

THE METHODIST CHURCH OF SOUTHERN AFRICA

CENTRAL DISTRICT YOUTH UNIT BURSARY FUND



Mission:

“God calls the Methodist people to proclaim the gospel of Jesus Christ for healing and transformation”

Vision:

“A Christ-healed Africa for the healing of nations”

Sub-Vision of the fund:

“Transforming dreams to reality through Education”

POLICY DOCUMENT

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Table of Contents

CHAPTER 1: DEFINITIONS AND PURPOSE	3
Definitions	3
Purpose of the policy	4
CHAPTER 2: ESTABLISHMENT, COMPOSITION, GOVERNANCE AND FUNCTIONS OF CDYUBF	4
Establishment of the Central District Youth Unit Bursary Fund	4
Functions of CDYUBF.....	4
Composition of The Board	5
Term of office of Chairperson and members.....	6
Vacation of office	6
Filling of vacancies	6
Executive officer and volunteers of CDYUBF	6
Meetings of board.....	7
Funds of CDYUBF.....	7
Annual audit.....	8
Annual report.....	8
Allowances of members of The Board	8
CHAPTER 3: ADMINISTRATION OF BURSARIES	8
Application for a bursary.....	8
Granting of bursaries and agreements	8
Designated higher education institution	9
CHAPTER 4: SUSTIANABILITY OF FUNDS	9
Obligations of bursar.....	9
ANNEXURE A: BURSARY AWARDING CRITERIA.....	10
Qualification criteria of potential bursars.....	10
Additional considerations by the Board in awarding funding to applicants.....	10

POLICY DOCUMENT

The purpose of this document is:

- To provide guidance for the establishment of the Central District Youth Unit Bursary Fund (hereafter referred to as “CDYUBF”) under the authority of The Methodist Church of Southern Africa (MCSA) and its laws and disciplines;
- to provide for the management, governance and administration of the CDYUBF;
- to provide for the granting of bursaries to eligible students at public higher education institutions; and
- for the administration of bursaries; and to provide for matters connected therewith.

CHAPTER 1: DEFINITIONS AND PURPOSE

Definitions

1. In this policy document, unless the context indicates otherwise :-
 - a) “board” means the CDYUBF board referred to in section 3(2);
 - b) “bursar” means a student to whom a bursary has been granted in terms of this policy document;
 - c) “bursary” means that part of the grant to a person by the CDYUBF which the person is not required to pay back on compliance with the criteria and conditions set in the written agreement;
 - d) “CHE” means the Council on Higher Education established by section 4 of the Higher Education Act, 1997 (Act No. 101 of 1997);
 - e) “district” means the Central District of the Methodist Church of Southern Africa;
 - f) “designated higher education institution” means a higher education institution with which the CDYUBF has entered into an agreement in terms of section 17;
 - g) “Coordinator” means the member of clergy or lay person who has been appointed to head up the Youth Unit within the District;
 - h) “employer” means any person or body who employs a bursar;
 - i) “financial year” means the period beginning on the first day of March of a year and ending on the last day of February of the next year;
 - j) “higher education” means all learning programmes leading to qualifications higher than grade 12 or its equivalent in terms of the National Qualifications Framework as contemplated in the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995), and includes tertiary education as contemplated in Schedule 4 of the Constitution;
 - k) “higher education institution” means any higher education institution that is established, deemed to be established or declared as a public or private higher education institution under the Higher Education act, 1997 (Act No. 101 of 1997);
 - l) “Bishop” means the Central District Bishop;

- m) "CDYUBF" means the Central District Youth Unit Bursary Fund established by section 3;
- n) "student" means any person accepted at a higher education institution;
- o) "the church" means The Methodist Church of Southern Africa
- p) "this policy" includes regulations contemplated up to section 18 and annexures.

Purpose of the policy

- 2. (1) The purpose of this policy is to establish the CDYUBF for students at higher education institutions.
- (2) The aim of the CDYUBF is to provide financial aid to eligible students who meet the criteria for admission to a higher education programme - with preference given to those who are less fortunate.

CHAPTER 2: ESTABLISHMENT, COMPOSITION, GOVERNANCE AND FUNCTIONS OF CDYUBF

Establishment of the Central District Youth Unit Bursary Fund

- 3. (1) The CDYUBF is hereby established as a juristic person to be registered as a Public Benefit Organisation under the direction of the Central District of the Methodist Church of Southern Africa.
- (2) The CDYUBF is managed and administered by the CDYUBF Board.
- (3) The CDYUBF Board shall report to the youth synod as it's governing body annually during the synod sitting. The Board shall from time to time in between youth synods report at a council meeting.

