

Burnet CISD Employee Scholarship Fund Bylaws
Approved by Scholarship Committee – 9/25/17

Article 1 - Purpose

- 1.1 Burnet CISD employees have established the tradition of providing a scholarship to all BHS or Quest graduating seniors of eligible Burnet CISD Employees.
- 1.2 In administering the Burnet CISD Employees Scholarship Fund, hereinafter referred to as the "Fund", neither the committee nor any of its members shall discriminate against any scholarship applicant based upon any protected category under all applicable laws, rules, ordinances and regulations.

Article 2 - Scholarship Committee Membership

- 2.1 A Scholarship Committee, hereinafter referred to as "Committee", shall be established to manage the Fund, awarding process and fundraising activities.
- 2.2 Any employee of Burnet CISD (excluding temporary employees) is eligible to serve on the Committee.
- 2.3 Members serve a two-year term beginning in September of each year. Members are not limited to serving a specified number of terms; in fact, to allow for Committee continuity and consistency, multiple-term service is encouraged.
- 2.4 The Committee shall consist of a Chairperson, a Secretary, a Treasurer and four additional members comprised of two professional staff members and two support staff members. The superintendent will serve in an advisory role on the Committee. Committee members are excluded from serving during any year in which they have a graduating senior.

Chairperson. The chairperson shall preside over Committee meetings, serve as the primary contact for the Fund, represent the organization at meetings outside the organization and coordinate the work of all officers and members so that the purpose of the organization is served.

Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list and any other necessary supplies, and brings them to meetings.

Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of the Committee. He or she will present a financial statement at every meeting and at other times of the year when requested by the Committee, and make a full report at the end of the year.

- 2.5 Nominations for officers and members are accepted by the superintendent and an at-large election will be held in September every year with all BCISD employees being eligible to vote.
- 2.6 Should a Committee vacancy occur, the current Committee Chairperson may appoint a replacement to complete the unexpired term of that member.

Article 3 - Scholarship Fund Assets and Fund Administration

- 3.1 Assets in the Fund shall consist of donations specified for use in the Fund, employee payroll deductions and proceeds from fundraising activities.
- 3.2 As part of the annual budget review process, the Committee shall determine the number of scholarship awards and the available monies. The Committee reserves the right to change, modify, and/or discontinue administration of this program at its sole discretion. Should this program be discontinued, all remaining funds would be administered as outlined herein until the available balance is exhausted.
- 3.3 By no later than October of each calendar year, the Committee shall meet to determine and initiate a strategy towards completion of the current scholarship cycle.
- 3.4 The Committee shall approve all expenses of the organization.
- 3.5 A minimum of \$15,000 will be maintained as a reserve fund. Each year, 10% of total receipts will be retained in the Fund for long-term stability of the Fund.

Article 4 - Academic Scholarship Awards

- 4.1 Recipient must be enrolled in BCISD the first day of school of their senior year and complete all coursework towards graduation in order to be eligible for the scholarship.
- 4.2 Recipient must be a graduating senior of BHS or QUEST and must submit an application by September 15th of the awarding year.
- 4.3 The employee must be the primary care giver/custodial parent of the student.
- 4.4 The employee must begin employment by the first day of the school year in which the scholarship will be awarded.

- 4.5 The employee must complete the year of service to the district in which the scholarship is awarded.
- 4.6 The family representative must participate in a minimum of two (2) committee meetings and a minimum of five (5) volunteer hours to any fundraising event as designated by the committee. In addition, a family representative must participate in both “Major” fundraising events, one each semester, as set forth by the board, and meet all requirements as the board has deemed required. Any exception to this provision must be submitted in writing to the Committee for approval a minimum of two (2) weeks before the event.
- 4.7 The recipient must attend a college, university, or vocational school to be eligible.
- 4.8 The scholarship will be paid to the institution, not the individual.
- 4.9 The scholarship award amount must be claimed or a written extension request filed with the Employee Scholarship Committee no later than February 1 of the year following graduation. Any unclaimed scholarships will be returned to the Employee Scholarship Fund. Any exception to this provision must be submitted in writing to the Committee for approval a minimum of two weeks before the event.
- 4.10 This is a restricted scholarship. In the event the student does not attend the college or does not complete the first year, any remaining funds from this scholarship will be returned to the Burnet Consolidated I.S.D. Scholarship Fund.
- 4.11 The Committee shall disqualify any scholarship award recipient who has not upheld the responsibilities set forth in the Scholarship Application.

Article 5 - Amendment and Addition of By-Laws

- 5.1 Any employee may initiate a proposal for amendment/exception to any or all of the articles or sections of these by-laws. The proposal shall be submitted to the Committee for consideration, as an agenda item, during its next regular meeting following its receipt.
- 5.2 Any article or section of these by-laws may be amended or deleted by a majority vote of the Committee.