



BETTE ADE SCHOLARSHIP FUND

Bylaws

ARTICLE I. NAME

The name of this organization is Bette Ade Scholarship Fund, hereafter referred to as BASF.

ARTICLE II. PURPOSE

Section 1. The Bette Ade Scholarship Fund (BASF) is organized exclusively to provide scholarship awards for higher education to students attending accredited universities, colleges, junior colleges, trade schools or vocational schools, and for special educational projects sponsored by the Texas Mothers of Multiples (TMOM).

Section 2. Any other provisions of this instrument notwithstanding, the Fund shall not carry on any other activities not permitted to be carried on

- a) By a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or
- b) By a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE III. SOURCES OF FUNDS

Section 1. The Fund is organized as a non-profit corporation.

Section 2. The Fund shall have the following sources of financial support:

- a) Memorials in honor of deceased family members, club members or friends
- b) Provisions in wills designated for the Bette Ade Scholarship Fund,
- c) Interest on Fund principle,
- d) Voluntary donations,
- e) Transfers from Texas Mothers of Multiples operating account, and/or
- f) Special fundraising activities.

ARTICLE IV. BASF MANAGEMENT TEAM

Section 1. The management of the affairs of the Fund shall be the BASF Scholarship Chair and the BASF Treasurer, the BASF Board of Trustees, and the BASF Selection Committee.

Section 2. Duties of the BASF Management Team

a) *BASF Scholarship Chair*

- (1) The outgoing BASF Scholarship Chair, BASF Treasurer and the BASF Trustees will appoint Scholarship Chair to serve for a five-year term.
- (2) The Scholarship Chair shall have previously served on the Bette Ade Scholarship Selection Committee.
- (3) The Scholarship Chair may not serve more than five years in succession.
- (4) The Scholarship Chair shall be a signer on all financial accounts.
- (5) The responsibilities of the Scholarship Chair include being the Liaison to the Texas Mothers of Multiples (TMOM) and the primary contact for scholarship applicants. Communication with these groups will be via mid-term and annual reports to TMOM, articles in the newsletter, submit information to the TMOM website and social media, emails, texts and phone calls. Additional responsibilities are detailed in subsequent Articles and sections.
- (6) The Scholarship Chair shall serve without compensation.
- (7) The BASF Treasurer and the BASF Trustees will appoint a replacement for the Scholarship Chair to fill her remaining term (or begin a new five-year term) if she resigns or is unable to serve.

b) *BASF Treasurer, aka Fund Treasurer*

- (1) The outgoing BASF Scholarship Chair, BASF Treasurer and the BASF Trustees will appoint a Fund Treasurer to serve for a five-year term.
- (2) The Fund Treasurer shall have previously served on the Bette Ade Scholarship Selection Committee.
- (3) The Fund Treasurer may not serve more than five years in succession.
- (4) The Fund Treasurer shall be a signer on all financial accounts.
- (5) The responsibilities of the Fund Treasurer include maintaining the financial records, reporting of the financial records and distribution of the Fund as detailed in subsequent Articles and sections.
- (6) The Fund Treasurer shall serve without compensation.
- (7) The BASF Scholarship Chair and the BASF Trustees will appoint a replacement for the Fund Treasurer to fill her remaining term (or begin a new five-year term) if she resigns or is unable to serve.

c) *BASF Board of Trustees* - The Fund shall have 4 Trustees

- (1) One Trustee shall be the current Texas Mothers of Multiples President, or her appointee, for a one year term beginning May 1 of her presidency year.
- (2) The other Three Trustees will be appointed by the BASF Scholarship Chair, BASF Treasurer and the BASF Trustees to serve staggered three-year terms. The Trustee terms are staggered so that one replacement Trustee is appointed each year. The outgoing BASF Scholarship Chair, BASF Treasurer and the BASF Trustees will appoint a Fund Treasurer to serve for a five-year term.
- (3) The BASF Scholarship Chair, BASF Treasurer and the BASF Trustees will appoint a replacement for a Trustee who resigned or is unable to serve, to fill that Trustee's remaining term.
- (4) The Trustees will be empowered to establish policy and amend rules relative to the administration of funds.
- (5) The Trustees shall serve without compensation

c) *BASF Selection Committee*

- (1) The BASF Chair and the Fund Treasurer along with the TMOM President shall appoint a Selection Committee to serve, for a one-year term.
- (2) The Selection Committee will review anonymous scholarship applications in accordance with the selection process in accordance with subsequent articles and sections.
- (3) The Selection Committee will serve without compensation.

