

POLICIES & PROCEDURES
ROTARY INTERNATIONAL DISTRICT 7170

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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 Rotary 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 Rotary District 7170 in the management of district affairs.
- Act as a guideline 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

The officers of the District shall consist of the District Governor, Vice Governor, District Secretary and District Treasurer.

ARTICLE III – DUTIES OF OFFICERS AND OTHER DISTRICT LEADERS

Section I – District Governor (DG)

The DG is nominated and elected as prescribed in the bylaws of Rotary International (RI) and the district policies and procedures. The DG is responsible for the administration of the clubs in the district. The status, qualifications and duties are outlined in the Manual of Procedure of Rotary International and include:

- A. Being the officer and representative of Rotary International in the district.
- B. Being the chief executive of the district.
- C. Strengthening existing Rotary clubs, organizing new clubs, and promoting membership growth.
- D. Being the spokesperson for the Rotary District in our communities.
- E. Issuing a monthly communication to the clubs in the district.
- F. Promoting The Rotary Foundation (TRF), encourage giving to TRF, and be the district and RI spokesperson, when appropriate.

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- G. Convening a district conference.
- H. Ensuring that district nominations and elections are conducted in accordance with the [RI Constitution and Bylaws](#) and established policies of RI.
- I. Visiting every Rotary club in the district at least once during their year as governor to draw attention to important Rotary issues and provide special attention to weak or struggling clubs.
- J. Motivating Rotarians to participate in service activities and recognize the outstanding contributions of Rotarians in the district.
- K. Ensuring that all club constitutions and by-laws comply with Rotary's constitution and documents.
- L. Encouraging clubs to set membership and TRF goals and to achieve the Presidential Citation.
- M. Ensuring education is provided to members in the areas of membership, public image and TRF in consultation with the respective committee chairs.
- N. Soliciting participation of PDGs for the Nominating Committee.
- O. Recognizing the passing of PDGs and district leaders.

Section II - Vice-Governor

In the event that the DGE is unable to complete their DG term, the Vice-Governor will finish the term. The Vice-Governor shall be a PDG selected by the District Governor Elect (DGE) and approved by the Nominating Committee.

Section III – District Governor Elect (DGE)

The DGE responsibilities include:

- A. Plan and carry out all district training needed in preparation for their DG year with help from the DG and District Trainer.
- B. Attend required RI training.
- C. Develop and present an annual budget for their DG year.
- D. Plan the calendar with the District Governor Track (DG Track).
- E. Attend Multi-District President-elect Training Seminar (MD-PETS) committee meetings.
- F. Provide an update of the district conference plan to the District Finance Committee (DFC).
- G. Make district leadership appointments in consultation with the DG Track.
- H. Attend the required Governor Elect Training Seminar (GETS) at the Rotary International Assembly.
- I. Attending the International Convention is encouraged during the year prior to taking office as DG.
- J. Select a Vice-Governor candidate.

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Section IV – District Governor Nominee (DGN)

The DGN responsibilities include :

- A. Attend district events and meetings.
- B. Attend required RI training.
- C. Select their District Trainer.
- D. Select their District Conference Chair and Committee.
- E. Present the district conference plans to the Finance Committee for approval.
- F. Plan the calendar with the district governor track.
- G. Report to the Finance Committee of their plans to attend the International Convention during their DGE year for budgeting purposes.
- H. Ensure minutes of all DFC meetings are taken.
- I. Participate in district Rotary Youth Exchange Committee meetings.

Section V - District Governor Nominee Designate (DGND)

The DGND responsibilities include :

- A. Attend district events and meetings.
- B. Plan the calendar with the district governor track.
- C. Attend District Finance Committee and PETS meetings.
- D. Consult with the District Conference Resource Group.
 - a. The DGND, in consultation with the DG track, shall invite 3 to 5 people to serve as members of this group.
 - b. Will be composed of individuals with experience in the following areas: facilities, catering, budgeting, and contracts.

Section VI – District Secretary

The District Secretary shall be appointed by the DGE prior to their term of office as DG in consultation with the DG Track. The District Secretary shall serve a one-year term and may serve up to 5 terms.

The District Secretary responsibilities include:

- A. Secretarial matters for the district as designated by the DG and RI.
- B. Ensure that minutes are taken at the District Advisory Council and District Grants Committee meetings and retained per RI recommendations.
- C. Serve as registrar for district programs, events and dinners.

