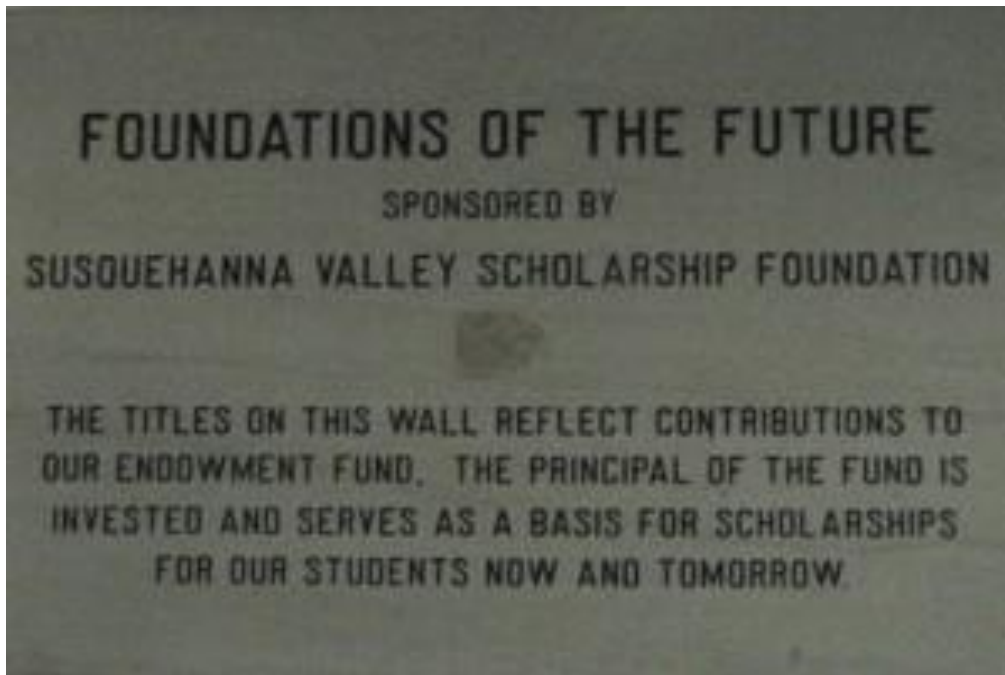


# **BOARD MEMBER HANDBOOK**

## ***By-Laws, Policies, History***



## Board Member Handbook

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## **By-Laws**

### ***Article 1: Name***

The name of the organization is the Susquehanna Valley Dollars for Scholars Chapter NY1480 of Dollars for Scholars affiliated with **Scholarship America**.

### ***Article 2: Place of Business***

The Chapter's initial place of business is the Susquehanna Valley Central School District High School, 1040 Conklin Road, Conklin, New York. Its mailing address is SV – Dollars for Scholars, PO Box 382 Conklin, NY 13748.

### ***Article 3: Purpose***

The purpose of the Chapter shall be to expand access to higher undergraduate education for currently enrolled students in Susquehanna Valley Central School, within the communities of the Town of Conklin, Town of Binghamton, Town of Kirkwood, Town of Windsor and the Town of Vestal, in the state of New York. The chapter will promote the Dollars for Scholars program, by developing an operational structure, raising funds for student financial award distribution, and distributing awards on a fair and non-discriminatory basis. The Chapter shall operate in a manner consistent with the policies and procedures of **Scholarship America**.

### ***Article 4: Powers***

The Chapter is empowered to raise and receive money and other property by gift, device and subscription, dues and/or any other legal means and to expand and contribute the funds so raised to do all things necessary or desirable to carry out the purpose set forth in Article 3 of the By-Laws. The Chapter shall have no capital stock and shall be operated solely for charitable purposes. No officer or director shall be entitled to receive compensation from the student aid fund for services to the Chapter. Annual recertification and year-end reporting to **Scholarship America** is required for the Chapter Agreement and Charter to remain in effect.

