
2. **The Assistant District Treasurer** shall be appointed by the DGE prior to their term of office in consultation with the Finance Committee. The Assistant District Treasurer shall serve a one-year term and may be reappointed by the next DGEThe Assistant treasurer may serve up to 3 one year terms.

# ARTICLE III – DUTIES OF OFFICERS AND OTHER DISTRICT LEADERS

**Section I** – **District Governor** - The DG is responsible for the administration of the clubs in the district. The status, qualifications and duties are outlined in the Manual of Procedures (MOP) of Rotary International (RI) and include:

1. Strengthen existing Rotary clubs, organize new clubs, and promote membership growth
2. Issue a monthly communication to each club president and secretary in the district
3. Promote The Rotary Foundation and encourage giving to TRF, be the district and RI spokesperson, when appropriate
4. Hold a district conference
5. Ensure that district nominations and elections are conducted in accordance with the [RI Constitution and Bylaws](http://www.rotary.org/en/members/policiesandprocedures/PolicyDocuments/Pages/ridefault.aspx) and established policies of RI
6. Visit every Rotary club in the district at least once during the year to draw attention to important Rotary issues and provide special attention to weak or struggling clubs.
7. Motivate Rotarians to participate in service activities and to recognize the outstanding contributions of Rotarians in the district.
8. Ensure that all club constitutions and by-laws comply with Rotary’s constitution and documents.
9. Encourage clubs to set Membership, Foundation goals and to achieve the Presidential Citation.
10. Shall be responsible for “One Rotary Summit” or its equivalent in consultation with the Membership, Public Relations and Foundation chairs.

**Section II - Vice-Governor** - Should the District Governor be unable to perform the duties of

District Governor, the District Vice-Governor shall perform the duties of the District Governor.

**Section III – District Governor Elect** (DGE)TheDGE is responsibilities for:

1. Plan and carry out all district training events with help from the DG and District Trainer.
2. Attend training at Zone and the IA (International Assembly).
3. Read the Governor - Elect Manual.
4. Help decide on district appointments with the help of the DG track.
5. Develop and present your budget.
6. Attend as many Multi-District PETS meetings as possible.
7. Present your district conference plans to the Finance Committee for approval.
8. In addition to the District Secretary and District Treasurer, the DGE, prior to taking office in July, shall appoint before March 15, the District Historian, District Assistant Governors, and District Committee Chairs.)

**Section IV – District Governor Nominee (**DGN) TheDGN is responsibilities for:

1. Attend as many district events and meetings as you can.
2. Attend DGN training at Zone.
3. Pick your District Trainer.
4. Decide on the location for your District Conference.
5. Plan the calendar with the DG and DGE.
6. Read the Governor Nominee Manual.

**Section V – District Secretary** – The District Secretary is responsibilities for secretarial matters and reports for the district as designated by the DG and RI. The secretary shall ensure that minutes are taken at the District Advisory Council meetings, Grants Committee meetings and kept on file. The District Secretary shall provide a copy of all reports to the District Historian and shall serve as registrar for district programs, events and dinners. The District Secretary shall notify participants of upcoming events and meetings.

**Section VI - Treasurer** – The District Treasurer is responsibilities to secure the custody of all District funds with the exception of YEP, RYLA, and the District Conference in the event the DG selects a Conference Treasurer other than the District Treasurer. The District Treasurer shall also serve as treasurer of the District Grants Committee and shall maintain separate bank accounts where needed. The treasurer shall issue checks to clubs upon the direction of the Grants Chair and submit bank statements as requested.  The treasurer shall deposit all revenue; pay all bills relating to the District subject to the approval of the Finance Committee and in compliance with the approved budget. The treasurer shall keep all financial records and prepare for necessary audits/reviews and shall provide a legible, written account of all transactions and comparative information when required by the Finance Committee. The treasurer shall attend all Finance Committee meetings and Grants Committee meetings. The treasurer shall receive written quarterly reports from all committees that handle district funds. This will include YEP and RYLA. Upon retirement and following a review, the treasurer shall turn over to the succeeding treasurer, or DG, all records, books of account and any other property. Treasurer shall present at the District Training Assembly each year, a review of the fiscal report on district expenditures & income for the preceding year. A detailed written line item report of the preceding year should be made available upon request to any member of the district. The Treasurer shall be bonded.

