



Fort Cavazos Family Scholarship Fund
Post Office Box 5299, Fort Cavazos, Texas 76544
www.fortcavazosscholarship.org

These Bylaws, dated 7 May 2024, shall supersede all others.

FORT CAVAZOS FAMILY SCHOLARSHIP FUND
BYLAWS

Article I

Duties of Elected Officers

- Section 1: Elected Officers of the Fort Cavazos Family Scholarship Fund, hereinafter referred to as “The Fund,” must attend all board meetings, fundraising events, and the annual awards ceremony.
- Section 2: The Executive Board shall maintain the appropriate continuity files as set out under these Bylaws, Article VIII.
- Section 3: Each Elected Officer shall submit to the Secretary and President an After Action Report (AAR) at the end of the scholarship year or term to include monthly duties and tasks conducted during the year.
- Section 4: The President shall:
- a. Preside at all meetings, seeing to it that all business is carried out in accordance with the Constitution and Bylaws.
 - b. Exercise general supervision over The Fund.
 - c. Act as a liaison between the schools, civilian/military community, and The Fund.
 - d. Oversee efforts to secure new funding in the local community.
 - e. Oversee responses to inquiries made to The Fund (e.g. website contacts, emails, social media, etc.).
 - f. Prepare an annual “year-in-review” report for The Fund.
 - g. Appoint committees as needed.
 - h. Conduct a vote by in-person show of hands, telephone or electronic media as outlined in Article IX, Section 4 of the Constitution.
 - i. Vote in the case of a tie.
 - j. Call Special Meetings as needed.
 - k. Maintain records as outlined in the Bylaws, Article VIII.
 - l. Oversee all aspects of The Fund’s annual scholarship awards ceremony.
 - m. Provide a report of all activities within his/her scope of responsibility at each Executive Board meeting.



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- Section 5: The Vice President (Selection Committee Chair) shall:
- a. Assist the President and shall, in the absence of the President, perform the duties of that office.
 - b. Act as a liaison person between the schools, civilian/military community, and The Fund.
 - c. Serve as Chair of the Selection Committee as outlined in Article IX.
 - d. Recommend for approval to the Executive Board the appropriate dates for the scholarship application window (open and close dates) and Selection Committee meeting date(s).
 - e. Review and update The Fund's form of scholarship applications as needed before publishing each year. Be responsible for distributing scholarship information and applications to school counselors.
 - f. Be responsible for receiving applications and verifying all postmarks and forms.
 - g. Compile a file for each applicant, together with all supporting reference and summary documents, for the use of the Selection Committee. The Vice President may appoint a working committee to assist with this process.
 - h. Maintain records as outlined in the Bylaws, Article VIII.
 - i. Provide a report of all activities within his/her scope of responsibility at each Executive Board meeting.
 - j. Perform other duties as assigned by President.

- Section 6: The Treasurer shall:
- a. Be directly responsible for all collections, disbursements, deposits, and preparations of monthly financial reports.
 - b. Prepare an annual budget of The Fund for review and approval by the Executive Board.
 - c. Maintain monthly income and expense reports.
 - d. Provide copies of the financial reports to the Executive Board.
 - e. Submit a copy of the monthly financial report and the monthly bank statement to the Senior Commander (SC) or designated authority (via the Director, Family and Morale, Welfare and Recreation), as may be required under any applicable Army Regulation.
 - f. Sign all checks properly requisitioned under Article V, Section 5 of the Bylaws.
 - g. Collect and distribute all postal mail to The Fund weekly.
 - h. Arrange for audits in accordance with Article V Section 9.
 - i. Arrange for the timely filing of the annual Federal Tax Return, in accordance with Article V Section 10.
 - j. Procure the position schedule bond for the President, Vice President, Secretary



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and Treasurer, and such additional officers who have access to more than \$500.00 of The Fund's monthly cash flow.

