

# GROVE ROTARY FOUNDATION

## POLICY AND PROCEDURE FOR THE ORGANIZATION AND OPERATION OF THE FOUNDATION EDUCATION COMMITTEE

**Approved: November 4, 2009**

**Revised: January 9, 2012**

**Revised: February 7, 2013**

**Revised: September 11, 2017**

**Revised: December 18, 2019**

### **1. PURPOSE:**

The purpose of the Grove Rotary Foundation Education Committee is to plan and implement the awarding of Foundation educational grants/scholarships. This Committee is to serve as the selection committee for the awarding of educational and vocational grants and scholarships.

### **2. AUTHORITY:**

The Foundation Board has the authority and responsibility to supervise the awarding of student grants/scholarships. This supervision is accomplished by the issuance of this Policy and Procedure, by monitoring compliance of the Education Committee with this Policy and Procedure and by approving the Case History Report for each grant/scholarship to be awarded. The Education Committee is advisory in nature to the Foundation Board and the Foundation President/Chairperson. The Education Committee's authority and responsibility are limited as authorized and defined by this Policy and Procedure.

### **3. GENERAL CONCEPT:**

The Education Committee will serve as the selection committee and follow the selection process for the awarding of the Foundation's education grants/scholarships in compliance with this Policy and Procedure.

### **4. EDUCATION COMMITTEE CHAIRPERSON:**

The Foundation Board will elect and appoint the Education Committee Chairperson by majority vote. The Chairperson will serve a term of three (3) years. The Chairperson must be a member of the Grove Rotary Foundation in good standing and must have served at least two (2) years on the Education Committee, but should not be a member of the Foundation Board of Directors. The Chairperson is authorized to provide general guidance and direction to the Education Committee in accordance with this Policy and Procedure, Foundation By-laws, and Foundation incorporating documents. The Chairperson will conduct meetings of the Committee and is authorized to place topics and items on the agenda.

The immediate past Education Committee Chairperson will serve as a non-voting ex-officio member of the Committee to share insights and historical information with the Committee and to provide general counsel to the Chairperson on Committee matters including policies, procedures and past precedence.

The Chairperson is authorized to appoint the Northeast Technology Center (NTC) Vocational Scholarship Subcommittee which may issue and evaluate vocational scholarship applications and make recommendations to the Education Committee concerning the award of financial need based

vocational scholarships to NTC Afton, OK. Generally, the Vocational Subcommittee will work under the same guidelines as the Education Committee described here in.

## **5. FOUNDATION EDUCATION COMMITTEE MEMBERS:**

- (a) The Education Committee shall consist of the Chairperson plus eight (8) additional members, one of whom may be designated the Vice Chairperson. Each Committee member must be a Grove Rotary Foundation member in good standing and agree to accept the responsibility of serving as a Committee member. Any Rotary Foundation member may apply to serve on the Education Committee. Each regular term of appointment is three (3) years. Terms begin on July 1 and end on June 30 of the year designated. In the first year of this revised policy, three (3) Committee members will be re-designated to complete their Term of Appointment ending June 30, 2012, three (3) Committee members will be re-designated to complete their Term of Appointment ending June 30, 2013 and three (3) Committee members, including the Chairperson, will be re-designated to complete the Term of Appointment ending June 30, 2014. Thereafter, one-third of the Committee Members (3) will be newly appointed each year as the Terms of Appointment end.
- (b) Annually, by May 1, the Chairperson will select and nominate to the Foundation Board, the names of persons to be appointed as members of the Education Committee and the name of the prospective Committee Vice Chairperson. Committee nominee preference is given to Rotarians who have not served on this Committee in the recent past. Past service does not exclude a Rotary Foundation Member in good standing from serving on this Committee again. However, Committee members completing their three (3) year term will be restricted from serving on this Committee for a period of at least one (1) year (i. e. no back –to-back terms).

Exception: The appointment of the Chairperson is exempt from the three (3) year term limitation described above. [**Note:** Regarding appointment, Section 4 of this Policy states “The Chairperson ... must have served at least two (2) years on the Education Committee ... The Chairperson will serve a term of three (3) years.”]

Upon appointment, the Chairperson assumes a new three (3) year term and the balance of his/her previous term, if any, will be filled by either a Trustee prior approved “Alternate” or a new member Trustee appointment.

The outgoing Education Committee may act as a Nominating Committee to advise the Chairperson regarding nominees to present to the Trustees for appointment This advice and counsel will include evaluation of ‘Statement of Interest’ Forms submitted by applicants for the open positions and consideration of First, Second and Third Alternates, if applicable.

The Foundation Board must approve the members of the Education Committee by majority vote no later than June 30.

