

**POLICIES & PROCEDURES  
ROTARY INTERNATIONAL  
DISTRICT 7170**

**PREAMBLE**

The purposes of these Policies and Procedures are to further the “Objects 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 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.
- 2. Vice-Governor** – The Vice-Governor shall be selected by the nominating committee at the same time that the nominating committee selects the DGND and the Vice-Governor will serve during the upcoming 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.
- 3. 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.

4. **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

### **ARTICLE III – DUTIES OF OFFICERS**

**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:

- Strengthen existing Rotary clubs, organize new clubs, and promote membership growth
- Issue a monthly communication to each club president and secretary in the district
- Support The Rotary Foundation and serve as a district and RI spokesperson, when appropriate
- Hold a district conference and other district meetings
- Ensure that district nominations and elections are conducted in accordance with the [RI Constitution and Bylaws](#) and established policies of RI
- Visit every Rotary club in the district to draw attention to important Rotary issues and provide special attention to weak or struggling clubs.
- Motivate Rotarians to participate in service activities and to recognize the outstanding contributions of Rotarians in the district.
- Ensure that all club constitutions and by-laws comply with Rotary’s constitution and documents.

In addition to the Secretary and Treasurer, the DGE, prior to taking office in July, shall appoint before March 15, the Historian, Director of Properties, Assistant Governors, District Trainer and District Committee Chairs. The DG shall be bonded

**Section II - Vice-Governor** - Should the Governor be unable to perform the duties of governor, the Vice-Governor shall perform the duties of the governor.

**Section III - Secretary** – The Secretary handles all 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 and kept on file. The Secretary shall provide a copy of all reports to the Historian and shall serve as registrar for District programs, events and dinners.

**Section IV - Treasurer** – The District Treasurer shall have 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 also serves as the District Grants Treasurer with responsibility for all district and global grant funds. 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 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 funds, books of account and any other property. Treasurer shall present at the District Conference 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

## **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. 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 term of office for an AG shall be for three years, an AG will not serve more than one 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 full term. Ideally, no more than three (3) 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

**2. 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.

#### **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, DT, AGs, 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, 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 from the District Treasurer and all district committees
3. Review of the Manual of Policies & Procedures as needed
4. Matters related to the Rotary International Council on Legislation (COL) as needed
5. Other matters proposed by the DG or members of DAC

**4. District Awards Committee** – In cooperation with the DG this committee notifies clubs of District awards, sets criteria and reviews applications for all awards except for The Rotary Foundation Awards. With the help of the DG announces the awards at the District Conference. The DG appoints this committee.

**5. 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 ten members: Five (5) members shall be the most recent PDGs who are able and willing to serve; the DGE and DGN, the District Treasurer and the one immediate past club president. 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. Reviews and studies the income and expenses of the District.
- 2) Counsels the DG on all matters pertaining to the finances of the District.
- 3) Advises the Treasurer regarding the investment of District funds

- 4) The DGE, with the help of the District Trainer and PDGs, shall prepare and submit the final proposed budget at least four (4) 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.
- 5) 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.
- 6) Ensures that the District Treasurer presents at the District Conference 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.
- 7) 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.
- 8) Oversee the withdrawal of District funds. Without exception checks over \$500 will be co-signed by the Finance Committee Chair and the District Treasurer. 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 signators is unavailable.
- 9) The DGN shall take and prepare minutes of all Finance Committee meetings; if absent the chair will appoint another person to take minutes

**6. 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:

- A. The location of the conference
- B. A budget plan showing all anticipated revenue and expenses
- C. 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 5-year trend line.
- D. Draft format/agenda for the conference
- E. Draft schedule for the promotion of the conference

F. A draft of the agreement with the hotel and or the caterer

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

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

## 9. Sources of 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 (1<sup>st</sup>) of July and January and are based on the number of members at the end of the last six month period
- 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.

**B. 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.

**C. District Discretionary Support Fund (DDSF)** Those funds over and beyond the DCRF will be placed in the District Discretionary Support Fund (DDSF).

- 1) 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.
- 2) Any surplus funding at year-end will be transferred to the DDSF.
- 3) A portion of the DDSF funds may be allocated during the budget approval process to balance the budget.
- 4) The DDSF shall be used to strengthen the district and its clubs as follows:
  - a) Education and Training – Zone Institutes and workshops not supported by the operating budget
  - b) Scholarships for attendance at Rotary Leadership Institute.

- c) Support for attendance at Multi-District PETS
- e) Used to make the District Conference more affordable with a limit of \$5,000.
- f) 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.
- g) Can be used to support grants and projects that require the District to expend funds, which are then reimbursed by Rotary, or TRF such as the Public Relations Grant
- h) 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
- g) The minimum balance of this fund shall not be lower than \$30,000. Payment for Rotary International projects such as Public Relations Grants may be made from this fund and will not count against the minimum balance so long as reimbursement is guaranteed.