- k. Generate award letters, payments and other financial documents for scholarship awardees and their respective colleges/universities.
- l. Send donors' tax deduction receipts no later than January 31 for the previous calendar year, and coordinate with the Secretary for mailing.
- m. Account for all property.
- n. Provide a report of all activities within his/her scope of responsibility at each Executive Board meeting.
- o. Perform other duties as assigned by President.

Section 7: The Secretary shall:

- a. Be responsible for distribution of the current Constitution and Bylaws.
- b. Maintain records as outlined in the Bylaws, Article VIII, and oversee maintenance of digital records.
- c. Create or update the job description and form of application for each vacant position.
- d. Notify members of meetings.
- e. Accurately record the minutes of all Executive Board meetings and distribute minutes to Elected Officers.
- f. Forward the approved minutes to the SC or designated authority (via the Director, Family and MWR), as may be required under any applicable Army Regulation.
- g. Act as Treasurer when deemed necessary by the President of The Fund.
- h. Collect any in-person, telephonic, or electronic media votes and record them in the minutes.
- i. Maintain a yearly calendar of all significant events, to include but not limited to community grant deadlines and duty suspense dates of critical tasks.
- j. Prepare and distribute thank you notes and letters and send invitations to special events.
- k. With respect to the annual scholarship awards ceremony:
 - i. prepare Certificate of Appreciation for donors and volunteers;
 - ii. prepare Scholarship recipient communications;
 - iii. compile biographies, photos, photo releases, and full tuition acknowledgement documents received from each scholarship recipient; and
 - iv. prepare Scholarship awards certificates;
 - v. prepare guest lists, name tags, seating chart and chair tags.
- l. Provide a report of all activities within his/her scope of responsibility at each



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Executive Board meeting.

- m. Perform other duties as assigned by President.

Section 8: The Publicity Coordinator shall:

- a. Lead publicity efforts for The Fund on Fort Cavazos and in the local community, including through in person events (such as the Community Services Council, Howdy Y'all Information and Job Fair, education fairs, local newspapers/television stations, local tabling events, etc.), The Fund's website and social media platforms. This shall include efforts to raise needed funds.
- b. Serve as the primary administrator for The Fund's social media accounts and make regular, informative posts relating to donor recognition, scholarship opportunities and deadlines, etc.
- c. Serve as the primary administrator for The Fund website and ensuring that web pages are updated and maintained.
- d. Be responsible for distributing scholarship application forms to counselors.
- e. Assist in publicizing The Fund and its efforts to raise needed funds, both on Fort Cavazos and in the local community, through The Fund website.
- f. With respect to the annual scholarship awards ceremony:
 - i. Prepare the slide show presentation;
 - ii. Prepare the program; and
 - iii. Secure media coverage for the ceremony both on Fort Cavazos and in the local community (e.g. Fort Cavazos Sentinel, local newspapers/television stations).
- g. Maintain records as outlined in the Bylaws, Article VIII.
- h. Provide a report of all activities within his/her scope of responsibility at each Executive Board meeting.
- i. Perform other duties as assigned by President.

Section 9: The Event Coordinator shall:

- a. Plan and coordinate general aspects of the Selection Committee meetings, to include location, set-up/clean-up, refreshments/food, etc. under the guidance of the Vice President.
- b. Oversee all aspects of the annual scholarship awards ceremony and reception under the guidance of the President.
- c. Plan and coordinate general aspects of the annual awards ceremony and reception, to include location, confirming the guest speaker, set-up/clean-up, decorations, refreshments/food and event volunteers under the guidance of the President.



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- d. Provide a report of all activities within his/her scope of responsibility at each Executive Board meeting.
- e. Perform other duties as assigned by President.

Section 10: The Grant Writer shall:

- a. Submit annual grant applications to non-profit Private Organizations on Fort Cavazos, including the Cavazos Community Thrift Shop and the Fort Cavazos Spouses' Club, among others.
- b. Seek funding from other sources, both in the local area and nationally, to include previous donors.
- c. Maintain and provide a list of funding opportunities and grant deadlines to the Executive Board.
- d. Provide donor contact information to the Treasurer and Secretary for thank you notes and tax deduction letters.
- e. Coordinate with the Publicity Coordinator for donor recognition on The Fund's website and social media platforms.
- f. Maintain records as outlined in the Bylaws, Article VIII.
- g. Provide a report of all activities within his/her scope of responsibility at each Executive Board meeting.
- h. Perform other duties as assigned by President.