**Section VII – Assistant District Treasurer –** The Assistant District Treasurer serves at the direction of the District Treasurer. The Assistant District Treasurer shall attend all Finance committee and Grants Committee meetings.

**Section VIII – District Trainer,** TheDistrict Trainer is responsibilities for

1. Serve as a mentor/advisor for the incoming DG who has selected you. (DGND, DGN, DGE, DG years)
2. Plan and carry out all the training in the district (DGE, DG year) in conjunction with the DG track and other appointed facilitators.
3. Attend as many district events as possible.
4. Serve on the MD PETS committee and advise the DGE on the PETS and Pre-PETS curriculum.
5. Read “Lead Your District-Trainer- District Training Manual”.
6. The District Trainer should be a PDG

**Section IX – Assistant Governor,** TheAssistant Governors are responsibilities for

1. Attend as many district events as possible, esp. AG training at MD PETS and the DG’s official visit.
2. Visit your clubs regularly (three to four times a year).
3. Serve as a liaison between your assigned clubs and the district. Report great club projects and club issues to the DG.
4. Write a report on the activities of your assigned clubs to be published in the newsletter once a year.
5. Rate your clubs and make comments on Rotary Club Central.
6. Read “Lead Your District Assistant Governor”.

**ARTICLE IV – APPOINTMENTS & COMMITTEES**

# Section I - Appointment Process

The District Governor-Elect (DGE) shall appoint all committee chairs, no later than March 15 prior to taking office as DG. The District Governor Nominee (DGN) is encouraged to consult with the District Governor Nominee Designate (DGND) to seek the names of vice-chairs that would become chairs the following year to provide continuity in office. The DG shall appoint ad hoc committees for programs and projects that occur during their term of office. Should an officer or chair of a standing committee be unable to fulfill the required term, the DG shall appoint a district Rotarian to complete the unexpired term in consultation with the DGE and DGN.

All minutes of district committee meetings shall be forwarded to the DG and the District Secretary.

# Section II - Committees, District Appointments and Positions

1. **Assistant Governors (AG) -** In consultation with the DG and DGN, the DGE shall appoint Assistant Governors (AG) to serve during the DGE’s term as DG. The AG may serve for up to one three-year term. In the event that an AG is appointed to complete the term of another AG, he/she will be allowed to complete that term and serve in addition one three-year term. Ideally, no more than three AGs should change in any given year. They must be a past president of a club and may not be a PDG. The number of AGs is determined by the DGE in consultation with the DG and the District Governor Nominee (DGN). The AGs should be consulted on the assignment of their clubs.

1. **College of Governors -** This committee consists of all district Rotarians who have served as District Governors. Members of the College of Governors shall serve on the District Advisory Council and shall be notified of all DAC meetings by the secretary.

# 3. District Advisory Council (DAC)

# A. Purpose & Function

The District Advisory Council is an advisory body that meets quarterly or more to assist the District Governor in fulfilling their responsibilities. It provides a district forum to discuss items of importance to the district and makes recommendations to the DG. It shall review activities, develop new ideas, formulate ways of educating club members in new positions, provide suggestions for programs at the District Conference, District Training Assembly and Presidents-Elect Training Seminar (PETS), discuss and review District finances, assist the DG, DGE and the DGN in any way possible and recommend additions and/or amendments to this District’s Manual of Policies and Procedures.

# B. Composition

The Council will be composed of the DG (Chair), Vice-Governor, DGE, DGN, DGND, District Trainer (DT), AGs, FADs, Foundation Chair, Grants Committee Chair, Finance Chair, Membership Chair, Public Relations Chair, members of the College of Governors (all PDGs who reside in and/or have served within the District), the District Secretary and Treasurer. Should the DG not be in attendance, the DGE will chair the Committee. While not a member of the DAC, other district committee chairs are welcome and encouraged to attend these meetings.

