

## **DISTRICT 7255 GUIDELINES**

### **FORWARD**

This manual sets out guidelines for the use of district officers to ensure continuity from year to year. It is intended to supplement the Manual of Procedure of Rotary International (sometimes referred to herein as simply the “Manual of Procedure.”) However, in no instance shall it be interpreted to conflict with any provisions of the Manual of Procedure, and in the case of any such conflict, the provisions of the Manual of Procedure shall control.

### **GENERAL STATEMENT**

The purpose of these district guidelines is to further the Objects of Rotary by establishing practices in the district designed to aid:

1. The District Governor with routine administrative procedures necessary for the smooth functioning of the clubs in the district;
2. The District Governor in harnessing the best efforts of all clubs and all Rotarians to greater Rotary Service.
3. The clubs and individual Rotarians to better understand and utilize the assistance that is available through the district organization which exists to support the clubs. It is intended that this manual conform with the Rotary International Manual of Procedure and should not, in any way, interfere with the District Governor’s Administration of the district as provided by Rotary International. In fact, it should assist the District Governors by providing a framework that has been approved by the district which, under the Governor’s leadership, will itself harness the ideas, talents, and energies of many outstanding Rotarians.

### **GUIDELINE REVISION**

It is intended that this manual be revised every three (3) years after the Council on Legislation has met, or as needed, to incorporate new ideas and activities that contribute to the Rotary ideal of Service Above Self.

1. Proposed additions and revisions to this manual shall be discussed and recommended by the District Rules and Procedures Committee and reviewed by the District Governor’s Advisory Council before being sent for circulation to the presidents of clubs and submission for approval at the District Conference or District Assembly. The District Guidelines Committee shall review the final text to confirm that the text does not conflict with other portions of the manual and does not conflict with the Manual of Procedure of Rotary International.
2. Resolutions proposing a new district policy or a revision or addition to a present policy may be initiated by any club in writing to the District Governor during the Rotary year.
3. All submissions must be in the hands of the District Governor at a date to be fixed by that person but not later than 90 days prior to the District Conference.

4. The District Governor will forward forthwith all resolutions proposing changes in district policy and submitted in accordance with the above procedure to the District Guidelines Committee for its review as provided for in paragraph 1, above.

5. The District Governor will distribute copies of all resolutions which will be presented for approval at the District Conference to the President of each club not less than 60 days prior to the conference.

6. At the District Conference all resolutions concerning a district policy received by the District Guidelines Committee shall be presented by the committee's chairperson along with the committee's recommendations for action.

7. Votes shall be cast at the District Conference by the electors for each club (as defined in the Rotary International Bylaws §15.050).

## **SECTION 1 - DISTRICT OFFICERS**

### **A. District Governor**

In accordance with the Manual of Procedure, the statement of status, qualifications and duties shall be distributed annually to all clubs in order to inform those proposed for nomination as governors or making such proposals of the obligations of the office. The requirements regarding the status, qualifications and duties of the district governor as set forth in District Administration provisions in the Manual of Procedure, as amended from time to time, are adopted and incorporated herein. (2010 MOP p. 28<sup>1</sup>) The District Governor shall serve as an ex-officio member of all district committees.

### **B. District Governor-Elect**

The requirements regarding the status and qualifications of the district governor-elect are the same as set forth for District Governor, as it is the District Governor-Elect who will become the governor when the District Governor's year ends. The duties of the District Governor-Elect as set forth in District Administration provisions in the Manual of Procedure, as amended from time to time, are adopted and incorporated herein. The District Governor-Elect shall serve as an ex-officio member of all district committees. (2010 MOP p. 30)

### **C. The District Governor Nominee**

The requirements regarding the status and qualifications of the District Governor-Nominee are the same as set forth for District Governor, as it is the District Governor Nominee who will become the District Governor two years after the current District Governor's year ends.

---

<sup>1</sup>References to the MOP refer to the Rotary International Manual of Procedure. These references are inserted for convenience of the reader, and are designed to be a source of additional information on a particular topic. References herein should not be considered exclusive, and relevant information may appear in other MOP sections as well as in the Constitutional Documents of Rotary and/or the Rotary Code of Policies. The 2010 MOP was in effect at the time these Guidelines were written. Page references will change with future editions.