Section 11: The Advisory Committee Chair shall:

- a. Serve on the Executive Board as a voting member.
- b. Serve as Chair of the Advisory Committee, as outlined in Article IV, Section 3, and plan and preside over all Advisory Committee meetings.
- c. Represent the needs and guidance of the Advisory Committee on the Executive Board.
- d. Present Advisory Committee Meeting summaries, including a current list of Advisory Committee Members, at regularly scheduled Executive Board meetings.
- e. Act as an advocate for The Fund in meetings and discussions.
- f. Provide a report of all activities within his/her scope of responsibility at each Executive Board meeting.
- g. Perform other duties as assigned by President.

Article II
Elections and Voting

Section 1: Annual and Mid-Year Election Procedure



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- a. The Executive Board shall lead the election of Officers as needed throughout the year.
- b. The Executive Board shall create a list of board positions expected to be vacant for the next scholarship year.
- c. The Secretary shall create or update the job description and application for each vacant position.
- d. Executive Board members shall distribute the list, job descriptions and applications to their networks, i.e., Advisory Committee Members, Round Up, Phantom Partners Meeting, Unit communication channels.
- e. Interested parties shall complete the applicable application and submit to the Executive Board in accordance with the application instructions.
- f. The Executive Board shall review applications per position and vote via show of hands or written ballot by a majority vote. The election shall be conducted pursuant to Article VI, Section 3 of The Fund's Constitution.
- g. The President of The Fund shall notify the Board and applicants of the outcome of the vote.
- h. Procedures for proxy voting shall be determined by the Executive Board.

Section 2: The Elected Officers, as designated in Article IV, Section 1 of the Constitution, shall be selected to the terms of their offices for one year. An Elected Officer shall serve no more than two years in the same office, except at the request of the Executive Board. A term in office shall be defined as one year from 1 June to 31 May of the following year.

Section 3: Upon the end of the current term or resignation of an Elected Officer, the Executive Board shall immediately seek to fill the vacancy. During a vacancy of an Elected Officer, those assigned duties may be performed by other members of the Executive Board, as directed by the President.

Section 4: Announcement of Board Vacancies shall be publicized via The Fund's social media, website, applicable community events.

Section 5: President of The Fund shall vote only in the case of a tie.

Section 6: The Executive Board shall make such Bylaws as are necessary for the operation of The Fund. The Bylaws shall be adopted by a majority of the voting members present at a duly constituted meeting.

Section 7: The President shall have the authority to conduct a vote by in-person show of hands,



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telephone, or electronic media of the Executive Board. Each voting member shall be informed that this is a voting procedure and shall be read the motion under consideration in its complete form. All in-person, telephonic or electronic media votes are to be reflected in the minutes. The minutes shall include the wording of the motion, the names of those voting members who could not be contacted, and an exact accounting of how the vote went.

Section 8 All changes, additions, or amendments to the Constitution and Bylaws are subject to final approval by the SC or designated authority.

Article III
Dues and Fees

Section 1: The Fund does not collect dues or fees from its membership.

Article IV
Standing Committees

Section 1: Special committees shall be appointed as required and determined by The Fund President. Scope of responsibility, tenure and dissolution of position shall be determined at the time of appointment. Those persons holding these positions must adhere to the Constitution and Bylaws of The Fund.

Section 2: The Selection Committee shall be governed pursuant to Article IX of these Bylaws.