# C. Meetings

The agenda for each District Advisory Council shall include:

1. Reports by the AGs
2. Reports by the FADs
3. Reports from the District Treasurer and all district committees
4. Review of the Manual of Policies & Procedures as needed
5. Matters related to the Rotary International Council on Legislation

(COL) as needed

1. Other matters proposed by the DG or members of DAC.

1. **District Awards Committee -**Appointed by the DG this committee notifies clubs of district awards, sets criteria and reviews applications for all awards except for The Rotary Foundation awards.

1. **District Finance Committee -** The purpose of this committee is to achieve prudent management of funds, in obtaining revenue, disbursements of that revenue, and the investment of reserves.

# A. Members

This committee shall consist of five members who shall be the most recent PDGs who are able and willing to serve; the DGE and DGN, the District Treasurer, Assistant District Treasurer, the Foundation Chair, Grants Management Chair and one immediate past club president (appointed by the IPDG). The Treasurer and the Assistant Treasurer have one vote between them.The committee will elect the Finance Committee chair, and there shall be a term limit of two years. In case a member is unable to serve their term, the DG shall appoint another member. The DG shall be an ex-officio member of the committee and shall not have a vote. The DGND once appointed shall be invited to attend Finance Committee meetings as an observer.

# B. Duties & Responsibilities -

1. Oversees the District Treasury and all Donor Advised Funds.
2. Reviews and studies the income and expenses of the District.
3. Counsels the DG on all matters pertaining to the finances of the

District.

1. Advises the Treasurer regarding the investment of district funds
2. The DGE, with the help of the District Trainer and PDGs, shall prepare and submit the final proposed budget at least four weeks prior to PETS to the Finance Committee for their approval. It will then formally be presented at PETS and the Presidents-Elect (PEs) will in turn bring the budget to their respective clubs for the club’s approval. The Presidents Elect will subsequently vote to approve or modify the budget at the annual District Training Assembly. If the President-Elect is unable to attend their vote can be cast by a proxy present at the meeting. Should there be a proposed change in the dues for clubs; the change should be decided at the District Training Assembly after the approval of three quarters of the incoming presidents present or their proxy at the meeting.
3. A subcommittee of the Finance Committee comprised of District Treasurer, District Assistant Treasurer, and Finance Committee Chair will review requests from the governor for reimbursement of all expenses from the Rotary International allotment. The committee will insure that all funds reimbursed meet requirements set forth by Rotary International.
4. Assists the governor to submit an annual statement and report of the district finances to RI within three months of completion of the governor’s year of service. Before submitting this report, it should be independently reviewed by two PDGs not currently serving on the Finance Committee and whom that committee appoints.
5. Ensures that the District Treasurer presents at the District Training Assembly each year, a review of the fiscal report on district expenditures & income for the preceding year. A detailed written line item report of the preceding year should be made available upon request to any member of the District.
6. Requires a prepared budget and quarterly reports from the Youth

Exchange Program (YEP), annual reports from Rotary Youth Leadership Awards Program (RYLA), and the District Conference. Other similar programs will report as determined by the Finance Committee.

**10)**  Oversees the withdrawal of district funds. Without exception checks over $500 will be co-signed by District Treasurer or the Assistant Treasurer and one of the other signatories. The bank account shall be held in the District name, i.e. “Rotary District 7170.” These checks will be issued upon receipt of a paid bill or official estimate of expected expense for the District. These expenses must be within the District’s approved budget unless approved by the committee. The DG shall have the authority to sign checks only if one of the designated signatories is unavailable.