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Section VII - District Treasurer

The DG track is responsible to appoint both a Treasurer and Assistant Treasurer. The District Treasurer shall serve at least one year as Assistant District Treasurer prior to a three-year term as District Treasurer. Once the three-year term is completed it is expected that the District Treasurer will serve an additional year as mentor to the new District Treasurer.

Upon leaving the position, the District Treasurer shall turn over to the DG, all records, books of account and any other property belonging to the district in order that a review can occur.

The District Treasurer is responsible for:

- A. Custody of all District funds
 - a. Except Youth Exchange Program (YEP), Rotary Youth Leadership Awards (RYLA), and the District Conference in the event the DG selects a District Conference Treasurer.
- B. Serving as treasurer of the Global Grants Committee and the District Grants Committee, maintaining separate bank accounts as required.
- C. Issuing checks to clubs upon the direction of the District Grants Chair (with supporting documentation from the club).
- D. Depositing all revenue in a timely manner into the appropriate accounts.
- E. Paying all bills as per the approved budget or as authorized by the District Finance Committee.
- F. Maintaining and keeping all financial records per TRF requirements and preparing for necessary audits/reviews.
- G. Providing complete and timely financial reports to the District Finance Committee and an annual review committee.
- H. Attending all District Finance Committee meetings and District Grants Committee meetings.
- I. Receipt of financial reports from all committees that handle funds (including YEP and RYLA).
- J. Presenting a review of the fiscal report on district expenditures & income for the preceding year at the District Conference.
- K. Providing a detailed written line item report of the preceding year upon request to any member of the district after October 1st or after the budget closes.
- L. Publishing accepted financial reports for the district membership.

Section VIII – Assistant District Treasurer

The Assistant District Treasurer shall be appointed by the DG Track. The Assistant District Treasurer shall serve a one-year term and may be reappointed by the DG Track.

The Assistant District Treasurer is responsible for:

- A. Attending District Finance Committee and District Grants Committee meetings.
- B. Serving as a bank signator.
- C. Assisting the District Treasurer.

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Section IX – District Trainer

The District Trainer is selected by the DGND to serve as mentor/advisor through their DG year. The District Trainer should be a PDG.

The District Trainer responsibilities include:

- A. Plan and carry out training in the district in conjunction with the DG Track and other appointed facilitators.
- B. Attend district meetings and required events.
- C. Serve on the MD-PETS committee and advise the DGE on the MD-PETS and Pre-PETS curriculum.

Section X – Assistant Governor

The DG Track is responsible for the appointment of Assistant Governors (AGs) to act as liaisons between the DG and their assigned clubs. The AG’s job is to support clubs with regard to educating and answering questions about membership, Foundation, and public image. The number of AGs is determined by the DGE in consultation with the DG Track. The AG appointments are divided so that each year one third of the AGs are replaced by the DG track. Each AG will serve a three-year term and may serve two consecutive terms. A partial term due to resignation will not count as one of the consecutive terms. If an AG resigns during their three-year term, a replacement will be appointed to fill the remainder of the term.

The Assistant Governor responsibilities include:

- A. Attend district events including the DG’s official club visit.
- B. Attend AG training at MD-PETS.
- C. Engage with their assigned clubs frequently.
- D. Report club projects, activities and issues to the DG.
- E. Provide input about their clubs to the DG through Rotary Club Central in MyRotary.

ARTICLE IV – APPOINTMENTS & COMMITTEES

Section I - Appointment Process

The District Governor-Elect shall appoint all committee chairs except the District Finance Committee Chair no later than March 15 prior to taking office as DG. The DG shall appoint ad hoc committees for programs and projects that occur during their term of office. If the chair of a standing committee is unable to fulfill the required term, the DG shall appoint a chair to complete the unexpired term.

Section II - Voting and Meeting Process

Electronic meetings and votes are permitted for all district business.

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Section III - District Committees

- A. College of Governors
 - a. Composition
 - i. All PDGs are considered members.
 - b. Purpose & Function
 - i. Resource for the district.
 - c. Meetings
 - i. Encouraged to attend District Advisory Council meetings.