Section 3: The Advisory Committee shall consist of the Advisory Committee Chair and the Advisory Committee Members, as determined in accordance with Article IV, Section 3 of the Fund's Constitution. The responsibilities of the Advisory Committee Chair are set out in Article I, Section 11 of these Bylaws. The Advisory Committee Members shall:

- a. Present ideas, concerns, and requests of the members of the organizations they represent, as well as maintain a current list of contacts for their area of oversight.
- b. Serve on a committee, if needed.
- c. Vote to appoint an Advisory Committee Chair.



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Article V
Finances and Taxes

- Section 1: The revenue necessary to pursue the activities described in Article VII of the Constitution shall be derived from the revenue-producing activities entered into by The Fund when required, approved, and conducted under the guidance and supervision of the Executive Board. All revenue-producing activities not confined to The Fund membership shall, where required under Army Regulation, have prior approval of the Directorate of Family, Morale, Welfare and Recreation.
- Section 2: In no event shall the United States Government be held liable, in fact or in spirit, for an indebtedness incurred by members of The Fund.
- Section 3: Principal, income, and receipts from all properties received and accepted by The Fund shall be used/or disposed of by the Executive Board in order to perform The Fund's purpose, in accordance with the Internal Revenue Code of 1954 as now in force or afterwards amended.
- Section 4: In these Bylaws and in any amendment thereto, no part of the earnings of The Fund shall inure to the benefit of, or be distributable to its members, trustee officers or their private persons, except that The Fund shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in the form of scholarships in furtherance of the purposes of The Fund.
- Section 5: The Executive Board shall expressly approve all expenditures essential for the operation of The Fund and shall ensure that all disbursements are within the purpose for which The Fund was established and within the budget for future requirements. Notwithstanding the foregoing, purchases of \$75.00 or less made on behalf of The Fund may be paid by the Treasurer without approval of the Executive Board upon presentment of a bill or receipt. Such expenditures shall be reported to the Executive Board at its next scheduled meeting.
- Section 6: Only Elected Officers of The Fund who are bonded shall have access to monthly cash flow that exceeds \$500.00.
- Section 7: Every effort shall be made to disperse all scholarship monies each academic year. In the event money allocated to an awardee is unclaimed for any reason, the money shall revert to The Fund to be, at the discretion of the Executive Board, reallocated in that



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academic year or included in the following year's scholarship funds. Funds are available after 1 June and must be claimed by 31 January. A deferral may be requested by an awardee and approved at the discretion of the Executive Board.

- Section 8: Funds may be split between two accredited institutions of higher education subject to the terms stated in Section 7 of this article.
- Section 9: The Fund must arrange for an audit (i.e., Agreed Upon Procedures) at least once every two fiscal years, provided that, if there is a change in Treasurer, an audit must be conducted regardless of the date of the prior audit, or as required under any applicable Army Regulation, as outlined in Article VII Section 2 of Constitution.
- Section 10: The Treasurer shall coordinate for the annual filing of IRS Form 990EZ, Return of Organization Exempt from Income Tax, by 15 October of each year.

Article VI
Insurance Coverage

- Section 1: Adequate insurance shall be obtained to protect The Fund against public liability, property damage, or other legal actions that may arise as a result of activities conducted by The Fund, one or more of its members acting in its behalf, the operation of any equipment, apparatus or device under the control and responsibility of The Fund.

Article VII
Awards and Gifts

- Section 1: The Fund may receive and accept personal property by way of gift, donations, bequest, or devise, from any person, firm, trust, or corporation.
- Section 2: No gift, donation, bequest, or devise of such property shall be received and accepted if it be conditioned or limited in such a manner as shall require the disposition of the income or its principal to any person or organization for purposes other than those for which The Fund was established.

Article VIII
Records

- Section 1: The Secretary shall maintain a digital continuity file consisting of the following



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permanent records:

- a. Original Constitution and all amendments thereto;
- b. Original Bylaws and all amendments thereto;
- c. Original approval to operate on the installation, subsequent revalidation approvals, and current authorization to operate on Fort Cavazos;
- d. Original IRS tax exemption status and subsequent notifications;
- e. Original surety bond;
- f. Record of scholarship recipient names; and
- g. Annual "year in review" reports submitted by the President.