The duties and responsibilities of the district Governor Nominee as set forth in District Administration provisions in the Manual of Procedure, as amended from time to time, are adopted and incorporated herein. The District Governor Nominee shall serve as an ex-officio member of all district committees. (2010 MOP p. 31)

D. The District Governor Nominee Designate

The District Governor Nominee Designate is the person nominated by the Nominating Committee to be District Governor after the current DGN has served his or her term as District Governor. The District Governor Nominee Designate's duties and responsibilities of the District Governor Nominee Designate shall be the same as the duties and responsibilities of the District Governor Nominee, except with respect to the attendance of the District Governor Nominee at the Zone Institute.

E. The District Treasurer

In accordance with the Manual of Procedure, the person who shall act as District Treasurer is the person who is a member of the District Finance Committee and is named by the District Governor as Treasurer for the District. (2010 MOP p. 47)

In addition to the duties and responsibilities set forth in the Manual of Procedure, the District Treasurer shall be the chair of the District Budget Committee (which is composed of the District Treasurer, District Governor, District Governor-Elect, District Governor Nominee and the Immediate Past District Governor, and the remaining members of the District Finance Committee) and shall:

1. Pay the District Governor's budget allocation upon presentation of invoices or receipts by the District Governor;
2. Pay the District Governor-Elect's budget allocation upon presentation of invoices or receipts by the District Governor-Elect;
3. Pay the District Governor Nominee's upon presentation of invoices or receipts by the District Governor Nominee;
4. In keeping with the budget allocation as presented, pay all District expenses as authorized and approved by the District Governor;
5. Consult with the Finance Committee and receive from the Finance Committee approval for the proper investment of all surplus District funds, which funds shall be invested to gain the maximum return while providing adequate liquidity with no risk;
6. Provide the District Governor with monthly financial reports;

7. Conduct seminars at the President-Elects Training Seminar and at the District Assembly to provide Rotary Club Presidents, Secretaries and Treasurers with an outline of their responsibilities to their Rotary Clubs;

8. Prepare an Annual Statement and Report for presentation at the District Conference;

9. Bill and collect semi-annual per capita contributions from all Clubs in the District;

10. Establish bank accounts in the name of the District and operate a district fund in accordance with the requirements of the Manual of Procedure;

11. Facilitate the transfer of all records and files to the incoming District Treasurer and District Governor on or about the 30<sup>th</sup> of June;

12. Provide to an independent Auditor all necessary books and records to permit the Auditor to complete the audit promptly and within three (3) months of the end of the Rotary year, which shall be distributed to the outgoing and incoming District Governors, and the outgoing and incoming District Treasurers;

13. File necessary documents to preserve the District's tax status.

#### F. The District Secretary

1. Status - Rotarian appointed by the District Governor, who has previously served in the capacity of either Secretary or President of a Rotary Club.

2. Qualifications - Should be proficient with computers and software and have the necessary skills to handle correspondence, minutes of meetings (including leadership and staff meetings), and able to prepare agendas for district meetings.

3. Duties - Responsible for maintaining the attendance records of all clubs in the District and promptly reporting same to the District Governor and to Rotary International and to keep minutes of district meetings.

#### G. Assistant District Governors

1. Status - Rotarians appointed by the District Governor annually to coordinate the activities of the clubs in their area, and act as a liaison with the District Governor and all district committees.

2. Qualifications - Past club presidents who have been outstandingly successful in the administration of their own clubs, and who possess such other qualifications as required by the Manual of Procedure. Assistant Governors shall attend PETS, District Assembly, and be willing

to undergo all training for the position as required by the District Governor.

3. Duties - Assistant Governors assist the District Governor, and shall serve ex-officio on all district committees. They shall perform all duties as outlined in the Manual of Procedure. (2010 MOP p. 38)

#### H. Avenues of Service Chairs

1. Status - There shall be five Avenues of Service Chairs, as follows: Club Service Chair, Community Service Chair, International Service Chair, New Generations Service Chair, and Vocational Service Chair. Each person to serve as chairs shall be appointed by the District Governor. (2010 MOP p. 95)

2. Qualifications - Should have experience as recommended in the Manual of Procedure.

3. Duties - The duties shall be as follows:

a) Attend meetings called by the District Governor.

b) Assist in the planning and implementing of committee programs for the year and report on the progress thereof.

c) Secure material available from Rotary International for the use of committee chairpersons reporting to the Avenues of Service chairs.

d) Ensure that each chairperson knows his or her responsibilities .

e) Supervise and monitor the activities of committees under the Avenue of Service chairperson, and attend committee meetings as an ex-officio member.