**11)** The DGN shall take and prepare minutes of all Finance Committee meetings; if absent the chair will appoint another person to take minutes

**12**) The quarterly Finance Committee reports will be posted on the District 7170 web site.

**13)** The Finance Committee is responsible for assigning “bank signatories.

**14)** Approve the use of District Designated Funds (DDF) for Global Grants.

**15)** **Financing the District Conference**, The Finance Committee prior to the DGE/DGN making a financial commitment for the district conference will review and approve the financial elements of the proposal for the District Conference based upon the following:

* + - * 1. The location of the conference
        2. A budget plan showing all anticipated revenue and expenses
        3. An attendance forecast along with a history of attendance for the last 5 years in categories such as Rotarians, Spouses/partners of Rotarians, Youth Exchange Students, and others and an explanation as to why attendance is forecast to be different from the five-year trend line.
        4. Draft format/agenda for the conference
        5. Draft schedule for the promotion of the conference
        6. A draft of the agreement with the hotel and or the caterer
        7. It is recommended that registrations be done electronically to facilitate accurate and detailed record keeping.

**C) Fiscal Year –** The fiscal year for District 7170 shall begin July 1 and end June 30 of each year.

**D) Bonding -** All persons handling District funds shall be bonded for the maximum anticipated balance in the District Treasury for the full Rotary year. The District Governor shall be bonded. The cost of the bonding shall be included in the budget.

# E) District Funds

# A. District Dues –

1. Each club shall pay to the District for each of its active members per capita dues. An exception is made for corporate membership; one per capita district dues payment will be required for a corporate membership, this includes the listing of one member. Dues for additional members from that corporation will be discounted by 25% up to a maximum of three additional persons.
2. Dues shall be approved at the District Training Assembly. Any proposed changes in dues shall be sent to all Club Presidents-Elect by the DG prior to PETS.
3. Dues are due on the first (1st) of July and January and are based on the number of members as reported to RI.
4. Dues cover the basic costs of managing district programs, committees and offices. (For items included, refer to the current district budget.)
5. A club in arrears to the District shall be subject to the same procedure prescribed for clubs in arrears to RI.

1. **District Cash Reserve Fund (DCRF**) An established reserve fund of $50,000 must be maintained. This fund will act as insurance in the event of a catastrophic financial loss at a District level. These funds will only be committed upon approval of the Finance Committee.

1. **District Discretionary Support Fund (DDSF)** Those funds over and beyond the DCRF will be placed in the District Discretionary Support Fund (DDSF).
2. This cash reserve will be invested in a fiduciary responsible interest bearing account, which will be reasonably accessible. The District Treasurer and the Finance Committee will approve the investment of the DCRF and the DDSF.
3. Any surplus funding at year-end will be transferred to the DDSF.
4. A portion of the DDSF funds may be allocated during the budget approval process to balance the budget.
5. The DDSF shall be used to strengthen the district and its clubs as follows:
   * + 1. Education and Training – Zone Institutes and workshops not supported by the operating budget
       2. Scholarships for attendance at Rotary Leadership Institute.
       3. Support for attendance at Multi-District PETS used to make the District Conference more affordable with a limit of $5,000.
       4. Allocation of these funds needs approval of the Finance Committee during the budget development process. No more than $20,000 may be used from the DDSF in any given year.
       5. Can be used to support grants and projects that require the District to expend funds, which are then reimbursed by The Rotary Foundation.
       6. The Grants Committee may apply to the Finance Committee for allocation of funds to supplement the DDF allocated to district grants. The distribution of these funds will follow the same project guidelines as for the District Grants
       7. The minimum balance of this fund shall not be lower than $30,000. Payment for Rotary International projects may be made from this fund and will not count against the minimum balance so long as reimbursement is guaranteed.

# D) Rotary International (RI) and District Allotment

**A**. Each year RI allocates a small fund that is intended to offset some of the expenses of the Governor associated with RI mandated duties. The fund is determined by RI and is reviewed and allocated each year by RI’s Board of Trustees.

**B.** The DGE is required to attend (GETS) International Assembly. RI pays for travel and lodging expenses with no subsidy from the District. The DGE should review the current RI policy pertaining to travel expenses for their spouse/partner.