The Secretary shall also maintain a digital historical file containing the past five (5) years of each of the following records:

- h. List of Elected Officers;
- i. Board meeting minutes;
- j. Annual scholarship awards ceremony programs;
- k. After action reports; and
- l. Any insurance documents and surety bond renewals.

Section 2: The President shall maintain a digital continuity file consisting of the following records:

- a. The Fund Standard Operating Procedures (SOP);
- b. Documents necessary for the proper operation of the organization by successor officials and members;
- c. Copies of or electronic links to current regulations to operate on Fort Cavazos: IAW DODI 1000.15, DOD 5500.7-R JER, AR 210-22, AR 215-1, and FH Regulation 210-56, as they may be amended from time to time.

Section 3: The Vice President (Selection Committee Chair) shall maintain a digital continuity file consisting of the following records:

- a. Scholarship applications for current year and year prior. Any applicant supporting documents containing personal identifiable information (PII) shall be destroyed at the end of the current fiscal year;
- b. List of essay questions for the past five (5) years; and
- c. Selection Committee files, to include a copy of the Bylaws, a copy of the applications and documents necessary to conduct the business of the committee.

Section 4: The Treasurer shall maintain a digital continuity file containing the past five (5) years of each of the following records:



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- a. Monthly financial reports and bank statements;
- b. Receipts for income and expenses to include the check register;
- c. Copies of audits (or Agreed Upon Procedures);
- d. Proof of payment of surety bond;
- e. Record of all property; and
- f. Completed scholarship confirmation letters.

As required by the IRS, the Treasurer shall indefinitely retain copies of all annual tax filings (IRS Form 990EZ).

- Section 5: The Publicity Coordinator shall maintain a digital continuity file containing the past five (5) years of each of the following records:
- a. Scholarship recipient Photo Releases and Full Tuition Acknowledgement Waivers;
 - b. Annual scholarship awards ceremony slideshow presentations; and
 - c. Published articles highlighting The Fund, shared to social media and the website.
- Section 6: The Grant Writer shall maintain a digital continuity file containing the past five (5) years of each of the following records:
- a. List of yearly grant request submissions and responses.
- Section 7: All records of The Fund, excluding permanent files and the uncompleted checkbook, shall be archived at the end of the fiscal year, held at least five years after which time they may be destroyed. The checkbook shall be placed with related records when it is completed.
- Section 8: Elected Officers shall maintain a digital file of their position AARs and current Constitution and Bylaws for submission to their successor upon leaving office.

Article IX
Selection Committee

- Section 1: Membership:
- a. The Vice President of the Executive Board shall serve as the Chair of the Selection Committee.
 - b. The other members of the Selection Committee shall be the persons holding the following positions on the date(s) of the applicable Selection Committee meeting(s):
 1. Director of the Army Education Center, or his/her representative, Fort



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2. Garrison Chaplain, or his/her representative, Fort Cavazos, Texas 76544.
3. Superintendent of Killeen Independent School District, or his/her representative, Killeen, Texas 76541.
4. Superintendent of Copperas Cove School District, or his/her representative, Copperas Cove, Texas 76522.
5. An educator from a local college or university.
6. An active duty or retired U.S. military servicemember with good judgement and a reputation for impartiality.
7. Two individuals representing the Cavazos Community Thrift Shop, the Fort Cavazos Spouses Club, and/or the local community, who each respectively have good judgement and a reputation for impartiality, provided that such individuals do not represent the same organization.

c. Committee Replacements

1. In the event that one of the above in Section 1 has been re-designated, abolished, or is vacant, it shall be the duty of the Executive Board to name a replacement.
2. In the event that one of the above in Section 1 or his/her family member has applied for a scholarship, it shall be the duty of the Executive Board to name a replacement.
3. Participation of prospective members is optional even though they are designated in the Constitution and Bylaws. However, the Selection Committee must consist of at least eight members and the Chair.

- d. Members who are military, DoD employees, or educators in the community shall serve only in their private capacity and only on a volunteer basis.