- (c) The Vice-Chairperson will be nominated by the Chairperson for Trustee approval from among the remaining eight (8) Committee members with the requirement the nominee must meet the two (2) year experience requirement by the end of the business year of the appointment (i.e. June 30) in order to be appointed Committee Chairperson.
- (d) Termination of Committee Membership: Committee membership shall be terminated by the Foundation Board of Directors for failure to maintain Rotary Foundation membership in good standing; for noncompliance with provisions of this Policy and Procedure; upon member’s resignation; upon recommendation of the Committee Chairperson for member’s failure to attend Committee meetings; for failure to discharge the Committee purpose; or, if a Committee

member has any potential conflict of interest in their relationship with a prospective scholarship candidate and fails to disclose such conflict.

- (e) Replacement of Committee Members: The Committee Chairperson shall recommend to the Foundation Board the name of any eligible Foundation Member “in good standing” to fill a Committee vacancy the term of which will be the balance of the unexpired term of the Committee member being replaced.
- (f) Members of the NTC Vocational Scholarship Subcommittee are: the Subcommittee Chairperson who must be a member in good standing of Rotary, the NTC Director of Student Services and the NTC Financial Aid Officer.

**6. GRANTS AND SCHOLARSHIPS:**

- (a) The Foundation Board reserves the authority to determine the number, type and amount of grants/scholarships to be awarded annually. The Foundation Board will inform the Education Committee annually, by no later than May 1, of the number, type and amount of grants/scholarships to be awarded. The Education Committee is expected to make recommendations to the Foundation Board concerning the number, type and value of grants/scholarships on or about April 15 for the next academic year.
- (b) The Education Committee will implement and complete the selection process and submit a Case History Report (see Paragraph 9) to the Foundation Board nominating the selected grant/scholarship candidate(s).

**7. DUTIES OF THE EDUCATION COMMITTEE:**

The Education Committee’s duties, subject to the provisions of this Policy and Procedure, are

- (a) To establish the eligibility and selection criteria for each educational grant/scholarship
- (b) To implement the selection process and recommend to the Foundation Board the amount for each grant/scholarship and name of each prospective recipient.
- (c) To submit to the Foundation Board the required Case History Report(s) as set forth in Paragraph 9 below.
- (d) To establish the criteria for continued eligibility for each multi-year grant/scholarship.
- (e) To verify the continuing eligibility of each multi-year grant/scholarship recipient.

**8. AWARDING GRANTS AND SCHOLARSHIPS:**

The Education Committee will insure that at all times, there will be fairness, objectivity, honesty and integrity applied in every step of the process of determining eligibility, inducing applications and selecting and awarding of educational grants/scholarships. The means and methods of selecting the recipient of each grant/scholarship is to be furnished to the Foundation Board in the Case History Report as described in Paragraph 9 below.

- (a) The Education Committee is authorized to establish the selection criteria for each grant/scholarship award. The criteria for each scholarship must include at least one of the following two components:
  - **Financial need based**, unrestricted as to use, or

- **Academic achievement based, with minor consideration given to financial need,** unrestricted as to use.

- (b) No public distinction or differentiation will be made between or among Rotary educational grants/scholarships other than value and/or duration, if applicable.
- (c) If more than one (1) Four-Year College Scholarship is awarded, the first scholarship will be based on the relative overall merits of the qualifying applicants. The second scholarship shall be based on a comparison of the remaining qualifying applicants weighted seventy percent (70%) on Financial Need and thirty percent (30%) on Non-Academic Achievement (School-Based Extracurricular Activities, Community-Based Activities and Service, Work/Employment Activities) and the Rotary Scholarship Essay.
- (d) If a third college scholarship is awarded, the basis of selection will be in accordance with the procedures described in subsections (a) and (c) above with emphasis on (1) financial need, (2) demonstrated leadership potential and (3) overall achievement.

- (e) Additional requirements for scholarship eligibility include at least one of the following:

- Recipients of any College or University grant/scholarship must be graduating students of Grove High School.
- Recipients of any Vocational Scholarship must be enrolled students at the Northeast Technical Center (NTC), Afton OK, with first priority given to Grove Area residents, second priority given to Delaware County residents and third priority given to Grand Lake Area residents. Applicants who do not satisfy one of these priorities are ineligible.