# E) Budget & Reporting

1. The budget for the upcoming year is prepared by the DGE in consultation with the District Treasurer, District Trainer, and District Committee Chairs for approval by the Finance Committee. The past year’s budget once finalized shall be posted on the district website within three months of the close of the Rotary Year. The proposed budget and past Expenditure Report will then be given to the presidents-elect at PETS in early spring and subsequently brought to their clubs. The presidents-elect or their representative must vote to approve or modify the proposed budget at the District Training Assembly.
2. At the district conference each year, a written financial report on district expenditures for the preceding year is presented by District Treasurer and voted on by all members present as well as a budget update for the current Rotary year.
3. District Committees that maintain financial accounts related to district programs, plus Rotarians and persons served by Rotary are required to provide quarterly statements to the District Finance Committee.
4. Committees that desire yearly District support should submit a detailed budget to the Governor-Elect in August for review for possible inclusion in the District budget for the following Rotary year.
5. The Finance Committee shall appoint a committee of two PDGs who are not current Finance Committee members to review the preceding year’s financial statements including detailed income and expense ledgers.
6. An annual statement and report shall be sent to RI and shall include but not be limited to details of all sources of district funds, RI, TRF, district and club funds.
7. Reports on the use of District Designated Funds (DDF) shall be posted on the district web site in a timely manner by the District Treasurer or designee.
8. Each DGE should attend the International Convention during in the year prior to taking office as DG. The DGN shall report to the Finance Committee well in advance of their plans to attend the International Convention for budgeting purposes. The budgeting expenses for this line is fixed during the budget process and will not be exceeded.

**6) The District Archivist/Historian**

1. Shall be responsible for ensuring that records pertaining to the history and activities of the District be collected, organized and maintained on an annual basis. Such records shall include district rosters, letters, reports, photographs, publications, minutes of committee meetings, newsletters, annual budget, conference materials, service projects, surveys, awards, publicity and other records which reflect the work of the District and which will provide an accurate and informative of the work of the District on behalf of its clubs. The District Archivist/Historian shall ensure that district archives are kept in an archival repository where professional archivists care for and preserve these records. It is preferable that appointment of a District Archivist/Historian shall be a multiple year appointment, done in consultation with the DGE and DGN.
2. Obtain materials listed above from the “outgoing DG” at the end of each year.

1. **District Insurance Advisor** – This advisor shall act as a consultant regarding District insurance programs.The advisor should have an insurance background, serve a multi-year term and be appointed in consultation with the DG, DGE and DGN.

# 8) Membership Committee

**A. Mission -**This committee identifies, markets, and implements membership development strategies that will result in membership growth. The chair of this committee and the following subcommittees shall be selected by the DGE, by March 15 prior to his/her term as governor, and serve for up to three years.

The Membership Chair is free to appoint Sub Committee Chairs in consultation with the DG such as:

# –

1. Extension **-** Assists clubs who wish to sponsor a new Rotary club or satellite clubin their locality. Advises the district governor on what areas could support additional clubs, and assists in forming a plan to organize new clubs.
2. Recruitment –Assists clubs in recruiting new members
3. Retention –Assist clubs in retaining members
4. New Member Orientation

**9) District Newsletter Editor**– With the help of the DG and AGs, gathers, and distributes information from RI, the District and all clubs, editing where necessary for inclusion in the monthly newsletter.

# 10. Nominating Committee –

**A. Members**: The District Nominating Committee shall consist of four most recent and willing to servePDGs and the DG. The chair will be the most senior PDG in service. In the event of a vacancy, or if a member is unable to attend a meeting, the vacancywill be replaced by the most recent and willing to servePDG in line. The DGE, DGN may be present but do not have a vote. The committee shall meet only when all voting members are present.