Section 2: Selection Committee Meetings

- a. The Committee shall meet at the call of the Selection Committee Chair.
- b. The Chair shall ensure that the Selection Committee follows the guidelines determined by the Executive Board.
- c. All files submitted to the Selection Committee shall have applicant identification information redacted.
- d. The review of applications by the Selection Committee is made without regard to race, sex, sexual orientation, religion, or national origin.

Section 3: Duties of the Selection Committee Chair

- a. The Chair shall be responsible for maintaining a continuity file in accordance with



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Article VIII, Section 5.

- b. The Chair shall tally scores and present an Order of Merit List to the Executive Board for use in determining award recipients and scholarship amounts. This Order of Merit List shall remain anonymous until recipients and amounts have been determined.
- c. The Chair shall be a non-voting member of the Selection Committee.
- d. The Chair shall solicit and collect feedback from the Selection Committee members to include in the annual Selection Committee Chair AAR.

Article X

Criteria for Selection of High School Senior Applicants

Section 1: The Scholarship shall be awarded for excellence based on the following criteria, with scoring guidelines determined by the Executive Board:

- a. Official academic transcripts to include at least the first semester final grades. SAT/ACT scores, if available, may also be submitted at the option of the applicant.
- b. School and community activities and awards.
- c. Personal essay.
- d. Required letters of recommendation.

Section 2: Eligibility

- a. The applicant must be a graduating senior of an accredited high school or home school program.
- b. The applicant must possess a valid U.S. military identification card and be enrolled in DEERS.
- c. The applicant must be accepted or expect to be accepted by a regionally accredited college, university, trade or technical school, located in the United States or its territories, for the upcoming fall or spring semester.
- d. The applicant must not be the recipient of a full-tuition scholarship (to include tuition, room and board) or an appointment to a military academy.
- e. The applicant must be one of the following:
 - 1. The dependent child of an active duty U.S. military sponsor assigned to Fort Cavazos; or
 - 2. The dependent child of an active duty U.S. military sponsor whose last duty assignment was Fort Cavazos and applicant resides in one of the following counties: Bell, Coryell, Lampasas, McLennan, Travis, or Williamson County (each hereafter referred to as a “**Surrounding**



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- County”)** while sponsor is on a non-command sponsored assignment on orders; or
3. The dependent child of an active duty retired U.S. military sponsor and both sponsor and applicant reside in a Surrounding County; or
 4. The dependent child of a deceased member of the U.S. military forces and applicant resides in a Surrounding County.
- f. The applicant must have a completed application submitted by the deadline date.
 - g. Incomplete and/or late applications shall not be considered.

Section 3: Awarding of Scholarships

- a. Based on the amount of scholarship monies available and the Selection Committee's Order of Merit List, the President, Vice President, Treasurer and Advisory Committee Chair shall meet to propose the number of scholarships to be awarded and the scholarship award amounts.
- b. The Executive Board shall vote on the proposed scholarship awards and amounts.
- c. Awardees and non-recipients shall be notified by email in advance of The Fund's annual scholarship awards ceremony.
- d. A congratulatory certificate shall be presented to scholarship recipients at The Fund's annual scholarship awards ceremony.
- e. The scholarship recipient is responsible for notification of the financial aid office of the institution of their choice.
- f. The scholarship monies shall be awarded upon receipt of the following:
 1. A completed Scholarship Confirmation Letter; or
 2. A letter of acceptance on official letterhead from the institution of the student's choice; and
 3. A copy of the student's class schedule showing the student's name and student identification number.
- g. The Treasurer shall only disburse money directly to the institution and not to the recipient.
- h. Subject to any properly approved deferrals, scholarship amounts are intended to be disbursed only in respect of the academic year immediately following the award.



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Article XI

Criteria for Selection of Military Spouse Applicants

Section 1: The Scholarship shall be awarded for excellence based on the following criteria, with scoring guidelines determined by the Executive Board:

- a. Official academic transactions. SAT/ACT scores, if available, may also be submitted at the option of the applicant.
- b. Community contribution.
- c. Personal essay.
- d. Required letters of recommendation.