### ***Article 5: Members***

A member is any person subscribing to the purpose of these By-Laws and making an annual contribution of voluntary participation for the benefit of this Chapter.

## **Article 6: Board of Directors and Officers**

**Number and Title:** The officers of the Chapter, elected from among the Board of Directors, shall consist of a President, Vice President, Treasurer, and Secretary, and such other officers as the Board of Directors may choose to elect. A director is any member as defined in Article 5 of the By-Laws, who regularly participates in Board meetings.

**Board of Directors:** The number of Directors shall be at least 9, including officers. At each Annual Meeting, held in October, the Chapter Directors shall elect the slate of four Directors, who will serve for one year, in the four positions of those whose terms have expired. Nominees for President and Vice President shall have served 2 consecutive years on the Board of Directors before becoming eligible. In addition, the Directors shall elect Directors for shorter terms to fill vacancies as necessary, it being the intent of this By-Law that insofar as practical the term of office of one-third of the number of Directors shall expire at the next Annual Meeting. The Board of Directors shall make, implement and supervise the policies of the Chapter, shall elect all officers, and may fill vacancies in the Board of Directors, which occur between Annual Meetings. Any Director who is absent for three consecutive regularly scheduled meetings without prior approval of the President, shall have forfeited their position on the Board of Directors, and at the discretion of the Executive Committee, the Board may fill the vacancy with a replacement Director.

**President:** The President (and at times of his/her absence or inability, the Vice-President) shall be the chief executive officer of the Chapter, shall preside at all meetings of the members of the Board of Directors and the Executive Committee, and shall implement Chapter policy as established by the Board of Directors.

**Treasurer:** The Treasurer shall be the custodian of all Chapter funds, He/she shall deposit receipts in banks or financial institutions designated by the Board of Directors and shall disperse Chapter funds by check, requiring duplicate signatures, with any two of the following, the President, Vice President, Treasurer or Secretary authorized to sign these said checks. If petty cash is dispersed for any reason, two of the four designated check signers must review the transaction. The Treasurer shall make and submit to Dollars for Scholars such reports as DFS may prescribe relative to Chapter finances.

**Secretary:** The Secretary shall record and keep minutes of the meetings, send timely reminder notices, and shall prepare and transmit Dollars for Scholars such reports as may be required by DFS pursuant to these By-laws and to annual recertification.

## **Article 7: Standing Committees**

**Executive Committee:** Between meetings of the Board of Directors, the conduct of Chapter operations may be directed by the Executive Committee composed of the officers of the Chapter. The Executive Committee is to report any actions taken to the full Board at the next regular meeting.

All subsequent committees are advisory only and actions must be approved by the Board of Directors.

**Fund Raising Committee:** There shall be a Fund-Raising committee chaired by a Chapter Director and comprised of other members of the Chapter, who need not be Directors, whose function it shall be to raise funds by solicitation of gifts and other means. It shall make and transmit to the Secretary for the records of this Chapter and thereby to DFS such reports as DFS may prescribe to Chapter fund raising activities.

**Publicity and Recognition Committee:** There shall be a Publicity and Recognition Committee chaired by Chapter Director and comprised of other members, who need not be Directors, whose function it shall be is to publicize the purposes and accomplishments of the Chapter.

**Nomination Committee:** There shall be a Nomination Committee, chaired by a Chapter Director and comprised of other members, who need not be Directors, whose function it shall be to prepare and present to the Board of Directors at least ten days in advance of each Annual Meeting of Directors a slate of Directors and Officers to be proposed for election at such meeting. This slate as presented or amended by the Directors shall be voted on at the Annual Meeting of the Board of Directors each October.

