

## **BYLAWS OF LEAH S. VINES SCHOLARSHIP FUND**

### **ARTICLE ONE - ORGANIZATION**

1. The name of this scholarship fund shall be the LEAH S. VINES SCHOLARSHIP FUND.
2. This Scholarship Fund shall be a 501(c)(3) charitable organization chartered according to the laws of the State of North Carolina and the regulations of the United States Internal Revenue Service.

### **ARTICLE TWO – PURPOSE/MISSION**

The Leah S. Vines Scholarship Fund was formed solely for the charitable and educational purpose of awarding financing to deserving high school seniors. Recipients of such funds must attend an accredited four (4) year college or university.

### **ARTICLE THREE - MEMBERSHIP**

There will be no members in this Scholarship Fund. All of the activities of the organization will be governed by the Board, described in ARTICLE FOUR.

### **ARTICLE FOUR - OFFICERS**

1. The officers of the organization shall be Executive Director, President, Vice President, Secretary, Treasurer, Sergeant-at-Arms and By-Laws Coordinator. They shall be the officers elected by the Leah S. Vines Scholarship Fund annual meeting to be held in December. These officers' primary responsibilities are enumerated as follows:
  - a. The Executive Director shall meet with the board regularly to keep them informed on issues and work with them to develop policies to guide the scholarship fund and to come up with solutions to fulfill its charitable purpose. He/she shall oversee the fundraising as needed and work with the other officers to set other standards for the Scholarship Fund.
  - b. The President shall preside at all meetings, see that all books, reports and certificates as required by law are properly kept or filed, be one of the officers who may sign checks, and have such powers as may be reasonably construed as belonging to the president of the Scholarship Fund.
  - c. The Vice-President shall, in the event of the absence or inability of the President to exercise the duties of his or her office, become acting president of the Scholarship Fund with all the rights, privileges and powers as if he/she had been the duly elected President.
  - d. The Secretary shall keep the minutes and records of the Scholarship Fund in appropriate books, file any certificate required by any statute, federal or state, give and serve all notices to members of the Scholarship Fund, be the official custodian of the

records, present to the Officers at any meetings all communications addressed to the Scholarship Fund, attend to all correspondence and exercise all duties incident to the office of the Secretary.

e. The Treasurer shall have the care and custody of all monies belonging to the Scholarship Fund, be solely responsible for such monies. The Treasurer shall render at stated periods as the Scholarship Fund shall determine, a written account of the finances of the organization and shall exercise all duties incident to the office of Treasurer.

f. The Sergeant-at-Arms shall maintain order and decorum among the officers and all persons present at a meeting. He ensures that the Leah S. Vines Scholarship Fund meetings start on time and that all officers are present.

g. By Laws Coordinator shall be responsible for ensuring the establishment of the rules and procedures governing how the Leah S. Vines Scholarship Fund operate. He/she shall have the responsibility of updating the bylaws, with approval of the officers, to make sure the purpose/mission of the Scholarship Fund is met.

#### **ARTICLE FIVE- AWARDS**

1. Application process shall be directed by a Committee appointed by the Director of the Leah S. Vines Scholarship Fund. The Committee shall seek all information that it feels is necessary to evaluate the candidates for the scholarship awards.
2. The applicant must be a high school senior and meet the following criteria:
  - a. Have a minimum GPA of 3.0
  - b. Pursue a degree in Business, Natural Sciences or Architectural Design
  - c. Be a resident of Edgecombe, Pitt, Nash, Wilson, Wake or Orange County or have roots within one of these counties
    - 1) Roots is defined as having an immediate family member residing in one of the counties listed above
3. The scholarship fund shall not be obligated to make an award should there not be eligible applicants.
4. Funds shall be payable to the institution attended by the awardee at the time payment is required by the institution unless such direct payment shall cause the awardee to lose financial grants already awarded by any institution. In such cases, the Scholarship Committee shall review on a case by case basis to determine distribution process.
5. Awards shall be made for one year only.
6. Applicant must obtain any basic information required by the scholarship fund from the high school currently attending, mail directly to the Scholarship Committee, and the application must be post marked by May1st.
7. The number of scholarships awarded will be determined by the Scholarship Committee based on available funds.

8. The Scholarship Committee shall not be obligated to award scholarships exceeding the funds available.
9. Should there be more applicants than available funds for distribution, recipients will be determined by the earliest post marked application.
10. If more eligible applicants apply than available funds for distribution, recipient/s will be determined by the earliest post marked application. If two or more applications are post marked with the same date, the recipient will be determined by random selection. The first name drawn will determine the scholarship recipient.

#### ***ARTICLE SIX - FUNDING***

Contributions to the Leah S. Vines Scholarship Fund may be made by donations from individuals, groups and/or businesses, etc. Contributions to the Fund shall be deductible under Section 170(c)(2) of the Internal Revenue Code.

#### ***ARTICLE SEVEN - ACTIVITIES***

1. The Scholarship Fund shall engage only in activities that are of a charitable and educational nature.
2. No substantial part of the activities of the Scholarship Fund shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Scholarship Fund shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

#### ***ARTICLE EIGHT – COMMITTEES***

The Director shall form such committees as he/she feels appropriate to accomplish the goals of the Leah S. Vines Scholarship Fund.

#### ***ARTICLE NINE- AMENDMENTS***

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of a majority of the Scholarship Fund officers only. The proposed change must have been presented in writing and copies furnished to officers two weeks prior to the duly called meeting.

#### ***ARTICLE TEN – DISSOLUTION***

Upon dissolution of the Leah S. Vines Scholarship Fund, and following payment of all liabilities of the Fund, all assets shall be equally donated to the Scholarship Funds at North Carolina State University, North Carolina A&T State University, East Carolina University and University of North Carolina at Chapel Hill. The Universities may distribute the funds to any worthy student they deem appropriate.

## **ARTICLE ELEVEN – ANNUAL ACCOUNTING**

For Accounting purposes, The Leah S. Vines Scholarship Fund shall use a calendar year beginning January 1 and ending December 31 of each year.