Functions of CDYUBF

- 4. The functions of the CDYUBF are :-
 - a) To allocate funds for bursaries to eligible students;
 - b) To develop criteria and conditions for the granting of bursaries to eligible students in consultations with the district executive;
 - c) To raise funds as contemplated in section 11(1);
 - d) To maintain and analyse a database and undertake research for the better utilisation of financial resources;
 - e) To advise the youth synod or district executive on matters relating to student financial aid; and
 - f) To perform other functions assigned to it by this policy or by the youth synod or district executive

Composition of The Board

5. (1) Subject to subsection (4), the board should consist of :-
 - a) 10 members appointed by the youth synod of whom:
 - i. One member must be from the Central District Methodist Youth Unit;
 - ii. One member must be designated by the District Bishop as the Chairperson of The Board; and
 - iii. Four members nominated by the youth synod; of which one will be the Executive Officer, contemplated in section 9(1), who is the secretary and who has no voting rights.
 - iv. Not more than four members who may be co-opted by The Board.
 - 2) The selection of the appointed members, and co-opted members, must be undertaken in such a manner so as to ensure, insofar as is practically possible, that :-
 - a) The functions of the CDYUBF, in terms of this policy, are performed according to the highest professional standards; and
 - b) The membership, taken as a whole:
 - i. is broadly representative of the church;
 - ii. has deep knowledge and understanding of higher education;
 - iii. has financial expertise and experience;
 - iv. appreciates the role of the higher education system in the reconstruction and development of our country and communities; and
 - v. Has attested commitment to the interest of higher education;
 - c) Due attention is given to the representation of The Board on such relevant factors such as race, gender and disability.
 - d) The above selection should always be led by deep prayer and listening for the guidance of the Holy Spirit.
 - 3) The Bishop, by notice in an official youth synod meeting of the Central District, shall invite nominations for the appointment of members of The Board from:
 - a) Proposed names of people outside of the youth synod (who are full members of the Methodist Church of Southern Africa) to be adopted by synod.
 - 4) The Bishop must consider the nominations contemplated in subsection (3) in appointing the members contemplated in subsection (1)(a), subject to subsections (2) and (5).
 - 5) At least one of the members contemplated in subsection (1)(a) must be appointed on account of their particular financial or fundraising experience and expertise.

Term of office of Chairperson and members

6. (1) The Chairperson and an appointed member of The Board may hold office for a period of three years.
- (2) A co-opted member of The Board holds office for a period determined by The Board.
- (3) The Chairperson and an appointed member of The Board may not serve for more than two consecutive terms of office.

Vacation of office

7. A person ceases to be a member of The Board if he or she :-
 - a. Resigns by giving written notice to the Chairperson or, in the case of the Chairperson, to the bishop;
 - b. Is absent from three consecutive meetings of The Board without the leave of the Chairperson or, in the case of the Chairperson, the leave of the executive board;
 - c. Is declared insolvent, is removed from an office of trust by a court of law or is convicted of an offence involving dishonesty or an offence for which the sentence is imprisonment without the option of a fine; or
 - d. Is declared unable to attend to his or her personal affairs by a court of law; or
 - e. Is found of not good conduct by a disciplinary structure within the church.

Filling of vacancies

8. If the Chairperson, or a member, vacates his or her office the resultant vacancy must be filled through the appointment of a new Chairperson or member or co-option in accordance with section 5.

Executive officer and volunteers of CDYUBF

9. (1) The Board must appoint an executive officer:-
 - a) To manage and administer the affairs of the CDYUBF under the authority of The Board;
 - b) To perform functions determined by the board;
 - c) To supervise the volunteers of the CDYUBF; and
 - d) To account for the assets and liabilities of the CDYUBF.
- (2) The Board must, with the concurrence of the district executive and youth synod of the district, determine the conditions of service of the executive officer and the volunteers of the CDYUBF.

Meetings of board

10. (1) Meetings of The Board must be held at such times and places as may be determined by the Chairperson concerned. The chairperson, however, must convene a meeting of The Board at least twice a year or if asked to do so in writing by at least one third of the members of The Board or by the district executive as the case may be.
- (2) Whenever the Chairperson is absent from any meeting of The Board, the members present must appoint a person from among themselves to preside at that meeting.
- (3) The Board may make rules relating to the procedure at meetings of The Board, including the quorum for such meetings, and any other matter necessary or expedient for the performance of the functions of The Board.
- (4) The proceedings at a meeting of The Board are not invalid by reason only of the fact that a vacancy exists on The Board.

Funds of CDYUBF

11. (1) The funds of the CDYUBF consist of –
 - a. Money appropriated by The Methodist Church of Southern Africa or any of its respective structures;
 - b. Donations or contributions;
 - c. Interest;
 - d. Contributions by ex-beneficiaries;
 - e. Money from fund raising efforts; and
 - f. Any other income received by the CDYUBF.
- (2) The Board:-
 - a. Must keep a record of all funds received and spent and of all assets, liabilities and financial transactions;
 - b. Must in each financial year, as such time and in such manner as the youth synod or district executive may determine, submit a statement of its estimated income and expenditure for the ensuing financial year to the youth synod for approval granted in the concurrence with the youth synod meeting.
- (3) If the youth synod does not adopt The Board's statement of its estimated income and expenditure, the youth synod must require The Board to provide a revised statement within a specified period, that will be presented in a special synod meeting or a council meeting.
- (4) The money contemplated in subsection (1) must be used by the CDYUBF in accordance with the approved statement referred to in subsection (2), and any unexpended balance must be carried forward as a credit to the following financial year.
- (5) Subject to subsection (4), The Board may invest any portion of its funds in such a manner as the synod, with the concurrence of the Finance Unit of the Methodist Church of Southern Africa, may approve.