**Awards Committee:** There shall be a member of the faculty or administration of the school that serves as a Director of the Chapter and represents the Chapter at the annual review of candidates for awards organized by the school district. Endowed awards from this Chapter must follow the guidelines of endowment for disbursement. No Director (other than the faculty member or administrator described in the first sentence) will be allowed to attend or take part in any meeting of the Awards Committee at which applications are to be discussed so long as there is pending before the Committee an application of a student related in any way to anyone on the Awards Committee. A Scholarship Committee member may not participate in any meeting in which a determination of an award for a relative is being considered. In making award recommendations, the Awards Committee shall apply such rules and standards not inconsistent with the purpose of this Chapter as are prescribed in these By-Laws and Charter between this Chapter and **Scholarship America** and, subject to such rules and the approval of the Board of Directors, it shall implement and oversee all policy relative to awards, and shall make and transmit to the Treasurer for the information of this Chapter and thereby to DFS such reports as DFS may need relative to the awards.

## ***Article 8: Term of Office***

The term of office of the officers and committee members of the Chapter shall, at the pleasure of the Board of Directors, expire at the next succeeding Annual Meeting of the Board of Directors, or when their respective successors are elected and qualify. The members and chairpersons of all committees except the Executive Committee shall be appointed by the President subject to the approval of the Board of Directors. Any officer or Director may be removed by two-thirds vote of all the members of the Board of Directors.

## ***Article 9: Meetings***

**Annual Meetings of the Board of Directors:** One meeting each year of the Directors shall be designated the Annual Meeting of the Board of Directors and shall be held on a Date in October at such time and place as fixed by the President. Notice of the time, date and place of the meeting of Directors shall be published in a newspaper of general circulation in the chapter area or posted at a public place in the chapter area at least seven days prior to the meeting. The Annual Meeting of the Board of Directors shall be open to all members and residents of the chapter area, but only persons who are duly elected Directors shall be entitled to be heard or to vote on any matter brought before the meeting. The President may, however, exercise discretion in permitting or inviting guests to address the Directors.

**Other meetings of the Board of Directors:** Regular meetings of the Board of Directors will be held on a monthly basis as needed, September through June. Special meeting of the Board of Directors may be held from time to time upon call from the President or upon written application to the Secretary of not less than one-third in number of the Directors then in office. The Secretary shall make public announcement of the meeting in accordance with procedures set forth above.

**Meeting of the Executive Committee:** Meetings of the Executive Committee may be called by the President at any time. Notice of the time, date, and place of the Executive Committee meetings shall be furnished to each Executive Committee member by the Secretary or by mail, phone, e-mail, or other reasonable means at least one day in advance of the meeting.

**Quorum:** Two-thirds of the Directors then in office shall constitute a quorum in case of the meeting of the Board of Directors, or any committee, and a majority of those present at the meeting entitled to vote, shall decide any matter properly brought before the meeting.

**Article 10: Fiscal Year:** The fiscal year of the Chapter shall be the twelve (12) month period ending December 31 of each year.

**Article 11: Chapter Dissolution:** In the event of dissolution, the Chapter shall distribute all unrestricted funds in accordance with the Chapter Agreement and restricted funds (endowments) in accordance with all written endowment agreements, subject to the restriction that the distribution must be exclusively for an educational or charitable purpose which would permit the Chapter to qualify as an exempt organization under Section 501c(3) of the IRS Code of 1954 (or the corresponding provisions of any future US IRS law).

**Article 12: Amendments and Policies:** By-Laws and policies may be established or amended by note of the directors at any annual, scheduled or special meeting called for the purpose of acting upon such proposal, provided that no such amendment or policy shall be adopted on without a one month review period.

**Article 13: Effective Date of These By-Laws:** These By-laws shall become effective upon their adoption at a meeting as provided in Article 6. Once adopted, these By-Laws become the governing documents of the Susquehanna Valley Scholarship Foundation Dollars for Scholars and are placed on file with the Chapter and **Scholarship America**. If these By-Laws are amended, such amendments must be brought to the attention of **Scholarship America** in accordance with Article 12 above.

## **Investment Policy**

The Susquehanna Valley Scholarship Foundation has established the following directives as an initial investment policy. Additional directives can be added at any time as needed, after review and approval by the membership.