**10. Rotary International 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.

**11. Budget & Reporting**

- A. The budget for the upcoming year is prepared by the DGE in consultation with the Treasurer, District Trainer, and Committee Chairs for approval by the Finance Committee. It is then given to the presidents-elect at PETS in early spring and subsequently brought to their clubs. The presidents-elect must vote to approve or modify the proposed budget at the District Training Assembly.
- B. At the district conference each year, a written financial report on district expenditures for the preceding year is presented by District Treasurer as well as a budget update for the current Rotary year.
- C. 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.
- E. 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.
- F. The Finance Committee shall appoint a committee of two (2) PDGs who are not current Finance Committee members to review the preceding year's financial statements including detailed income and expense ledgers.

G. 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.

H. Reports on the use of District Designated Funds (DDF) shall be presented at the District Assembly by the District Treasurer or designee.

I. 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.

**12. The District Archivist/Historian** 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.

**13. 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.

**14. Membership Committee and Sub-Committees**

**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 should be encouraged to serve three years.

**B. Subcommittees** –

- 1) Extension - Assists clubs who wish to sponsor a new Rotary club in 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) Rotary Foundation Alumni Subcommittee – Maintains relations with the alumni of the Rotary Foundation programs. This includes GSE and scholarship recipients. YEP and Rotaract are also to be included. The committee encourages them to join Rotary, to support clubs and identifies alumni speakers.



**15. 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.

**16. Nominating Committee –**

**A. Members:** The District Nominating Committee shall consist of four most immediate available PDGs 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 chair will be replaced by the next PDG in line. The present DGE and 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 DG shall be given to the present DG, and DG shall send the name, qualifications and club of the nominee to the clubs in the District.

5) Any club in the District may propose a challenging candidate from the original slate of proposed candidates, and they must be duly suggested to the nominating committee fourteen days (14) from the date of the announcement letter. The DG will then notify the clubs of the challenge and voting will take place at the District Conference.

6) Should there be 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 14 days after the notification letter has been sent.

7) Once the DGND is selected the necessary paperwork must be forwarded to RI and a copy given the District Secretary.

8) The nominee shall be known as the District Governor Nominee Designate (DGND) until July 1<sup>st</sup>, 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.

9) The Nominating Committee shall select a Vice-Governor to serve in the upcoming Rotary year.

10) 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 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.

**17. Director of Properties** – The Director of Properties shall maintain an inventory and location of all physical properties belonging to the District. This includes flags, banners, a lending library of Rotary and office materials. They shall be responsible for the transportation to and from District events of such exhibits when requested by the DG.

**18. 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.

**19. 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. They take responsibility in procuring RIPR grants.

**20. 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

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

**22. 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.

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

## **ARTICLE V – THE ROTARY FOUNDATION**

**Section I. Rotary Foundation Chair** –The chair is responsible for obtaining, disseminating Foundation information to all Rotarians in the district, promoting the Foundation activities, and fundraising programs through the Internet, newsletters and other communications. The chair is an ex-officio member of all foundation committees, and assists in planning, coordinating and

evaluating District Foundation activities under the supervision of the DG. The chair receives contribution and recognition reports from the RI and distributes them to the Finance Committee and other appropriate parties. The chair serves a three-year term and must be approved by TRF. A Vice-Chair is appointed in year three of the current chair's term will serve as chair for the next three year term. The District Foundation Committee is comprised of the chairs of each of the Sub-Committees shown in Section III.

**Section II. Foundation Area Directors** – Appointed by the Foundation Chair in consultation with DGE these Rotarians provide service to four to six clubs. They visit each of these clubs twice during the year to create awareness of Foundation activities and promote fundraising. These directors receive training in matters related to the Rotary Foundation by the Foundation Chair.

### **Section III. Subcommittees**

**1. Rotary Foundation Annual Fund Subcommittee** – Plans and promotes annual contributions to The Rotary Foundation. The chair is an ex-officio member of the Foundation Dinner Committee and is encouraged to serve a multi-year term. The duties of the chair are to encourage Rotarians to give annually within their ability to TRF.

**2. Paul Harris Society Coordinator** – Promotes membership in the Paul Harris Society and provides recognition to those who have made this level of commitment.

**3. Rotary Foundation Major Gift Coordinator** – Encourages Rotarians to make lifetime gifts of ten thousand dollars or more. Gifts may be in cash, appreciated assets, gift of property.

**4. Benefactor Coordinator** - Encourages Rotarians to consider The Rotary Foundation in their personal will, estate planning and in making major contributions. The Coordinator assists Rotarians who wish to be major donors to the Foundation with legal and financial paperwork to structure their donations, bequests, annuities, life insurance, etc. to benefit the Foundation and donor alike. The Coordinator also promotes the use of Donor Advised Funds by Rotary clubs and the District. The Coordinator is preferably a PDG or a senior district 7170 Rotarian who will serve multiple one-year terms. The Coordinator works closely with the DG and the chair of the TRF Dinner Subcommittee.