- B. District Advisory Council (DAC)
 - a. Composition - The Council may be composed of:
 - i. DG Track
 - ii. College of Governors
 - iii. Other District Officers and Leaders
 - iv. District Committee Chairs
 - v. Assistant Governors
 - vi. Other district members
 - b. Purpose & Function -
 - i. DG chairs DAC meetings.
 - ii. Assist and serve as a consulting body for the DG Track.
 - iii. Provide a district forum for items of interest to the district.
 - iv. Make recommendations to the DG Track.
 - v. Council may:
 - 1. review district activities
 - 2. develop new Rotary ideas
 - 3. formulate ways of educating club members and provide suggestions for programs
 - 4. review district finances
 - 5. review additions and/or amendments to the district's policies and procedures
 - 6. receive reports on resolutions and enactments from the RI Council on Legislation (COL) representative
 - 7. help address responses to crisis events
 - c. Meetings - May be convened at the discretion of the DG.

- C. District Finance Committee
 - a. The purpose of this committee is to achieve prudent management of funds, disbursements of revenue, and the investment of reserves.
 - b. Composition - This committee shall consist of:
 - i. The five most recent PDGs able to serve
 - ii. DGE
 - iii. DGN
 - iv. District Treasurer
 - v. District Foundation Chair

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- vi. One immediate past club president appointed by the Immediate Past District Governor (IPDG)
 - vii. The DG and DGND shall be ex-officio members of the committee and do not vote.
 - viii. Invited with non-voting status:
 - 1. Assistant District Treasurer, unless serving as the District Treasurer.
 - 2. District Grants Management Chair
 - 3. Global Grants Chair
- c. Purpose and Function
- i. The committee will elect a chair from one of the eligible PDGs.
 - ii. A PDG who is a member of the committee may serve no more than two one-year terms as chair.
 - iii. Ensure an annual review of district finances.
 - iv. Authorize any additional expense prior to exceeding a budgeted amount.
 - v. Establish the limit of the annual bond which is to cover the following positions:
 - 1. District Governor
 - 2. District Treasurer
 - 3. District Assistant Treasurer
 - 4. YEP and RYLA Treasurer
 - 5. Any additional signatory
- d. Meetings
- i. A minimum of 4 times per year and more as needed
 - ii. Electronic meetings and votes are permitted.
- D. Membership Committee
- a. This committee identifies, markets, and implements membership development strategies.
 - b. Composition - The Membership Chair may appoint subcommittee chairs. A YEP representative will be included on the committee.
 - c. Purpose and function - Includes the following:
 - i. Extension - Assists clubs who wish to sponsor a new Rotary club. Advises the DG Track on what areas could support additional clubs, and assists in forming a plan to organize new clubs.
 - ii. Recruitment
 - iii. Retention
 - iv. New Member Orientation
 - v. Interact and Rotaract (appointed by the DGE)
 - vi. Provides regular reports to the DAC
 - d. Meetings - As necessary
- E. Nominating Committee
- a. Composition - The district Nominating Committee shall consist of the DG and the four most recent PDGs willing to serve.
 - i. The DG will solicit membership by descending order of DG year.

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- ii. The chair will be the most senior PDG on the committee.
- iii. If a member is unable to attend a meeting, the vacancy will be filled by the most recent PDG willing to serve.
- iv. The DGE and DGN are encouraged to be active members, but do not vote.
- b. Purpose and Function
 - i. Selection of the DGND.
 - ii. Respond to any challenges to the DGND nomination.
 - iii. Approval of the DGE selection of the Vice Governor.
 - iv. Propose a PDG as district representative and a PDG as an alternate to the Council on Legislation every three years – two years before the Council on Legislation takes place. Each club will have one vote at the district conference to elect the representatives. An individual may only serve two times as the district representative.
 - v. Propose a PDG as district representative and a PDG as an alternate to the Zone Nominating Committee as needed. Each club will have one vote at the district conference to elect the representatives.
 - vi. Shall follow the District Nominating Committee process ([Ref. ARTICLE VI](#)).
- c. Meetings
 - i. Selection of the DGND should be completed by October 1st.
 - ii. The committee shall meet only when all voting members are present.
- F. The Rotary Foundation
 - a. Composition - Will consist of the following appointments:
 - i. Foundation Chair - appointed by the DGE, DGN and DGND. The chair shall serve a three-year term and must be approved by The Rotary Foundation (TRF).
 - ii. Subcommittees - The following subcommittee chairs are appointed by the Foundation Chair in consultation with the DG Track for one year terms:
 - 1. Global Grants Chair
 - 2. District Grants Management Chair
 - 3. Other chairs as determined by Foundation Chair and DG Track
 - a. Paul Harris Society
 - b. Peace Scholars
 - c. Polio Plus
 - d. Major Gifts