# B. Duties of the District Nominating Committee

1. At least two months prior to the Nominating Committee meeting, the committee shall solicit from the clubs recommendations for the District Governor Nominee Designate (DGND). Qualifications and duties of the governor shall be included with the request accordance with the provision of the Bylaws of Rotary International.
2. Each prospective nominee for DG shall be provided a District 7170 Policies and Procedures Manual prior to their interview. It is recommended that they meet with a PDG to discuss the responsibilities of the office.
3. The committee shall meet no later than Oct 1 and, personally interview each candidate, review his or her qualifications and select a proposed DGND.
4. The name of the candidate selected for the position of DGND shall be given to the present DG, and the DG shall send the name, qualifications and club of the nominee to the clubs in the District.
5. Only a club that has proposed a candidate for DGND can challenge the selection of the Nominating Committee.
6. Any challenge must be duly suggested to the Nominating Committee, no later than fourteen days after the date of the announcement. The DG will then notify the clubs of the challenge and voting will take place at the District Conference.
7. If there is no challenge; the DG shall declare the candidate nominated by the District Nominating Committee as the District Governor Nominee Designate (DGND). This shall be done fourteen days after the notification letter has been sent.
8. Once the DGND is selected the necessary paperwork must be forwarded to RI and a copy given the District Secretary.
9. The nominee shall be known as the District Governor- Nominee Designate (DGND) until July 1st, and after that is known as the DGN. The DGN serves in this capacity for one year. The DGN then becomes DGE when elected at the RI convention. They become a “district governor-elect” and remain so until July 1 of the following year when they become a district governor.
10. The DGE shall select a Vice-Governor to serve in the upcoming Rotary year with approval of the nominating committee.
11. The Nominating Committee may propose a District Representative and Alternate Representative to the Council on Legislation every three years –two years before the Council takes place. Each club having a representative at the district conference will elect the proposed representative to the Council on Legislation. In accordance with the Rotary International Manual of Procedure, an individual may only serve three times as the district representative to the Council on Legislation.

**11. District Protocol Chair –** This individual in the district needs a vast knowledge of Rotary protocol, and is a resource to clubs and individuals having questions dealing with Rotary protocol.

1. **Public Relations –** This committee assists clubs in their efforts to gain public awareness and support for Rotary projects. It promotes the service, good will and public involvement that the clubs give to the community and the world, which in turn will attract service-minded, new members.

**A. Social Media Coordinator** - shall organize and promote the use of social media including Facebook and Twitter to promote the district.

**13. Internal-district communications**

**A. District Webmaster –** This individual shall maintain the District website with links to RI and the clubs. The Webmaster manages the overall website for news events, communications and document storage. The webmaster controls access levels and ensures data integrity. The webmaster will work with key committee chairs to facilitate the use of the website for communications related to their functions

**B. Website Editor** - shall post events, news stories, projects and committee lists, district calendars and event registrations

**C. Data Manager**- shall work with clubs to ensure that list of club officers, committee chairs, and contact information is correct in the Club Runner database and assists clubs with data integration between RI and Club Runner. The manager ensures that clubs have posted all goals to Rotary Central.

# ARTICLE V – THE ROTARY FOUNDATION

**Section I**. **Rotary Foundation Chair** –

**1.** **Appointment and Term of Office**: The chair is appointed by the DGE in consultation with the DG and DGN. The chair shall serve a three-year term and must be approved by The Rotary Foundation. A Vice-Chair is appointed in year three of the current chair’s term and will serve as chair the following year for a three-year term.

**2.** **Responsibilities**: The chair is responsible for:

A. Obtaining and disseminating information concerning The Rotary Foundation to all Rotarians within the district

B. Promoting the Foundation’s activities and programs through ClubRunner, monthly newsletters and other available communications

C. Appointing and training the Foundation Area Directors (FADs) in consultation with the District Governor

D. Overseeing the annual Foundation Dinner

E. Representing the Foundation when needed

F. Taking part in the One Rotary Summit

G. The appointment of the following subcommittees: Annual Foundation Dinner, Major Gifts, Paul Harris Society, Peace Scholars and the Polioplus effort

H. The submission of reports on a monthly basis on the status of SHARE (Annual Fund), the Endowments, Zone Standing, and District Advised Funds (DAF) to the general membership through the district newsletter. Reports to the Finance Committee will be done quarterly.