- (f) Continuing eligibility for any multi-year grant/scholarship includes, at a minimum, all of the following:

- Submission of recipient's written request for the next grant/scholarship installment payment prior to the start of each new academic year.
- Written proof of recipient's continued "good academic standing" as defined by their institution (usually demonstrated by a copy of the prior semester's transcript).
- Written proof of recipient's continued maintenance of a full course of studies as defined by their institution (usually a minimum of 12 credit hours per semester verified by a copy of the next semester's class registration schedule).
- Hardship Exemption: In the event of a significant family emergency or personal health issue which requires the recipient to reduce class load below the minimum required to be defined as a "full, continuous course load" or causes the recipient to miss completely up to two (2) consecutive semesters of classes, the recipient may submit a written Hardship Exemption Request to the Committee explaining the nature and implications of the Hardship. The Committee, after due diligence, at its sole discretion, will make a determination whether or not it will approve the Hardship Exemption. The Committee may suspend payments until the recipient resumes a full course of studies. Failure to maintain "good academic standing" or a full, continuous course of studies for other than an approved Hardship Exemption will render the recipient ineligible for any future installment payments. The Committee must furnish a Case History Report concerning the Hardship Exemption Determination to the Foundation Board for approval, in accordance with applicable sections of Paragraph 9 below, before implementing any action.

- **Deferred College Enrollment Exemption:** In the event of a military service commitment which requires the recipient to defer initial college entry for up to two (2) consecutive semesters (1 academic year), the recipient may submit a written Deferred College Enrollment Exemption Request to the Committee explaining the nature and implications of the Request for Deferral. The Request must include confirmation from the student's institution the institution has deferred or "rolled over" the student's admission to the next semester or academic year, whichever applies. Furthermore, the student must provide evidence of the military service commitment. The Committee, after due diligence, at its sole discretion, will make a determination whether or not it will approve a Deferred College Enrollment Exemption. The Committee may suspend scholarship payments until the recipient actually begins a full course of studies. Failure to receive an approved Deferred College Enrollment Exemption will render the recipient ineligible for any current or future scholarship installment payments. The Committee must furnish a Case History Report concerning the Deferred College Enrollment Exemption Determination to the Foundation Board for approval, before implementing any action, in accordance with applicable sections of Paragraph 9 below.
- (g) This Committee is prohibited from establishing any criteria that would gain favor as to eligibility or biased selection of applicants who are children of members of this Foundation or any Rotary Club.
  - (h) Relatives of members of the Education Committee, Foundation Officers, Foundation Trustees, or substantial contributors to the Foundation are not eligible to receive Rotary educational scholarships/grants.

**9. EDUCATION COMMITTEE CASE HISTORY REPORT:**

The Committee must furnish a Case History Report to the Foundation Board of Trustees for approval for each grant/scholarship to be awarded and/or Hardship or Deferred College Enrollment Exemption Determination. This report, at a minimum, must contain the following information:

- (a) Recipient's name and address
- (b) Purpose of the grant/scholarship
- (c) Amount of grant/scholarship
- (d) Eligibility criteria
- (e) Selection criteria
- (f) Method of selection
- (g) Hardship or Deferred College Enrollment Exemption Determination (as applicable)
- (h) Names of Committee members at time of selection
- (i) A statement that the person receiving any Foundation grant/scholarship is not a relative of any member of the Education Committee, Foundation Board of Trustees and Officers, or substantial donors of funds to the Foundation.
- (j) A statement about any further follow-up actions required.

**10. MINIMUM NUMBER OF EDUCATION COMMITTEE MEETINGS:**

The Education Committee will meet at least three (3) times per year. Authorization and authority to convene an Education Committee meeting vests in the Education Committee Chairperson who is responsible for placing items on the agenda for consideration, discussion and/or action. The Foundation Chairperson, at his/her discretion, may convene a Committee meeting and place items on the agenda for consideration, discussion and/or action.

**11. PROHIBITED ACTS AND ACTIVITIES:**

Education Committee members are prohibited from engaging or carrying on any activities prohibited in the Foundation By-laws or from engaging in acts prohibited by its incorporating documents.

**12. QUORUM:**

Inasmuch as the Education Committee must carry on business affairs of the Foundation, a quorum shall consist of at least five (5) members present and voting on any matters before the Committee. It is not the intent of the Foundation Board that vacancies in Committee membership or member absences affect the ability of the Committee to act and conduct business. If a formally scheduled Committee meeting with at least forty-eight (48) hours advance notice does not satisfy the requirements for a quorum, the Committee may still conduct business, as if a quorum is present, provided no action is taken on matters involving the actual evaluation and selection of scholarship/grant nominees before first being ratified by the Committee in a meeting where a quorum is present.

**13. DUTIES AND RESPONSIBILITIES OF FOUNDATION SECRETARY:**

- (a) The Foundation Secretary must maintain a permanent file of the Case History Reports set forth in Paragraph 9 above.
- (b) There must be a Case History Report prepared for each educational grant/scholarship awarded and for each Hardship or Deferred College Enrollment Exemption Determination made (if any).