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- b. Purpose and Function
 - i. Disseminate information concerning The Rotary Foundation to all Rotarians within the district.
 - ii. Oversee the annual foundation dinner.
 - iii. Coordinate an annual Major Donor reception.
 - iv. Provide training at district events, as requested
 - v. Encourage clubs to submit annual TRF goals
 - vi. Provide regular reports, including District Designated Funds (DDF), to the District Finance Committee.
- c. Meetings
 - i. Meetings as needed.

G. Global Grants Committee

- a. Composition - The committee consists of the Global Grants Chair, DG, DGE, District Foundation Chair, and two Members at Large from within the district one of whom should be a PDG. The member at large position is staggered so that one Member at Large is selected each year by the Foundation Chair for a two-year term.
- b. Purpose and Function
 - i. Review all global grant requests.
 - ii. To make recommendations to the Finance Committee.
 - iii. Encourage local clubs involvement in Global Grants.
 - iv. Shepherd clubs through the Global Grants process.
 - v. Conduct a Global Grants Management seminar annually.
- c. Meetings
 - i. As needed

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H. District Grants Management Committee

- a. Composition - The committee consists of the District Grants Management Chair, DG, DGE, DGN, District Foundation Chair, District Secretary, District Treasurer or Assistant Treasurer and two Members at Large from within the district. The member at large position is staggered so that one Member at Large is selected each year by the outgoing DG for a two-year term.
- b. Purpose and Function
 - i. Manage district allocated District Designated Funds (DDF) for community/international grants.
 - ii. Create and submit the annual spending plan for DDF spending.
 - iii. Solicit and evaluate district community and international grant applications.
 - iv. Review and update the District Grant Application forms (community and international) and the Memorandum of Understanding (MOU) each year.
 - v. Select clubs to be awarded community/international grants.
 - vi. Request additional funding for district grants from the DFC, if needed.
 - vii. Authorize the District Treasurer to issue reimbursement to clubs.
 - viii. Report the progress of district grants to the Foundation Chair.
 - ix. Conduct a grants management seminar annually.
 - x. Collect interim and final reports from clubs.
 - xi. Maintain record retention as required by RI.
- c. Meetings
 - i. On a timely basis considering RI and District guidelines

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Section IV - District Appointments

The following positions are appointed by the DGE for their DG year:

- A. Interact Coordinator
Promotes the establishment of Interact clubs and coordinates district efforts in support of Interact.
- B. Rotaract Coordinator
Promotes the establishment of Rotaract clubs and coordinates district efforts in support of Rotaract.
- C. Rotary Youth Leadership Award (RYLA) Chair
Develops and administers a Rotary program that is dedicated to helping young people develop leadership skills.
- D. Youth Exchange Chair
Supervises the international student exchange program between the district and other Rotary districts throughout the world.
- E. Public Image Committee
Promotes Rotary's service, goodwill and involvement in the community and the world and consists of the following:
 - a. Public Image Chair
 - i. Assists clubs and the district in gaining public awareness and support for Rotary projects and programs.
 - ii. Promote our district to the Zone, RI and the Rotarian.
 - b. District Newsletter Editor
Gathers, and distributes information from RI, the district and all clubs, editing where necessary for inclusion in the monthly newsletter.
 - c. Social Media Coordinator
Organizes and promotes the use of social media including Facebook and Twitter to promote the district.
 - d. District Web/Data Manager(s)
 - i. Works with clubs to list club officers, committee chairs, and contact information in the district database and assists clubs with data integration with RI.
 - ii. Maintains the district website with links to RI and the clubs and manages the overall website for news events, communications and document storage.
 - iii. Controls access levels to the district database and ensures data integrity.
- F. Multi-District PETS Planning Committee Member at Large
Must be a PDG.
- G. District Insurance Advisor
Acts as a resource regarding District insurance policies.

