

# **ROTARY INTERNATIONAL DISTRICT 9600**

## **STANDING PROCEDURES FOR THE MANAGEMENT OF THE DISTRICT**

District Resolutions in Effect following Brisbane Conference in April 2006.

### *EXCERPT RELATING TO BONNE TENKATE MEMORIAL FUND*

#### **23. The Bonne Tenkate Memorial Fund**

The following are the Rules for the Administration of the Fund.

##### *(a) Definitions*

“The Fund” means “The Bonne Tenkate Memorial Fund”.

“The Committee” means the committee that will administer the Fund and it shall comprise the following Officers in District 9600:

- Immediate Past District Governor,
- District Governor,
- District Governor Elect
- Chairman of Youth Exchange Committee,
- Chairman of the District Finance Committee (Committee Chairman) and
- Treasurer of the District Finance Committee.

The Committee Chairman shall, if required, have a casting as well as a deliberative vote.

“District Assembly” means the annual assembly of delegates for Clubs in District 9600 as conveyed by the District Governor.

“District Conference” means the annual gathering of all Clubs in District 9600 as convened by the District Governor.

“District 9600” means District 9600 of Rotary International as at present constituted and as varied from time to time in name, boundaries and constituents within Rotary International.

“Youth Exchange Committee” means the committee so named each financial year for the purpose of administering the Rotary Youth Exchange Program within District 9600.

“Financial Year” means the year that ends on 30 June.

## **APPENDIX ‘A’**

### **THE BONNE TENKATE MEMORIAL FUND**

#### **Guidelines for Funding Applications**

The following guidelines are the minimum requirements to be incorporated in a submission for funding from “The Bonne Tenkate Memorial Fund”.

A submission for funding must be submitted, in the first instance, to the Chairman of the D9600 Youth Exchange Committee.

If the proposed Rotary Exchange Student is selected for exchange after completion of the District Youth Exchange selection process, then the funding submission, together with additional information including a letter of support, is to be forwarded by the Chairman of the District Youth Exchange Committee to the Chairman of the District Finance Committee (who is also Chairman of The Bonne Tenkate Memorial Fund Committee) requesting The Bonne Tenkate Memorial Fund Committee meet in the month of June to consider the funding request, and, if

successful, the amount agreed to be paid to the District Youth Exchange Committee as soon as possible after 30 June.

**Funding requirements:**

- Letter from Parent or Legal Guardian stating,
- Full name of proposed Rotary Exchange Student.
- Amount of Funding requested.
- Reason for request.
- What action is planned to assist funding needs, including providing assistance while on exchange.
- Letter from Principal of High School at which proposed Rotary Exchange Student is attending Year 12 to include,
  - Academic record.
  - Character reference.
  - Degree of fund raising available, if any, with school support.
- Letter from nominating Rotary Club to include,
- How many students applied to the club in the current selection process.
- Why the student was selected.
- Whether the Club intends to provide financial support, and how much.

**"Excerpts from the Trust Deed of The Bonne Tenkate Memorial Fund."**

"Relative" means child, stepchild, grandchild, brother, sister and the spouse of any such relation.

Any reference to Rotary, Rotary International and Officers of Rotary shall be construed to relate to Rotary International as defined under the Constitution and By- Laws of Rotary International from time to time in force.

*(b) Objects*

The object of the Fund is to provide financial assistance to Youth Exchange students sponsored by District 9600.

*(c) Basis of Financial Assistance*

Financial assistance to selected students will be available each financial year and it will be known as a "Bonne Tenkate Grant".

*(d) Capital Account*

The initial capital of the Fund was the excess funds of District 9600 Youth Exchange Committee as at 30 June 1990. The capital of the Fund may be increased from time to time by application of District 9600 funds, donations, endowments or income earned.

*(e) Income Account*

The Fund's annual income shall be used to provide "Bonne Tenkate Grant(s)" in the succeeding financial year to which it is earned. Where such income is not used to provide assistance in that year, it shall be added to the Fund's Capital Account and not be available to assist students in subsequent years.

*(f) Relatives*

No relative of a Rotarian shall be eligible to receive financial assistance from the Fund.

*(g) Selection Procedures*

- (i) Guidelines for Funding Applications for students to receive a Bonne Tenkate Grant are incorporated in Appendix 'A' attached to these Standing Procedures for the Management of the District.

- (ii) A Rotary Club, or the parents/guardians or custodians of a student selected as an exchange student may, under the guidance of the nominating (or host) Rotary Club, apply to the Youth Exchange Committee in the first instance for a Bonne Tenkate Grant.
- (iii) A written application is to be submitted to the Youth Exchange Committee in a form acceptable to the Committee and contain such information, either incorporated therein or annexed thereto as the Committee may reasonably require. All applications forwarded to the Committee shall be regarded as being confidential.
- (iv) The Committee will review each application and, in due course, advise the Youth Exchange Committee and each applicant of its decision in writing.
- (v) The terms and conditions for each Bonne Tenkate Grant given shall be determined by the Committee and no communications shall be entered into regarding decisions made by the Committee.

*(h) Management of Investments*

The Fund's Capital and Income Accounts shall be administered by the Rotary District 9600 Finance Committee and full details thereof included in the annual audited financial statements of District 9600 presented at each District Conference.

*(i) Alterations*

The contents of these Fund Rules shall be amended only by a resolution passed at either a District Assembly or a District Conference.

*(j) Winding Up*

Upon a District Conference resolving that it is no longer practicable to carry on the Bonne Tenkate Memorial Fund for the purposes laid down in these Fund Rules, the Fund shall be wound up and the proceeds paid to another Rotary Organisation within District 9600 which has as its objects the provision of assistance to Youth.