



**Fort Cavazos Family Scholarship Fund**  
Post Office Box 5299, Fort Cavazos, Texas 76544  
[www.fortcavazos scholarship.org](http://www.fortcavazos scholarship.org)

This Constitution dated 7 May 2024 shall supersede all others.

**FORT CAVAZOS FAMILY SCHOLARSHIP FUND  
CONSTITUTION**

Article I

Name and Address of Organization

Section 1: This association shall be called the Fort Cavazos Family Scholarship Fund, and hereinafter is referred to as The Fund. The mailing address of The Fund is PO BOX 5299 Fort Cavazos, TX 76544. There is no physical location in which The Fund operates.

The Fund was previously called the Fort Hood Military Family Member Scholarship Fund.

Section 2: The approving authority for this private organization to operate on Fort Cavazos is the Senior Commander (SC) or designated representative, IAW DODI 1000.15, DOD 5500.7-R (JER), AR 210-22, AR 215-1, and FC Regulation 210-56. The SC or designated authority may revoke permission to operate on Fort Cavazos at any time. The Fund acknowledges that its approval to operate on Fort Cavazos expires every two (2) years and may be renewed biennially upon request, subject to the approval of the SC or designated representative.

Article II

Purpose of the Organization

Section 1: The objective of The Fund shall be to organize exclusively for the establishment of a scholarship which purpose qualifies as an educational purpose within the meaning of those terms as used in Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Section 2: The selection of the recipients for scholarship shall be determined by a special Selection Committee. The members of this committee shall be those named in Article IX in the Bylaws of this Constitution.

Section 3: This organization shall contribute to the advancement and improvement of the quality of life on the installation and surrounding military connected communities.

ARTICLE III

General Provisions

Section 1: This organization is not an instrumentality of the United States, must be self-sustaining, and may not receive financial assistance from the Army or non-appropriated funds.

Section 2: This organization's activities will not seek to deprive individuals of their civil rights.

Section 3: This organization fully supports the Fort Cavazos policy on equal opportunity and will not discriminate in membership or scholarship eligibility on the basis of race, color, religion, national origin, sex or sexual orientation. This organization will neither accept invitations from, nor participate in any activity or organization that does not conform to Fort Cavazos policy, or that discriminates on the basis of race, color, religion, national origin, sex or sexual orientation.

Section 4: This organization will not engage in any form of partisan political activity as defined by Department of Defense (DoD) Directive 1344.10, being any activity supporting or relating to candidates representing, or issues specifically identified with, national or state political parties and associated or ancillary organizations or clubs. This organization shall not carry-on propaganda, or otherwise attempt to influence legislation, nor shall it participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 5: Endorsement of a non-Federal entity, event, product, service, or enterprise may be neither stated nor implied by DoD or DoD employees in their official capacities and titles, positions, or organization names may not be used to suggest official endorsement or preferential treatment of any non-federal entity except those listed in JER 5500.7r, 3-300 subsection 3-210.

DoD employees may not use or allow the use of their official titles, positions or organization names in connection with activities performed in their personal capacities as this tends to suggest official endorsement or preferential treatment by DoD of any non-Federal entity involved.

Section 6: The Fund will neither propagate extremist activities, nor advocate violence against others, or the violent overthrow of the Government.

Section 7: Furthermore, consent shall be contingent upon the following requirements and conditions as may be appropriate:

- a. That programs and activities conducted do not prejudice or discredit the military service or other agencies of the United States government.
- b. That neither the Army or non-appropriated fund as defined in AR 210-22 shall assert claim to the assets of The Fund; nor shall the Army or non-appropriated fund incur any obligation on behalf of or assume any of the obligations of The Fund.
- c. That The Fund will not engage in activities which are in conflict with authorized activities of non-appropriated funds instrumentality defined in AR 210-22, or appropriated fund Government functions.
- d. That the nature and authorized function of The Fund together with provisions for proper disposition of residual assets and liabilities upon dissolution will be established in the Constitution or Bylaws.
- e. The members/officers of The Fund will abide by all local/state/federal laws and regulations in the conduct of their business.

Section 8: All activities and functions of The Fund shall be conducted in accordance with applicable Army Regulations and as approved by the SC or designated representative, as required.

#### ARTICLE IV Governing Body

Section 1: Elected Officers of The Fund shall be the President, Vice President (Selection Committee Chair), Treasurer, Secretary, Publicity Coordinator, Event Coordinator, Grant Writer, and Advisory Committee Chair.

Section 2: The Fund elected officers shall be the governing body of the organization and shall carry out the purpose and objectives of this organization by approving the transactions of its routine business in accordance with the approved Constitution, Bylaws, and established policies to include a blind process on scholarship recipients. The Fund shall enforce such Bylaws as are necessary for the governing of The Fund.

Section 3: Advisory Committee Members:

- a. Any military unit on Fort Cavazos may have a representative serve as a member of the Advisory Committee.
- b. Any individual or organization donating money for scholarships may have a representative serve as a member of the Advisory Committee.
- c. The Fort Cavazos Spouses' Club and Cavazos Community Thrift Shop may each have a representative serve as a member of the Advisory Committee.
- d. Should any representative wish, they may appoint an alternate/proxy representative. The alternate/proxy representative's name should be submitted to The Fund President.
- e. The members of the Advisory Committee vote on the Advisory Committee Chair. Otherwise are non-voting members.

Section 4: The President shall be Chair of the Executive Board.

