

## **John F. Motes Scholarship Bylaws**

Amended March 2019

### **Article 1. Name**

The entity hereby shall be known as the John F. Motes Scholarship Fund. Hereafter known as the scholarship fund.

### **Article 2. Purpose**

A. The scholarship fund is awarded in honor of the impact that John F. Motes had on the lives of others and for his dedication to the state of Arkansas.

B. Applicant must be either:

1. The child, grandchild, great grandchild, or legally adopted child of a member of ASEA.
2. Member of ASEA.

C. No ASEA staff member or their relatives are eligible to apply.

The individual seeking a scholarship must fall within one of these limited groups. ASEA members who have an eligible individual who applies for the scholarship must retain their membership for at least one year after the application deadline.

### **Article 3. Status**

A. This scholarship fund shall be a non-profit organization, a corporation organized as a separate entity existing under IRS 501 C3 and operated exclusively for the purpose specified in Article 2.

B. Committee members shall receive no compensation for their services.

C. Nothing herein shall constitute committee members of the fund as partners for any purpose. No committee member shall be liable for the acts or failure to act on any part of any other committee member.

D. The scholarship fund shall use its funds to accomplish the purpose specified in Article 2. No part of such funds shall be distributed to a committee member or officer.

E. All funds, except those budgetary funds set aside to meet operational expenses, shall be used to fund scholarships or invested to ensure the fund's perpetuity.

### **Article 4. Committee members/officers**

A. There shall be three voting and one alternate committee members comprising the selection committee. Terms shall commence in 2012 as a one-year term, and as three-year terms thereafter. Committee members shall be voted on and selected from members of ASEA's board of directors.

B. Two officers shall be selected from the ASEA staff. Officers shall be title chairperson and treasurer. Officers shall have no vote in the scholarship selection process.

### **Article 5. Governance**

Officers shall direct and control the business management and affairs of the scholarship fund. The selection committee shall select the winners of the scholarships.

#### **Article 6. Duties of the selection committee**

A. Conflict of interest: In the event that a candidate applying for a scholarship has a personal relationship of any time with any member of the selection committee, that committee member must (1) submit in writing notification of the relationship to all other members of the committee, (2) recuse themselves from all discussion related to the candidate and his/her application as appropriate, and (3) refrain from any voting associated with said candidate.

B. The selection committee shall meet after the application deadline and before the awarded date to review all applications and make their selections.

#### **Article 7. Financial**

A. All funds received shall be placed promptly into an interest-bearing checking account or money market account.

B. Any real property received not necessary for the operation of the scholarship fund shall be converted to cash and handled in the same manner as in A. above.

C. Scholarship funds shall be reviewed or audited and reported in conjunction with the independent audit of ASEA.

#### **Article 8. Awarding scholarships**

A. Recipient will provide record of school enrollment to ASEA by April 15<sup>th</sup> of the same year of the application.

B. A check will be forwarded to the recipients' schools on their behalf.

C. Scholarships are non-renewable.

#### **Article 9. Applications**

A. The scholarship fund only accepts application packets in the month of January of each year.

B. Application packets received postmarked after January 31<sup>st</sup> of each year will not be reviewed for consideration.

C. Applicants must file a new application each successive year.

D. The application for scholarship must be completed in its entirety and shall include all required enclosures. The following must be included:

1. Completed and signed application.
2. High school and/or college transcript.
3. Two letters of recommendation from an unrelated source.
4. A 250 word typed essay.

5. How much money they plan on receiving from any sources (scholarships, grants, parents, etc.).

E. By signing this application you are certifying to the best of your knowledge that all information is true and correct and any violation of truth will result in immediate withdraw of the scholarship award.

Please mail the completed application form with all required enclosures to ASEA at the following address, post marked no later than January 31<sup>st</sup>.

ASEA

ATTN: John F. Motes Scholarship Fund

1301 W. 7<sup>th</sup> Street

Little Rock, AR 72201