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Section V - Optional Appointments:

- A. District Archivist/Historian
Ensure that records pertaining to the history and activities of the District are collected, organized and maintained.
- B. District Awards Advisor
Informs clubs of available district awards, sets criteria, reviews applications, and notifies awardees.
- C. District Protocol Chair
Acts as a resource to clubs and the district regarding Rotary protocol.
- D. United Nations Day Coordinator
Coordinates the visit to the United Nations on Rotary UN Day.
- E. District Properties Manager
Responsible for the coordination and location of the district's property
- F. District / Club - Strategic Planning / Vision Chair
Serves as a facilitator to develop a vision of their future.

ARTICLE V – District Finances

Section I - Revenue Sources

- A. District Dues
 - a. Each club shall pay per capita dues to the District based upon RI's active membership report semi-annually (July and January).
 - b. Proposed changes in district dues shall be sent to all Club Presidents-Elect by the DGE prior to MD-PETS. Changes in the district dues shall be voted upon at the District Training Assembly(ies).
 - c. A club in arrears to the District shall be subject to the same procedure prescribed for clubs in arrears to RI.
- B. RI's District Governor Allocation
 - a. Each year RI allocates funds to offset some of the expenses of the District Governor associated with RI mandated duties.
 - b. Allocations must be sent to the District Treasurer and listed as a pass through item in the district budget.
- C. District Reserves
 - a. The District Support Fund (DSF) is a source of revenue used during the district budgeting process ([Ref. Section III](#)).

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Section II - Budget and Reporting

- A. Proposed Budget
 - a. The budget is prepared by the DGE in consultation with district leadership and must be accepted by the Finance Committee.
 - b. The budget with the most recent past financial report will be given to the club presidents-elect at PETS.
 - c. It is the president-elect's responsibility to review the budget with their clubs.
 - d. The PE or their club representative will vote to approve or modify the budget at the District Training Assembly
 - e. Once approved the budget will be posted on the district website.
- B. Past Financial Reports
 - a. The Finance Committee shall appoint a committee of three members (minimum of two PDGs) who are not current Finance Committee members to review the preceding year's financial statements including detailed income and expense reports.
 - b. At a district meeting or electronically, the past financial reports are presented by the District Treasurer and voted on by all members present. Past financial reports must be made available thirty days prior to the meeting.
 - c. The vote to accept the past financial reports must occur within 12 months of the end of the Rotary year.
 - d. The past financial reports, once approved, will be posted on the district website.
 - e. The IPDG is responsible to send the annual financial report to RI.
- C. Other Financial Reports
 - a. District committees that maintain financial accounts are required to provide quarterly reports to the District Finance Committee.
 - b. Committees or district leaders that desire yearly district support should submit a detailed proposed budget to the DGE by October 1st for review for possible inclusion in the district budget for the following Rotary year.

Section III - District Reserve Funds

- A. Definitions:
 - a. District Financial Liability Reserve (DFLR)
This will act as a reserve in the event of a significant financial loss at the district level. The DFLR must be maintained at a balance of \$50,000 and will be invested in separate fiduciary responsible interest bearing accounts. The balance should be presented separately in the financial report.

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- b. District Support Fund (DSF)
 - Any funds that exceed the annual budget plus the DFLR minimum will constitute the DSF. Up to \$20,000 of the DSF may be allocated in any given fiscal year.
 - The DSF shall be used to strengthen the district and its clubs as follows:
 - i. Education and training not supported by the operating budget.
 - ii. Allocation toward the District Conference.
 - iii. Support grants and projects that require the District to expend funds which will be reimbursed by The Rotary Foundation or any other entity.
 - iv. Support district grants that exceed available DDF as requested by the District Grants Management Committee.
- B. Operation and function
 - a. Use of district reserve funds must be approved by the District Finance Committee.
 - b. The District Treasurer will report the investments to the Finance Committee for review.
 - c. The DFC, with $\frac{2}{3}$ majority vote, can allocate funds that exceed the DSF allocation under extenuating circumstances.