**5. Rotary Foundation Dinner Subcommittee** – Generally held in November during RI Foundation Month, the committee plans, promotes and executes this dinner, which celebrates the accomplishments of the RI Foundation.

**6. Rotary Foundation Seminar Subcommittee** – Aided by the Foundation Chair plans, promotes and executes a seminar to increase the attendees' ability to bring the benefits of our Rotary Foundation to their clubs and community.

**7. Rotary Foundation Ambassadorial Scholarships & World Peace and Conflict Resolutions Scholarships Subcommittee** – Reviews applications and selects out-bound

ambassadorial scholars who may receive scholarships funded by The Rotary Foundation, promotes inbound scholars as club, Interact and Rotaract program speakers and coordinates their speaking arrangements. Appoints counselors to Rotary Foundation scholars and assists them in every way possible to assure they are welcomed, informed and understand their obligations as ambassadors. The chair is encouraged to serve a multi-year term and should be a PDG.

**8. Rotary Foundation Group Study Exchange (GSE) Subcommittee** - Assists the DG in selecting and preparing GSE team leaders and team members from the District who will travel to other Rotary districts abroad. Advises and counsels those members of the committee who take the responsibility of planning the visits of those teams who come to the District. This includes host club selection, individual hosting arrangements, itinerary development, vocational visits and planning cultural and social functions. It is recommended that the chair serve multiple year terms.

**9. Rotary Foundation Grants Committee** –the Foundation Chair in consultation with the DG and DGE selects the chair of the committee preferably from among the PDGs. The chair serves a three-year term. The committee consists of the DG, DGE, DGN, the Foundation Chair, the Grants Committee Chair, the District Secretary, the District Treasurer, and two Rotarians from within the District appointed by the DG to serve one-year terms.

A. The committee recommends the allocation of annual DDF funds to the DG.

B. It solicits, evaluates, and selects projects submitted by clubs for District Grants both community and international and assists the DG with the submittal of the District Grant spending plan to TRF. The committee establishes criteria and priorities for District Grants.

C. The committee promotes and facilitates Global Grant projects and allocates DDF in support of worthy projects. The committee assists clubs and individuals in preparing applications for Global Grants. It oversees grants using these funds and provides quarterly reports to the DAC and the Finance Committee.

D. The committee is responsible for conducting the Grants Management Seminars and for the club qualification process.

**10. Rotary Foundation Seminar Subcommittee** – Under the direction of the Foundation Chair, this committee plans, promotes and executes a seminar in cooperation with the DG to increase the attendees' ability to bring the benefits of TRF to their clubs and communities.

## **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 – PROGRAMS, MEETINGS AND TRAINING COMMITTEES PERSONNEL**

**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**

**A. 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. These individuals are appointed by the DGE in consultation with the DGN and should serve multiple year terms. In addition, the DG, DGE, DGN and DGND will serve as a part of this resource group. Each year this group will serve as a resource to each DG's District Conference Committee.

**B. 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 it 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. District Leadership Development Training Committee (DLDT)** The DGE, shall appoint a district trainer and committee to help the clubs by developing and implementing training programs for club and district leaders. This will include the District Training Assembly, PETS and District Leadership training seminars. This committee also serves as the primary advisor for the DG's term of office. Although the chair serves only a one-year term of office, the selection may be made when the DGND is selected. The trainer should be a PDG. At his point and during the DGN year, the committee chair will act only in a consulting and advisory manner and work with the acting DLDT.

**4. President-Elect Training Seminar Planning (PETS)** –in cooperation with other districts (Multi-District PETS). The seminar prepares incoming presidents for their year of service. The DGE and District Trainer represent D7170 during the planning of this event.

**5. 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.

**6. Club Visioning** - 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.

**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 the Council on Legislation 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 DG by March 1<sup>st</sup> 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** – shall be sent to the families/individuals of PDGs and officers of the district upon their demise.

**Section II. Job Descriptions** – for the DG, DGE, DGN, DGND, Vice Governor, Assistant Governors and District Leadership Development Trainer are found in RI’s current Manual of Procedure.

### **Section III. Glossary of Terms**

**District Training Assembly** – Seminar presented by the District Governor-Elect for club presidents-elect, secretaries, treasurers, bulletin editors, other club chairs, new Rotarians and other interested Rotarians

**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

**PDG** – Past District Governor

**Objects of Rotary** – The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and in particular to encourage and foster:

1. The development of acquaintance as an opportunity for service

2. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society.

3. The application of the ideal of service in each Rotarian's personal, business and community life

4. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

**PETS** – President-elects Training Seminar

**RI** – Rotary International

**RYLA** – Rotary Youth Leadership Award

**SHARE System** – The mechanism through which Rotary Foundation program awards are distributed worldwide. The system is called SHARE because the name defines what the system does:

1. Rotarians SHARE their resources with their fellow Rotarians around the world
2. The Trustees SHARE some of their decision-making responsibility with the districts
3. Rotarians SHARE Rotary with the world through their Foundation.

**TRF** – The Rotary Foundation

**YEP** – Youth Exchange Program