



Rotary International District 5080



Letter of Understanding

BETWEEN ROTARY INTERNATIONAL DISTRICT 5080
as represented by the District Governor
(hereinafter referred to as “**the District**”)

AND THE DISTRICT 5080 YOUTH EXCHANGE COMMITTEE
as represented by the Chair
(hereinafter referred to as “**the Committee**”)

WHEREAS the District is required to ensure that the Youth Exchange Program is developed, maintained and promoted in a manner which is consistent with the Youth Exchange Program guidelines. (including regulations and provisions as put forth in various official Rotary documents) as established by Rotary International; and to ensure that such funds as are provided to the Committee by the District are expended in the manner and for the purpose specified by the District and agreed to by the Committee;

AND WHEREAS the purpose of this document is to provide operating guidelines that will enable the District to effectively meet its responsibility for general oversight of the Youth Exchange Program; and provide the Committee with the necessary flexibility to administer the Program in a timely, appropriate, and responsible manner;

NOW THEREFORE both parties hereby agree as follows

General

1. The District Governor is responsible for the general guidance and direction of the Chair of the Youth Exchange Committee.
2. The future success and development of the Youth Exchange Program within District 5080 is contingent on the Committee continuing to have the necessary autonomy and flexibility to manage its day-to-day activities.

Financial

3. The Committee is accountable to the District for all funds raised and expended by the Committee. Funds provided to the Committee by the District shall be used only for operation and enrichment of the Youth Exchange Program, and for the specific expenses identified in the Committee’s annual budget.
4. The Committee will submit a budget for each Rotary year to the District Governor by September 30th of the preceding year. That budget shall identify the general categories of anticipated revenues and expenditures, and the expenses of operating the District Committee.
5. Where the District agrees to provide funds to the Committee in a Rotary year, such funds shall be forwarded to the Treasurer of the Committee no later than November 1st of that year.

6. The Committee shall establish such accounts with chartered banks or other financial institutions as it considers necessary; shall promptly deposit all of its revenues in such accounts; and shall withdraw funds from those accounts only on the signature of two designated officers or members of the Committee.
7. The Committee shall appoint one or more qualified persons to conduct a full review of its accounts, and shall submit the reviewed financial statement for the preceding Rotary year to the District Governor no later than the last day of February of each year.
8. Recognizing the volatility of exchange rates and the cost of air fares and insurance coverage for students, and to ensure greater access to the Youth Exchange Program by students through a "flat fee" policy, it is necessary to maintain a reserve fund within the Youth Exchange Program to meet significant cost increases that could occur between the application and departure dates of outbound students. It is agreed that the maximum amount in the reserve fund shall be US \$40,000. Such reserve fund shall be deposited in an account in the same financial institution as the committee uses but in an account distinct from the funds of the operating account.
9. The Conger Memorial Scholarship Fund is administered by the trustees of a registered charity established for that purpose, and is a separate entity from the Youth Exchange Committee and the Rotary district. The Committee may, at its discretion, provide for an annual contribution to the Conger Memorial Scholarship Fund in an amount not exceeding \$100 for each outbound student during that Rotary year, to a maximum contribution of \$5,000 in any one year.

Amendment

10. Any amendment to this document shall be in writing and shall be signed by both parties prior to taking effect. Unless this is amended as provided, it remains in effect from the date indicated.

This document is a reaffirmation of an existing agreement but contains updated language reflecting the current policy and procedures of the Committee and District.

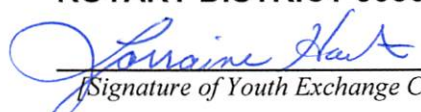
IN WITNESS WHEREOF the parties hereto have signed this Letter of Understanding on the
9 day _____, Sept _____, 2017.

ROTARY INTERNATIONAL DISTRICT 5080



[Signature of District Governor]

ROTARY DISTRICT 5080 YOUTH EXCHANGE COMMITTEE



[Signature of Youth Exchange Committee Chair]