1. Investments will be handled by the foundation treasurer.
2. Endowment funds will be invested prudently by the investment committee, so that sufficient funds are available each May for distribution annually to graduates.
3. The consent of three officers is required for all investments.
4. All checks written must have the signatures of two officers.
5. Financial reports must be prepared and submitted by the Treasurer at the SV Dollars for Scholars meetings.
6. An audit is to be performed annually by September 1 of each year, by a minimum of two members (other than officers) and noted in the financial records and meeting minutes.



## **Fundraiser Award Policy**

It is the **intention** of the board that all monies raised through fund raising will be awarded in that year.

## Endowments

There are two levels of endowments. The first level is a **\$500.00** endowment and is marked by a grey stone on the “Wall of Endowments” located in the main hall of the S.V. High School and shown in the Wall of Endowments area of this website. An endowment of \$500.00 will add to the general fund. Although the principle will remain with the S.V. Scholarship Foundation indefinitely, the interest from our general fund provides thousands of dollars of scholarship awards each year. Our scholarship foundation has distributed approximately \$40,000 in endowment awards from its inception in 1999.

The second level is a **\$2,500.00** endowment which will create a minimum of a \$100.00 award each year. These awards are marked by a blue stone on the Wall of Endowments engraved with words of your choosing. At this level the donor may create an award criteria such as a student pursuing a career in nursing, dental, accounting, engineering or to an athlete, or someone attending a vocational school. Please contact David Daniels, Principal of the S.V. High School for more information.

## About Us

The Susquehanna Valley Scholarship Foundation was formed in the spring of 1999 as an affiliate of the Citizens Scholarship Foundation of America, now known as Scholarship America.

The Foundation was created and developed by Mary Jane Paske, President; Dave Daniels, Vice-President; Marshall Ayres, Treasurer; and Nancy Mindemann, Secretary along with many members along the way who have volunteered their time and effort.

The hope of this original organization was to have the ability to help deserving Susquehanna Valley students for many years into the future. Although the principal will remain with the S.V. Scholarship Foundation indefinitely, the earnings generated provide thousands of dollars in scholarship awards each year. This vision has not only been achieved but continues to grow each year.

Funds are also raised and distributed each year through events such as a talent show, a Phone-a-Thon, Dinners, a homecoming breakfast and the selling of the SV History Book.

Our chapter web site is located at [www.sv-dollarsforscholars.org](http://www.sv-dollarsforscholars.org), and we maintain four email addresses for the chapter [president@sv-dollarsforscholars.org](mailto:president@sv-dollarsforscholars.org), [info@sv-dollarsforscholars.org](mailto:info@sv-dollarsforscholars.org), [secretary@sv-dollarsforscholars.org](mailto:secretary@sv-dollarsforscholars.org), [donations@sv-dollarsforscholars.org](mailto:donations@sv-dollarsforscholars.org).

## **What is Scholarship America – Dollars for Scholars?**

Scholarship America, Dollars for Scholars division, is a national nonprofit student aid service organization. You can visit their website at [Scholarshipamerica.org](http://Scholarshipamerica.org). Its purpose is to expand access to higher education by substantially increasing the amount of student aid from the private sector. One way Scholarship America pursues this mission is through the development and ongoing support of local scholarship foundations.

Change	Page	Date Submitted	Date Approved
<p><i>INVESTMENT POLICY</i></p> <p><i>From:</i> Endowment funds will be invested in Certificate of Deposits or similar cash accounts, so that the interest is available each May for distribution annually to graduates.</p> <p><i>To:</i> Endowment funds will be invested prudently by the investment committee so that sufficient funds are available each May for distribution annually to graduates.</p>	8	10/21/2011	
<p><i>FUNDRAISER AWARD POLICY</i></p> <p><i>From:</i> Intensions</p> <p><i>To:</i> Intentions</p>	9	10/11/2011	