I. An annual Major Donor reception

J. Attending the Zone Institute

K. Encouraging clubs to submit Foundation goals at PETS

L. Serving on the Finance and Grant Management Committee

M. Contribute to The Rotary Foundation

**Section II** – **Foundation Area Directors (FAD)**

**1. Appointment and Term of Office:** The DG shall appoint eight Foundation Area Directors. They shall serve for a term of three years and be assigned from 4-7 clubs within the district.

**2. Responsibilities:**

1. Assist the Foundation Chair in their responsibilities
2. Shall visit their assigned clubs 3-4 times a year offering them assistance in goal setting, grant opportunities, fundraising ideas, Foundation facts and figures and the point system.
3. Shall attend the One Rotary Summit, District Leadership Meeting and the Annual Foundation Dinner
4. Contribute to The Rotary Foundation

**Section III – Grant Management Chair & Committee**

**1. The Grants Management Committee Chair:** The chair will be selected in consultation with the DG and the DGE. The chair will serve a three-year term.

**2. The Grants Management Committee:** The committee consists of the Grants Management Chair, the DG, DGE, DGN, the District Foundation Chair, District Secretary, District Treasurer or Assistant Treasurer and two Rotarians (Members at Large) within the district who have been selected by the DG to serve a two-year term. (As one member, at large is replaced the other member will remain to finish their term of one remaining year.)

**3. Responsibilities:** The committee is responsible for:

A. Soliciting, evaluating and selecting projects submitted by clubs for district community and international grants.

B. Reviewing and updating the district grant applications (community and international) and the MOU each year

C. Maintaining a separate bank account for the district allocation

D. Establishing a level of per capita giving for district grants after consultation with the Finance Committee.

E. Collecting final and interim reports and keeping these records for five years

F. Working with the District Treasurer to reimburse clubs after receiving their final reports.

G .Reporting to The Rotary Foundation a list of grants accepted and finalized

H. Conducting the grant management seminar annually

I. Reporting the progress of the district grants to the Finance Committee quarterly

J Requesting additional funding for district grants from the Finance Committee is needed.

1. Promoting and facilitating global grants and recommending them to the Finance Committee for their approval and for District Designated Funds

## ARTICLE VI – YOUTH, SERVICE & RI-EXCHANGE PROGRAMS

.

**Section I. Interact Coordinator –** Appointed by the DGE, this individual promotes the establishment of Interact clubs and coordinates district efforts in support of Interact.

**Section II. Rotaract Coordinator –** Appointed by the DGE, this individual promotes the establishment of Rotaract clubs and coordinates district efforts in support of Rotaract.

**Section III. Rotary Youth Leadership Award (RYLA) Committee** - Develops and administers a Rotary program that is dedicated to helping young people develop leadership skills. These seminars present a challenging program of discussions, inspirational addresses, leadership training and social activities designed to enhance personal development, leadership skills and good citizenship. An annual report of income and expenses will be submitted to the Finance Committee. The RYLA Treasurer will be bonded. It is recommended that the chair be chosen by the DGE with the recommendation of the RYLA committee.

**Section IV. Youth Exchange Program (YEP) Committee –** Supervises the international student exchange program between the district and other Rotary districts throughout the world. The committee works with participating clubs to provide housing and education for these high school students. The committee is responsible for the program’s compliance with the US Department of State regulations and Rotary International’s certification requirements. The exchange provides experience for these young people and promotes Rotary’s objective of world understanding and peace. The Finance Committee requires a quarterly report of income and expenses. The YEP Treasurer must be bonded, and the Chair of YEP is selected by the DGE with the recommendation of the YEP committee. The chair of YEP must have at least three years of experience in the YEP and two of those years must be with the district committee.

## ARTICLE VII –

**Other Committees and Appointments**

**Section I – Appointments -**All committee chairs shall be appointed by the DGE no later than

March 15 prior to taking office The DGN is encouraged to consult with the District Governor -Nominee Designate (DGND) to seek the names of the Vice Chairs who would upon becoming chair the following year provide continuity in office. Each committee chair is responsible for appointing its members with the approval of the DGE.