## **SECTION 2 - STANDING COMMITTEES OF THE DISTRICT**

District leaders should ensure that continuity exists from year to year in district projects and programs. The Standing Committees of the District are as follows:

### Training Committee

Under the leadership of the District Trainer, who is appointed by the District Governor on the recommendation of the District Governor-elect, the Training Committee is responsible for the programming of the following events (2010 MOP p. 40) :

District Leadership Seminar/Rotary Leadership Institute  
PETS & SETS

District Assembly  
District Team Training Seminar  
Rotaract Leadership Training  
Club Level Leadership Training  
District Conference Plenary Session Programming

In addition, the Training Committee shall have secondary responsibility for the District Rotary Foundation Seminar and the District Membership Seminar. (2010 MOP p. 41)

#### Membership Development Committee

Governors must appoint a district membership development chairperson and committee to carry out the responsibilities outlined in the Manual of Procedure. This shall include the conduct of an annual District Membership Seminar, the purpose of which is to develop club and district leaders who have the necessary skills, knowledge, and motivation to support the clubs in the district to sustain or increase the membership base. (2010 MOP p. 41)

#### Extension Committee

This committee encourages the development and updating of club extension surveys and assesses these surveys for new club potential, including traditional clubs as well as e-clubs. It shall assist the District Governor in the formation of new clubs; conduct club extension seminars; and assist the District Governor's Special Representative in arranging to charter new clubs. (2010 MOP p. 43)

The Special Representative shall be a member of the sponsor club for the new club, preferably a past district governor if there is one in the sponsor club, appointed by the District Governor. (2010 MOP p. 44)

#### Finance Committee

A district finance committee shall be established to review and study the necessary expenses of district administration. The governor shall appoint one member to serve one year, one to serve two years, and one to serve three years, and thereafter, each succeeding year, the governor in office shall appoint one Rotarian for a period of three years to fill the vacancy. Cooperating with the governor, this committee shall prepare a budget of district expenditures that shall be submitted to the clubs at least four weeks before the district assembly and approved at a meeting of the incoming club presidents at the district assembly. The amount of any per capita levy on clubs for a district fund should be decided in accordance with the RI Bylaws. (RCP 17.060.) In making recommendations for the finance committee, the District Governor should give strong consideration to appointing a past district governor and/or a person with a strong financial background or experience. (2010 MOP p. 47)

## New Generations Committee

New Generations is the Fifth Avenue of Rotary Service. The District shall have a Chairperson of New Generations service, which shall cover the following programs: Youth Exchange (Long Term & Short Term), Rotaract, Interact, RYLA and EarlyAct. Additionally, the District Governor shall appoint a Child Protection Officer. The district shall adhere to all of the requirements of Rotary International set forth in its Statement of Conduct for Working with Youth and the RI Guidelines for Abuse and Harassment Prevention as established by the General Secretary of Rotary International. The clubs shall cooperate with the District Governor and New Generations Chairperson in obtaining and conveying to the district the names and contact information of their faculty advisors where applicable in a timely fashion. (2010 MOP p. 115)

### Youth Exchange (Long Term & Short Term)

There shall be an Inbound and an Outbound Chairperson for the Youth Exchange Program, as well as a Short Term Chairperson, all appointed by the District Governor. The District shall retain its current membership in Eastern States Student Exchange (“ESSEX”) and shall continue to adhere to the rules, regulations and policies of ESSEX, especially with respect to child protection issues. (See, also 2010 MOP p. 116, 120)

Youth Exchange Students are sponsored and hosted by the clubs in the district. However, from time to time the district may sponsor certain activities for all of the inbound or outbound students. The district budget as promulgated from year to year and approved by the district shall include the cost of district-sponsored youth activities for the students.

The District shall maintain a separate Youth Exchange bank account, in accordance with the Manual of Procedure. The Youth Exchange committee shall prepare an annual budget of expenditure, which shall be submitted to the governor and finance committee for approval. (See 2010 MOP, p. 48).

### Rotaract

There shall be a Chairperson for the district Rotaract program appointed by the District Governor. There shall be such training for the officers of the Rotaract clubs in the district, as mandated by the Manual of Procedure. (2010 MOP p. 120)

### Rotary Youth Leadership Awards Program (“RYLA”)

There shall be a Chairperson for the district RYLA program, appointed by the District Governor. As currently structured in this district, RYLA is primarily constituted as a program where 10<sup>th</sup> grade students are the main participants; 11<sup>th</sup> grade students act as facilitators; and 12<sup>th</sup> grade students participate in the overall planning and supervision of the program along with

Rotarian members of the RYLA Committee. Nothing herein shall prevent this program being expanded beyond the high school level, so long as the guidelines set forth by Rotary International for RYLA programs is adhered to. (2010 MOP p. 121)

The district budget as promulgated from year to year and approved by the district shall include the cost of district-sponsored youth activities for the students.

