

God's House Church Scholarship Program

SCHOLARSHIP COMMITTEE BY-LAWS

NAME

This committee, within the God's House Church, shall be known as the **God's House Scholarship Committee**

This organization is organized exclusively for charitable purposes within the meaning of section 501 (c) (3) of the Internal Revenue

MISSION

The God's House Church (GHC) Scholarship Committee is a ministry dedicated to promote and encourage GHC graduating youth and adult members who wish to further their educational studies. To fulfill its mission, the GHC Scholarship Committee is committed to:

1. Providing financial support to GHC members who desire to attend trade school, technical training, community college, and those seeking undergraduate and in excepted cases, post-graduate degrees.
2. To raise an awareness among GHC youth, collegiate, and post-graduate members about educational opportunities and financial aid.

PURPOSE

The purpose of this scholarship program shall be to grant scholarships annually, in amounts to be determined by the scholarship committee, to graduates (High School and GED) who intend to further their education at an accredited college or vocational school. This purpose also extends to the promotion of fund raising efforts, and overseeing the administration of all scholarship funds rose. The committee is committed to enabling personal growth, proving mutual support, and supplying continuing education to God's House Church members through mentorship, assistance in obtaining financial aid, and information on available educational alternatives. The Scholarship Committee will in the performance of its duties in accordance with established by-laws:

- Determine who qualifies for financial assistance from funds in the custody of the church, known (or to be known) as Scholarship Funds.
- Determine the amount and condition of the scholarship, when it is to be paid, and to whom.

•Place requisitions to the church treasurer for applicable funds. Each request shall include all pertinent information needs by the church treasurer

OFFICERS

Chairperson: Chairs the Scholarships Committee meetings and keeps the Pastor, church trustees, and church membership up-to-date on pertinent matters pertaining to the scholarship committee. The Chairperson receives application for scholarship request. This position is by appointment from the sitting Pastor.

Co-Chairperson: Take on the responsibilities and exercise all the functionalities of the office of the Chairperson in the absence of the Chairperson, or when the position of the Chairperson is vacant until when the position is filled. This position is filled through the Chairperson's recommendation of a committee member to the Committee.

Secretary: Takes minutes, retains a permanent copy in a notebook, distributes copies (hardcopy or via email) among scholarship committee membership, the Pastor, and God's House Trustees. Keeps mailing list (both postal and email addresses) up-to-date. Receives and distributes news items from local churches, scholarships, grants, and fundraising opportunities. Informs the God's House Church membership of future meeting and key dates by placing them in the church bulletin and annual calendar. This position is by election.

Financial Secretary: Keeps financial records of committee expense, funds raised, and Scholarship disbursement. In the interest of good stewardship, the Financial Secretary shall prepare and present an annual report at the God's House Church Business Sessions of the Annual Meeting, which will include but not be limited to a financial status report, and recommendations for future financial planning. This position is by election.

Fund-Raising Director: Shall plan annual campaigns and strategies to raise money to fund scholarship. This position is filled through the Chairperson's recommendation to the committee.

ELECTION of OFFICERS

Election or re-election of the Officers of the Scholarship Committee shall be conducted annually at the Monthly Scheduled Meeting of the Committee, following the God's House Church Business Sessions of the Church Annual Meeting; or at the Committee's December Monthly Scheduled Meeting.

COMMITTEES

The Scholarship Committee shall consist of at least four persons, all of whom shall be full Members of God's House Church. The Scholarship Committee shall administer all scholarship funds that become available under this program, determine the amount and numbers of scholarships to be awarded, and be responsible for the distribution of applications and selection of recipients.

With the approval of the Pastor, the Chairperson shall stand-up and stand-down committees and subcommittees as required to conduct the business of the scholarship committee.

VACANCIES

If vacancies occur between annual meetings, the chairperson with Pastor approval, will appoint someone to fill that office.

MEETINGS

The scholarship committee shall meet as required to conduct business. The Chairperson or Secretary shall call meetings.

SCHOLARSHIP RECIPIENT QUALIFICATIONS

1. Be a member of the God's House Church for at least one year before the grant is made.
2. Be active in some capacity in God's House Ministries (other than pew sitting membership) such as, choir, greeter, Sunday school, etc. Participation must be certified in writing by the ministry head.
3. Be a high school student, high school graduate or its equivalent. On a case-by-case basis, God's House Church adult members already enrolled in an approved accredited college, university, or trade schools undergraduate/graduate program may apply for and be awarded a scholarship amount to be determined by the scholarship committee.
4. The applicant's scholastic record as shown by a transcript from the school she/he last attended shall indicate his/her ability to successfully complete the educational program. (An overall grade average of "C" or better is required.)
5. The applicant shall have applied to a course of study in an accredited educational institution.

6. The applicant will write an essay in the prescribed number of words to be evaluated by GHC Scholarship Committee Members. The essay will be based on a "subject topic" to be decided and announced by GHC Scholarship Committee. The rating of the essays will be based on predetermined criteria announced by the committee, and made available to each applicant by publication in a written/electronic format prior to deadline for submission of essays for evaluation.

AMENDMENTS

These By-Laws may be amended by 2/3 vote of those present at any meeting. Amendments to By-Laws must be distributed to attendees at least 30 days prior to a call for vote. Once voted on and approved, amendments are immediately effective.

REVIEW

These By-Laws will be reviewed annually. Changes must be distributed to attendees at least 30 Days prior to a call for vote. Once voted on and approved by 2/3 of those present at the meetings, the new By-Laws are immediately effective.

GOVERNANCE

Committee meetings will usually be governed by consensus. This organization is organized exclusively for religious purposes under the guidelines of section 501c(3) of the Internal Revenue Code. Upon the dissolution of this organization, the God's House Financial Manager as stipulated by state and federal law shall distribute the remaining assets. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern administration of the Scholarship Fund in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Scholarship Fund may adopt.

Approved: _____

By-laws revised: February 2009