Section 2: Eligibility.

- a. The applicant must be a high school graduate or hold a valid high school equivalent.
- b. The applicant must possess a valid U.S. military identification card and be enrolled in DEERS.
- c. The applicant must be enrolled, accepted, or expect to be accepted by a regionally accredited college, university, qualifying trade or technical school, located in the United States or its territories, for the upcoming fall or spring semester and be pursuing an undergraduate or graduate degree or qualifying certification, as applicable. If currently enrolled, applicant must maintain the school's continuation GPA.
- d. The applicant must not be the recipient of a full-tuition scholarship (to include tuition, room, and board) or an appointment to a military academy.
- e. The applicant must not be an active duty service member.
- f. Those who have previously received a scholarship from The Fund are not eligible to apply. However, those who have previously applied but were not awarded a scholarship are eligible to apply again.
- g. The applicant must be one of the following:
 1. The dependent spouse of an active duty U.S. military sponsor assigned to Fort Cavazos; or
 2. The dependent spouse of an active duty U.S. military sponsor whose last duty assignment was Fort Cavazos and applicant resides in a Surrounding County while sponsor is on a non-command sponsored assignment on orders; or
 3. The dependent spouse of an active duty retired U.S. military sponsor and both sponsor and applicant reside in a Surrounding County; or
 4. The dependent spouse of a deceased member of the U.S. military forces



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and applicant resides in a Surrounding County.

- h. The applicant must have a completed application submitted by the deadline date.
- i. Incomplete and/or late applications shall not be considered.

Section 3: Awarding of Scholarships

- a. Based on the amount of scholarship monies available and the Selection Committee's Order of Merit List, the President, Vice President, Treasurer and Advisory Committee Chair shall meet to propose the number of scholarships to be awarded and the scholarship award amounts.
- b. The Executive Board shall vote on the proposed scholarship awards and amounts.
- c. Awardees and non-recipients shall be notified by email in advance of The Fund's annual scholarship awards ceremony.
- d. A congratulatory certificate shall be presented to scholarship recipients at The Fund's annual scholarship awards ceremony.
- e. The scholarship recipient is responsible for notification of the financial aid office of the institution of their choice.
- f. The scholarship monies shall be awarded upon receipt of the following:
 - 1. A completed Scholarship Confirmation Letter; or
 - 2. A letter of acceptance on official letterhead from the institution of the student's choice; and
 - 3. A copy of the student's class schedule showing the student's name and student identification number.
- g. The Treasurer shall only disburse money directly to the institution and not to the recipient.
- h. Subject to any properly approved deferrals, scholarship amounts are intended to be disbursed only in respect of the academic year immediately following the award.

Article XII
Fund Volunteers

Section 1: All Board and Committee members are volunteers. The Fund does not hire employees.

Section 2: U.S. Army Regulation requires that, where applicable, personnel and volunteers of non-federal entities who have regular contact with children under 18 years of age on the installation undergo background checks. Should the Fund's structure change such that the level of contact with minors is not reasonably considered to be limited in nature or



frequency, The Fund shall be required to comply with the applicable U.S. Army Regulation.

Article XIII
Amendment to Bylaws

Section 1: The Bylaws may be amended by the Executive Board of The Fund in the manner prescribed in Article XI of the Constitution of The Fund.

Article XIV
Adoption of Bylaws

Section 1: These Bylaws shall become effective upon adoption in the constituted meeting of The Fund by a majority vote of the voting members present and subject to final approval of the SC or designated authority.

These Bylaws were approved by majority vote on 7 May 2024.

A handwritten signature in black ink that reads "Angel Eagan".

Angel Eagan (May 30, 2024 22:06 CDT)

Angel Eagan, President

A handwritten signature in black ink that reads "Melissa L. Sims".

Melissa L. Sims (May 31, 2024 16:05 CDT)

Melissa Sims, Vice President