Section IV - Duties & Responsibilities of the District Finance Committee

- A. Oversees the district treasury and revenue from TRF.
- B. Advises the District Treasurer regarding the investment of district funds.
- C. Reviews requests from the District Governor for reimbursement of all expenses from the Rotary International allocation.
- D. Assures that disbursements or checks of \$500 and over are approved and documented by two authorized signatories.
- E. Assigns, at a minimum, two PDGs as additional account signatories.
- F. Reviews and approves the financial elements of the proposal for the District Conference based upon the following:
 - a. Budget plan showing all anticipated revenue and expenses
 - b. A draft of any agreements with facilities and services.

Section V - Bonding

All of the following positions shall be bonded:

- District Governor
- District Treasurer
- District Assistant Treasurer
- YEP and RYLA Treasurer
- Any additional signatory

Section VI - Fiscal Year

The fiscal year shall begin July 1 and end June 30.

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ARTICLE VI - District Nominating Committee Process

Section I - DGND Nomination Procedure

- A. Solicit from all clubs their recommendations for District Governor Nominee Designate (DGND).
- B. Include qualifications for the district governor position with the solicitation.
- C. Recommend that interested Rotarians meet with a PDG to discuss the responsibilities of the office prior to submitting their application.
- D. Encourage each prospective nominee for DGND to review the District 7170 Policies and Procedures prior to their interview.
- E. Meet no later than Oct 1 to interview each qualified candidate and select a proposed DGND.
- F. Give the name of the candidate selected for DGND to the current DG who will send the name and the club of the candidate to all clubs in the District.
- G. Potential challenges to the Committee's selection:
 - a. Only clubs that have proposed a candidate for DGND can challenge the selection of the Nominating Committee.
 - b. Challenges must be submitted to the DG no later than fourteen (14) days after the date of the announcement.
 - c. The DG, within seven days of notice of a challenge, will notify all clubs.
 - d. A vote of all clubs will take place by December 1st.
- H. If there is no challenge to the Committee's selection, the candidate will become DGND.
- I. The DG will forward the necessary signed paperwork to RI and to the District Secretary.

ARTICLE VII – VOTING PROCEDURES

Section I - Alternate voting

In the event that any district activity where voting would normally take place is cancelled, voting may be done electronically.

ARTICLE VIII – REVISION OF POLICIES & PROCEDURES

Section I - Review

Once the RI Manual of Procedure is updated after each Council on Legislation, a subcommittee, appointed by the DG, will review and suggest updates to the district's Policies and Procedures. A DG may convene a subcommittee at any time to review and update the district's Policies and Procedures.

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Section II - Club Amendments

Any club may propose an amendment to this document at any time. Clubs must submit proposed amendments to the DG no less than 90 days prior to the next District Conference. The DG will share proposed amendments to each club in the District no less than sixty (60) days prior to the District Conference.

Section III - Approval of Subcommittee Changes

- A. Submit the amended document to the DG.
 - a. DG Track reviews and provides input.
 - b. DAC reviews and provides input.
- B. Present to all clubs (club officers)
 - a. Club officers should share information with all club members.
- C. District wide vote is at the discretion of the DG
 - a. Voting can be by electronic means or in person.
 - b. Approval requires a simple majority of those in attendance or voting.

Section IV - Implementation

The following are responsible for ensuring implementation of and adherence to the district policies and procedures:

- A. District Governor, District Officers and the DAC

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Appendix A - Glossary of Acronyms

AG	Assistant Governor
COL	Council on Legislation
DAC	District Advisory Council
DDF	District Designated Funds
DFC	District Foundation Chair
DFLR	District Financial Liability Reserve
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.
DG Track	District Governor Track - IPDG, DG, DGE, DGN and DGND
DFC	District Finance Committee
DLT	District Leadership Training
DSF	District Support Fund
GETS	Governor Elect Training Seminar
GSE	Group Study Exchange
IA	International Assembly
IPDG	Immediate Past District Governor
MD-PETS	Multi-District President-elect Training Seminar
MOP	Manual of Procedure
MOU	Memorandum of Understanding
PE	President Elect
PDG	Past District Governor
PHF	Paul Harris Fellow
PHS	Paul Harris Society
PETS	President-elect Training Seminar
RI	Rotary International
RYLA	Rotary Youth Leadership Award
TRF	The Rotary Foundation
VTT	Vocational Training Team
YEO	Youth Exchange Officer
YEP	Youth Exchange Program