Annual audit

12. The books of the account and financial statements of the CDYUBF must be audited by the auditor used by the Finance Unit or the District or District Youth Unit at the end of each financial year.

Annual report

13. (1) The Board must, within one month after the end of each financial year, submit a report to the youth synod which must at least include a financial statement on the performance of its functions during the preceding financial year.

Allowances of members of The Board

14. The Chairperson of The Board, including every other member of The Board, who is not in the full-time service of the Methodist Church of Southern Africa, in respect of services rendered by him or her in connection with the affairs of The Board, will be paid by the CDYUBF:-
 - a) Allowances for approved travel.

CHAPTER 3: ADMINISTRATION OF BURSARIES

Application for a bursary

15. (1) Any student (who is a full member of the church within the Central District) may, subject to the provisions of the policy document, apply in writing to the CDYUBF for a bursary on an application form determined by The Board.
 - (2) The Board will determine specific criteria related to the granting of the bursary from time to time – As detailed in Annexure A: Bursary Awarding Criteria, as amended from time to time.

Granting of bursaries and agreements

16. (1) Bursaries granted by The Board may be subject to such conditions as it may determine, either generally or in respect of a particular bursary.
 - (2) A bursary is granted in respect of a particular course of study, which must be specified in the bursary agreement in question, and may not be used for any other purpose.
 - (3) A written agreement must be entered into between CDYUBF and every bursar.
 - (4) The Board must impose a condition in respect of any bursary to the effect that if the bursar does not perform satisfactorily in his or her studies, The Board may terminate the granting of finance in terms of the agreement and that the bursar must comply with any obligation as a result of the granting of the bursary on or with effect from the date specified by The Board.

(5) The amount of the bursary is paid by the CDYUBF to the designated higher education institution concerned by way of allocations in respect of amounts payable to the institution by the bursar.

(6) A right to obtain a bursary from the CDYUBF cannot be construed from any provision of this Policy.

Designated higher education institution

17. (1) The Board may enter into an agreement with a higher education institution which agrees to become a designated higher education institution for purposes of administering bursaries to students of that institution on behalf of the CDYUBF.

(2) The agreement referred to in subsection (1) must authorise the institution on behalf of the CDYUBF:-

a. To administer bursaries granted to students of the institutions;

(3) A designated higher education institution must, at such intervals as are agreed upon by the institution and The Board:-

a. Report to The Board on the progress made by a bursar with regard to the course of study followed by him or her; and

b. Immediately notify The Board if a bursar discontinues his or her studies.

CHAPTER 4: SUSTIANABILITY OF FUNDS

Obligations of bursar

18. 1) A bursar must for as long as he or she is a current beneficiary of the CDYUBF:-

a) at such intervals as may be fixed by The Board, furnish The Board—

i) with his or her postal and residential addresses, as well as his or her chosen domicilium citandi et executandi;

ii) with information regarding his or her employment status;

iii) if he or she is employed, with the name and address of the employer; and

iv) with any other relevant information required by The Board – such as, but not limited to, Academic performance indicators; and

b) immediately notify The Board of:-

i) any change of address and furnish the new address;

ii) any change in his or her employment status; and

iii) any change of employer and furnish the name and address of the new employer.

2) Any failure by a bursar to comply with the obligations referred to in subsection (1) renders the bursary immediately stopped.

3) A bursar is encouraged, upon completion of his or her studies or acquiring employment, to become an active donor to the CDYUBF with an amount pledged by him or her.

ANNEXURE A: BURSARY AWARDING CRITERIA

Qualification criteria of potential bursars

1. An applicant shall be a full member of the church.
2. An applicant shall be a member within the Central District and not through a visiting note.
3. An applicant shall be a member of the Youth Unit through membership of one of the entities within the unit for at least a year prior to application.
4. An applicant shall fully complete the prescribed application form and submit all required support documentation on or before the date set by the board.
5. An applicant must already be accepted into undergraduate studies on a full-time basis.
6. Meeting the stipulated regulations of this policy document.

Additional considerations by the Board in awarding funding to applicants

1. Demonstrated financial need of the applicant.
2. Applicant's ambition or future plans.
3. Past academic performance.
4. Involvement of the applicant within their community and the church.
5. Availability of funds in the Fund. A maximum of 50% of the Fund must be retained each year to fund activities and assist in raising more funds.
6. Other information the board may consider relevant in the application, such as, but not limited to the following:
 - a. Recommendations or testimonials received
 - b. Personal circumstances of the application
 - c. Laws and Disciplines of the Church
 - d. Issues of character
 - e. Availability of other assistance for the applicant
 - f. Whether the funding of the applicant will promote a good example and spirit within the district.

The Board's decision can be reached in any method that will reach consensus. Each member of the Board has to vote as their conscience allows them. The collective decision is the final one.

The process should be taken up prayerfully and allowing the Holy Spirit to guide the members.