#### ARTICLE V Membership

Section 1: Membership in The Fund shall be voluntary, and shall consist of:

- a. Elected Officers who make up the Executive Board
- b. Advisory Committee members
- c. Selection Committee members

The majority of membership shall consist of DOD personnel (active duty, retired military, Department of Defense civilians) and their family members.

Section 2: No person shall serve on the Selection Committee, Advisory Committee or The Fund Board when such person or a family member of such person applies for a scholarship.

- Section 3: Withdrawal of membership, minimum 30-day notice to vacate membership. The Fund has the authority to vote a lesser notice.
- Section 4: Guests may attend a pre-planned event and may attend any Advisory Committee meetings but may not be privy to all meeting business.
- Section 5: The Fund does not have any members receiving a salary. In the rare event a member receives a salary or payment for organizational duties, the member will not be able to vote.

#### Article VI Election of Officers

- Section 1: The Officers, as designated in Article IV, Section 1, 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 2: The Executive Board will lead the election of Elected Officers for board positions expected to be open the next scholarship year pursuant to Article II, Section 1 of the Bylaws.
- Section 3: The election of these Elected Officers shall be accomplished at a duly constituted meeting. Any candidate receiving a majority of the votes cast for an office by those present and voting shall be considered elected to such office.
- Section 4: The Executive Board shall fill vacancies in this manner as needed throughout the year.

#### ARTICLE VII Finance

- Section 1: The Fund will acquire monies necessary for the awarding of scholarships primarily from charitable organizations, business corporations, student projects, private organizations and fundraisers. At least ninety percent (90%), or more, of donations collected will be distributed directly to military families by way of scholarships to awardees.
- Section 2: The fiscal year for operation of The Fund shall be 1 June – 31 May. An audit shall be conducted 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.
- Section 3: Notwithstanding any other provisions herein or in the Bylaws, The Fund shall carry on only those activities permitted to be carried on:
- a. by a fund for educational purposes exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States internal Revenue Law), or

- b. by contributions which are deductible under Section 170(c)(2) of the internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law).

ARTICLE VIII  
Activities

- Section 1: The Fund shall conduct an annual awards ceremony for scholarship recipients.
- Section 2: The Fund shall reimburse the Army for utility expenses, unless use is incidental (would cost more to bill and collect than it costs to provide the utility) for usage of Army facilities and/or buildings.

ARTICLE IX  
Meetings and Quorums

- Section 1: The Fund shall meet once a month or as determined by the President. The Fund shall be duly notified of all meetings in writing. Meetings may be held at any mutually agreed location, including at any Elected Officers' residence.
- Section 2: A quorum exists when 4 or 50 percent, whichever is greater, of filled positions of the Executive Board Members or alternates are present.
- Section 3: 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 4: The President will have the authority to conduct a vote by in-person show of hands, telephone or electronic media of the Executive Board. Each voting member must be informed that this is a voting procedure and must 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 5: The President shall be Chairman of the Executive Board and will vote only in the case of a tie.
- Section 6: For the conduct of all business, a majority of the Executive Board present shall be required.

ARTICLE X  
Dissolution

- Section 1: Upon dissolution of The Fund by an affirmative vote of a majority of the Executive Board present, without any provision to meet again in the future, the funds of the Scholarship

Fund, all residual assets, and properties (after payment of any outstanding debt, liabilities, or obligations) shall be disposed of in a manner consistent with Article II Section I and so determined by a majority vote of the Executive Board Members.

Section 2: If liabilities exceed assets, all State and jurisdictional laws shall be met. Each member shall be assessed a pro rata share for the remaining debt after assets have been liquidated and applied toward liabilities. Neither the SC, nor the Government, shall have any liability for The Fund actions or debts.

ARTICLE XI  
Adoptions and Amendments

Section 1: Amendments to the Constitution and/or Bylaws must be approved by a majority vote of the Executive Board present at a duly constituted regular or special meeting of The Fund. All amendments are subject to final approval by the SC or designated authority.

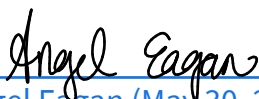
Section 2: There shall be an annual review of the Constitution and Bylaws by the Executive Board. Any recommended changes will be voted on by the Executive Board and submitted to the SC or designated authority for approval.

Section 3: There shall be Bylaws of The Fund that delineate procedures and modifications with the provisions of this Constitution. They shall be adopted by the approval of a majority of the Executive Board at any meeting at which a quorum is present. The Bylaws will include eligibility and criteria for the selection of awards.

Section 4: All activities and functions of The Fund shall be in accordance with applicable Army Regulations and as approved by the SC or designated authority.

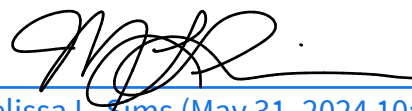
Section 5: The Constitution shall become effective upon adoption in a duly constituted regular or special meeting of the Executive Board and a majority vote of the voting members present and upon approval of the SC or designated authority. These Constitution and Bylaws shall then supersede all previous Constitutions, Bylaws, and amendments except that it shall not affect officers elected nor specific agreements and contracts entered into under the terms of previous Constitutions and Bylaws until such terms of agreements of contracts shall have reached their expiration dates.

This Constitution was approved by The Fund majority vote on 7 May 2024.



Angel Eagan (May 30, 2024 22:09 CDT)

**Angel Eagan, President**



Melissa L. Sims (May 31, 2024 10:18 CDT)

**Melissa Sims, Vice President**