The District shall maintain a separate RYLA bank account, in accordance with the Manual of Procedure. The RYLA committee shall prepare an annual budget of expenditure, which shall be submitted to the governor and finance committee for approval. (See 2010 MOP, p. 48).

### Interact

There shall be a Chairperson for the district Interact program appointed by the District Governor. The Interact Committee coordinates the activities of club Interact committees and promotes Interact throughout the district. The Interact clubs are solely sponsored by individual Rotary clubs, which shall appoint a Rotary advisor to each Interact club they sponsor. (2010 MOP p. 117)

### EarlyAct

Although not currently an official program of Rotary International, there shall be a district EarlyAct committee led by a Chairperson appointed by the District Governor. EarlyAct is an elementary school Rotary Club-sponsored activity guided by a Rotarian Advisor and Faculty Advisor in keeping school district policies. The EarlyAct Committee coordinates the activities of club EarlyAct committees and promotes EarlyAct throughout the district. The EarlyAct clubs are solely sponsored by individual Rotary clubs, which shall appoint a Rotary advisor to each EarlyAct club they sponsor.

### Child Protection Officer

The Child Protection Officer is a member of the district New Generations committee, appointed by the District Governor, who is responsible for maintaining youth protection policies and procedures for the New Generations programs. The Child Protection Officer serves as the first point of contact should any Rotarian receive an allegation of abuse or harassment. This person should have experience in youth protection, social work, law enforcement, or a similar field. (2010 MOP p. 18, 116, 121)

### Public Relations Committee



Public relations efforts are vital to Rotary's continued growth and service. Creating a positive image for Rotary is the responsibility of every Rotarian, and particularly of this committee. Effective PR campaigns build positive, strong relationships with their audiences. The public relations committee shall provide information, through seminars and programs which are designed to: train Rotarians to write an effective press release; provide suggestions on working with the media; train Rotarians how to use nontraditional and new media tools to promote Rotary; provide suggestions on how to measure the success of a public relations campaign to better prepare for future efforts; provide speakers and resources on Rotary topics to the community at large; and assist with access to resources, including ads, videos, and electronic media from Rotary's public image campaigns. This committee shall further promote the protection of Rotary's intellectual property, including the proper use of its trademarks, service marks, indicia and logos. The District Governor shall appoint a District Photographer who shall be a member of this committee. (2010 MOP p. 39, 41)

#### District Committee on Technology, Rotary Information, Social Media and Website

Due to the importance of communication and dissemination of information by and between Rotarians and non-Rotarians, the District Governor shall appoint Rotarians to oversee and coordinate the district website, and the use of social media and technology in the district. The committee shall be charged with the following specific functions: maintaining and updating a web presence, district roster, district communications portal; publishing a monthly newsletter of the District Governor; maintaining a district policy for use of Rotary media by clubs and Rotarians; maintaining the hardware and software assets belonging to the district; and providing for the orderly transition of hardware, software and data from each District Governor to the next.

Further, all Rotarians must be mindful of the privacy rights of other Rotarians, and these technology assets of the district shall not be used or marketed for any purpose other than in the management of the district, its clubs, and the projects of the district and the clubs.

The District Governor shall appoint the members of this committee, which shall include the District Secretary. This committee shall coordinate its activities with the District Public Relations Committee whenever deemed appropriate.

#### District Conference Committee

In order to promote continuity and expertise, there shall be a standing committee consisting of members with expertise in the areas relevant to a conference, such as hotel and site arrangements, catering, transportation and travel, entertainment, and legal expertise with respect to contracts and commitments, who will serve this function over a multi-year period. This committee shall assist each District Governor in the planning for the annual district conference. The District Trainer shall be a member of this Committee in order to fulfill the Trainer's responsibilities with respect to plenary session planning for the District Conference. (2010 MOP

p. 53)

### Rotary Foundation Committee

Each governor shall, well before taking office, appoint all members of a district Rotary Foundation committee. The committee consists of a chair and three or more subcommittee chairs. To be effective, the district Rotary Foundation committee must have continuity of leadership; therefore, the chair is a three-year appointment subject to removal for cause. Although not mandatory, it is recommended that the chair be a past governor. The district governor is an *ex officio* member of the committee. With the direct leadership of the governor, the chair works with the committee to plan, coordinate, and evaluate all district Foundation activities, including the annual Rotary Foundation Seminar, the purpose of which is to educate Rotarians about Foundation programs and motivate them to be strong participants and advocates of the Foundation.