## Section II. - Committees

**1. District Training Assembly Committee** – Plans and executes this major district training and informational event for all incoming club officers, committee chairs and members. The session provides inspiration and Rotary information for all district Rotarians. The District Training Assembly provides the tools club members and officers need for the next Rotary year. At the District Training Assembly, the budget for the next year will be voted on.

## 2. District Conference

1. **District Conference Resource Group** - There shall be a district conference resource group comprised of individuals with experience in the following areas: facilities, catering, programs, budgeting, legal and promotion. The DG should recommend to the DGND 3 to 5 people to serve as members of this group.

1. **The District Conference Committee** - will be appointed by the DG in his/her DGN year. The District Conference Committee plans, promotes and executes this annual conference, which celebrates each Rotary club’s successes during the year. The District Conference held annually furthers the program of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to club and district affairs. It is open to all Rotarians in the district and their families. A financial report on district expenditures for the conference must be presented by the Finance Committee at the end of the conference. The Conference Treasurer shall be bonded. Planning for the conference ideally begins two years prior to the Conference itself.

**3. President-Elect Training Seminar (PETS) Planning Committee -** in cooperation with Empire Multi-District PETS. The seminar prepares the incoming club presidents for their year of service. The committee includes the District Trainer, DGN, DGE, DG, IPDG, and 1 other member-at-large PDG from the district.

**4. United Nations Day Committee -** coordinates an annual visit to the United Nations headquarters in NYC on Rotary UN Day that celebrates Rotary’s significant role in this international organization.

1. **Club Visioning Committee -** The Club Visioning Committee members will serve as facilitators helping clubs develop a vision of the future for the club. Each club that volunteers for this program will be guided through a process that will result in the development of a mission statement, goals for their club and an action plan that will help them realize their mission. The coordinator is appointed by the DGE to serve during the DG year. The coordinator is responsible for recruiting and training facilitators, for promoting the program, scheduling club visioning sessions and for coordinating the teams that carry out the visioning sessions.
2. **District Properties Manager**

Responsible for the coordination and location of the district’s property

**Section III. Ad Hoc Committees** – The DG shall appoint ad hoc committees for programs and projects that occur during the term of office.

**Section IV. Committee Vacancies -** Should a chair of a standing committee be unable to fulfill the required term; the DG shall appoint a Rotarian from the district to complete the unexpired term.

## ARTICLE VIII – REVISION OF POLICIES & PROCEDURES

**Section I.**  **Review** – These policies and procedures should be reviewed after each Council on Legislation by a sub committee appointed by the DAC to incorporate new ideas and activities that contribute to the Rotary ideal of “SERVICE ABOVE SELF”, and be brought into consistency and agreement with the Rotary International Manual of Procedures (RI MOP).

**Section II.**  **Amendments -** Only a club giving written notification to the within 90 days prior to District Conference may propose amendments. Copies of these proposed amendments shall be mailed to each club in the District no less than sixty (60) days before the District Conference.

## ARTICLE IX MISCELLANEOUS

**Section I. Recognition –**may be made to the families/individuals of PDGs and district leaders upon their demise. Such recognition shall be done by the DG

## Section II. Glossary of Acronyms

**DFC** – District Foundation Chair

**DG** – District Governor

**DGE** – District Governor- Elect – Take office as District Governor when voted upon at the International Convention

**DGN** – District Governor Nominee – Become District Governor Nominee after being voted upon at the District Conference

**DGND** – District Governor Nominee Designate – name of the individual who is proposed by the Nominating Committee prior to the District Convention.

**DLT** – District Leadership Training

**FAD –** Foundation Area Director

**GSE** – Group Study Exchange

**IPDG** – Immediate Past District Governor

**PDG –** Past District Governor

**PHF –** Paul Harris Fellow

**PHS – Paul Harris Society**

**PETS –** President-elects Training Seminar

**RI** –Rotary International

**RYLA –** Rotary Youth Leadership Award

**TRF** – The Rotary Foundation

**VTT** – Vocational Training Team

**YEP** – Youth Exchange Program