The subcommittees of the District Rotary Foundation Committee are:

- 1) Grants
- 2) PolioPlus
- 3) Fundraising
- 4) Other subcommittees, as needed, including, but not limited to, a SHARE Decision Sub-committee, made up of the Immediate Past District Governor, the District Governor, the District Governor-elect, the District Governor-nominee and the District Rotary Foundation Chair. The District Rotary Foundation Chair chairs this sub-committee. (2010 MOP p. 71)

### RI Convention Promotion

The District Governor shall work with the RI Rotary Coordinator in the promotion of the Rotary International Convention, and may appoint a committee to assist in such promotion. (2010 MOP p. 39)

### Rules and Procedures Committee

The committee shall consist of five members, which shall include three past district governors still active in the district and two other qualified Rotarians who are active in the district. Appointments to the committee are made by the governor and shall be for a one-year term. The term of any committee member may be extended for up to one additional year by a successive governor, but no committee member may serve more than two successive terms. Once being off the committee for at least one year, any qualified past district governor or other qualified committee member may then serve again if appointed by another district governor in the future. Members should be knowledgeable about RI's constitutional documents and election procedures. (See, RCP 21.010)

## **SECTION 3 - OTHER COMMITTEES OF THE DISTRICT**

District leaders should ensure that continuity exists from year to year in district projects and programs.

### District Governor Nominating Committee

Based upon the long-standing tradition in both predecessor districts, the merged district shall utilize the Nominating Committee Procedure outlined by Rotary International in the Manual of Procedure as the preferred method of selection for future district governors, so long as same does not conflict with any future changes prescribed by Rotary International. In keeping with the spirit of the selection process as outlined by Rotary International, there should be no electioneering, campaigning or canvassing for office, and the entire process shall be conducted in a dignified manner designed to choose the best qualified candidate for the office of District Governor, not subject to political pressures or popularity concerns. To this end, and to the extent possible, candidates who appear before the nominating committee shall not be announced in advance and all involved in the selection process shall maintain the privacy of the candidates who apply for the position and appear before the committee.

The District Governor Nominating Committee shall consist of a Chairperson and nominators from each of the areas of the district. The committee shall be chaired by the Chairperson selected by the District Governor each year, said Chairperson being a Past District Governor who is an Active Member in good standing of a club in this district, who has served as Governor in this District, and who shall report directly to the District Governor. The Chairperson shall convene the nominating committee meeting, but shall not be present during the interview process. Nor shall the Chairperson participate in the deliberations of the nominators, who shall be left alone to reach their decision. The Chairperson shall remain close-by and available to the nominators, to serve as a resource for questions relating to procedure during the interviews and deliberations.

One nominator shall be selected to serve on the committee from each area of the district. An alternate nominator shall also be selected to serve, in the event the nominator is unable to serve. Each nominator shall be an Active Member in good standing who is a Past President, current President, Past Secretary or current secretary of a club. No person shall be eligible to serve as nominator for two successive years. A nominator shall automatically become disqualified to serve if a member of the nominator's club is proposed as a candidate for District Governor.

Not later than October 30 of each year, the Assistant Governors shall call a meeting of the club Presidents in their areas, in person or electronically, for the purpose of selecting a nominator and an alternate from each of their areas. After they have selected a nominator and an alternate, their choices shall forthwith be transmitted to the Chairperson for the Committee. The Chairperson shall notify the District Governor of the names of the nominators and alternates by November 30.

The District Governor shall forthwith notify the member clubs in the District of the date

when and the place where the nominating committee shall meet. In the same transmittal the Governor shall inform each club of its right to submit its suggestion for candidate for District Governor for consideration by the Nominating Committee. Such suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate and properly certified by the club secretary. In the event any club suggests a candidate who is not a member of such club, concurrence of the club of which the candidate is a member shall first be obtained. Suggestions of nominees should reach the Governor on or before seven (7) days preceding the date fixed for the meeting of the nominating committee.

The nominating committee shall meet at a time and place fixed by the Chairperson to the Committee, but not later than December 31. One more than half of the nominators selected each year shall constitute a quorum. All business shall be by majority vote of those in attendance. Each candidate must be present for an interview by the nominating committee. The committee may take into consideration any extenuating circumstances which might prevent any candidate from attending the interview by the committee. If the committee finds no suitable candidate for the position of District Governor, it may nominate a qualified candidate not in attendance without the formal approval of that nominee's club. The Chairperson to the Committee shall forthwith notify the District Governor of the committee's selection. The District Governor shall thereafter continue to endeavor to maintain privacy as to the name of any candidate who was not selected by the committee. (2010 MOP p. 31)

#### College of Governors

In accordance with the Manual of Procedure, the district shall organize this advisory council of past district governors for the purpose of providing advice and counsel to the governor. However, the authority and responsibility of the governor shall in no way be impaired or impeded by the advice or actions of the past governors. The College of Governors shall meet no less than once per year (within one month of the International Assembly) for the purpose of allowing the governor-elect to inform the current and past governors of the issues debated and presented, and at such other times as the District Governor deems appropriate. (2010 MOP p. 33)

#### Nomination of Representative and Alternate Representative to Rotary Council on Legislation

A committee comprised of all of the past district governors who are currently Rotarians in the district, shall meet every three years, prior to the district conference at least two years before the Council of Legislation meets, to nominate a representative and an alternate to the Council on Legislation, said representative and alternate to have the qualifications set forth in the Manual of Procedure. The selection of this nominating committee shall be submitted to the district at the next following district conference, for confirmation.

In the event the nominated representative and/or alternate is not confirmed, or in the event the committee fails to meet or make a selection of either a representative or alternate for any reason, then the district governor shall conduct an election of a representative and an alternate to

the Council on Legislation using the ballot by mail process, as outlined in the Manual of Procedure. The person who receives the most votes in the ballot by mail shall be the representative; and the person who receives the second highest number of votes shall be the alternate. (2010 MOP p. 141)

#### Nomination of Representative and Alternate Representative to Zone Director Nominating Committee

A committee comprised of all of the past district governors who are currently Rotarians in the district, shall meet every four years, prior to the district conference in the year before the Zone Director Nominating Committee meets, to nominate a representative and an alternate to the Zone Director Nominating Committee, said representative and alternate to have the qualifications set forth in the Manual of Procedure. The selection of this nominating committee shall be submitted to the district at the next following district conference, for confirmation.

In the event the nominated representative and/or alternate is not confirmed, or in the event the committee fails to meet or make a selection of either a representative or alternate for any reason, then the district governor shall conduct an election of a representative and an alternate to the Zone Director Nominating Committee using the ballot by mail process, as outlined in the Manual of Procedure. The person who receives the most votes in the ballot by mail shall be the representative; and the person who receives the second highest number of votes shall be the alternate.

#### Continuity Meetings

Each district governor shall establish a continuity committee comprised of the immediate past district governor and the DG, DGE, DGN and DGND, for the purpose of holding regular discussions regarding issues pending in the district and in Rotary in general. In addition to the members named herein, the district governor may choose to invite such other Rotarians as he or she pleases. The business of the committee shall be conducted informally, without minutes or agenda. The actions of this committee shall not be binding upon the governor or the district.

#### District Friendship Exchange Committee

The District's committee shall coordinate both types of friendship exchanges described in the Manual of Procedure, those being the visitor exchange and the team exchange. Each year, the district governor shall appoint a district Rotary Friendship Exchange chair to coordinate the district's exchange program. (2010 MOP p. 111)

#### District Foundation

Predecessor Districts 7250 and 7260 both had established district foundations, those being the Rotary District 7250 Foundation Inc. and the Rotary District 7260 Foundation Inc., respectively. Inasmuch as the Rotary District 7260 Foundation Inc. currently has no assets or operating history, the name of said entity shall be changed to the Rotary District 7255 Foundation Inc., and shall continue to operate as a foundation for the new merged district. Over the three-

year period following the merger of the two districts, Rotary District 7250 Foundation Inc. shall wind-down its operations, and shall be dissolved as soon as practicable. After June 30, 2013, all new fund raising for projects shall be carried-out by the Rotary District 7255 Foundation Inc.

The officers and directors of the foundation shall be selected in accordance with the bylaws of the foundation, as approved by the Internal Revenue Service.

Gift of Life

TO BE DETERMINED

District Projects

The clubs and Rotarians of the district may form such committees as from time to time may conduct Rotary business and service projects in the district. By way of example, but not by limitation, as of the time of the merger such projects include Rotacare, Reach Out to Africa, Camp Pa-Qua-Tuck, Gift of Life, Inc., Patchogue Rotary Animal Assisted Therapy, and others.

David M. Ardam, PDG  
Michael Coco, Past AG  
July 1, 2013