ARTICLE V. ADMINISTRATION OF THE BASF FUND

Section 1. Rules to administer funds:

- a) The funds may be disbursed for ordinary and necessary business expenses of the Fund.
- b) Scholarships may be given, up to the total amount recommended by the Trustees and Fund Treasurer. The Trustees will determine the amounts awarded to individual applicants.
- c) Fund records will be maintained by the Fund Treasurer and segregated from the Texas Mothers of Multiples' general operating funds.
- d) Funds may be invested by the Fund Treasurer in any checking account, savings account, money market account, mutual fund account or other account (interest bearing or non-interest bearing) as approved by the Trustees.
- e) The Fund Treasurer will maintain a permanent record book of donors and appropriate letters will be sent to donors. The Fund Treasurer shall provide a list of donors to the Texas Mothers of Multiples Board of Directors and the general membership at its annual convention.
- f) The Fund Treasurer will prepare, or cause to be prepared, any and all tax returns, forms and schedules required by any local, state or federal taxing authority by the due date of such returns including lawful extensions.
- g) There will be an bi-annual reporting by the Scholarship Chair and the Fund Treasurer to the Texas Mothers of Multiples Board of Directors and general membership at its mid-term and annual convention.

ARTICLE VI. SCHOLARSHIP ELIGIBILITY

Section 1. To be eligible, applicants must be:

- a) A member, or the spouse of a member, in good standing of a member club in good standing of the Texas Mothers of Multiples for at least two (2) years immediately preceding the submission of the scholarship application, **or**
- b) A Child of a member in good standing of a member club in good standing of the Texas Mothers of Multiples for at least two (2) years immediately preceding the submission of the scholarship application. The term "Child" shall include all multiple birth children or singleton children, including a child legally adopted, foster or step child.

Section 2. Applicant must be enrolled (or plan to be enrolled) in an accredited educational institution that is authorized to provide a program that is acceptable for full credit toward a bachelor's or higher degree or a program of training to prepare students for gainful employment in a recognized occupation. The institution must maintain a regular faculty and curriculum and have a regularly enrolled body of students in attendance at the place where it carries on its educational activities and may be a university, college, junior college, trade school or vocational school.

Section 3. The scholarship must be used for:

- a) Tuition and fees paid to enroll in, or to attend, an educational institution described above, or
- b) Fees, books, supplies, and equipment that are required for all students in the courses of education at an educational institution described above.

Section 4. The applicant may not be a member of the Bette Ade Scholarship Fund Management team or be a child or spouse of a current member of the Bette Ade Scholarship Fund Management team.

Section 5. The following criteria will be used to determine the scholarship recipient(s):

- a) Grades,
- b) Financial Need, and/or
- c) Other criteria established by the Scholarship Chair, Fund Treasurer and Trustees.

ARTICLE VII. SCHOLARSHIP SELECTION PROCESS

Section 1. Procedure for application process:

- a) Applicant shall apply directly by completing the required form and submitting the required documents.
- b) Scholarship forms and required documents will be returned to the Scholarship Chair by the deadline set forth in the application.
- c) Applicants who do not complete the application form and submit all required documents to the Scholarship Chair by the deadline will not be considered.

Section 2. Selection of Scholarship recipients:

- a) The Scholarship Chair shall redact all identifying information from all applications and supporting documents to provide to the Selection Committee.
- b) The Selection Committee will review anonymous scholarship applications and make suggestions and recommendations to the Scholarship Chair as to which applicants shall be awarded a scholarship.
- c) The Scholarship Chair and Fund Treasurer shall present the recommendations of the Selection Committee to the Trustees.
- d) The Trustees (without knowing the identities of the suggested recipients) will make the determination of the proportionate amounts of available current year scholarship funds to be awarded to each recipient.
- e) The Scholarship Chair shall announce the scholarship recipients at the Texas Mothers of Multiples' Installation.

Section 3. The scholarship will be paid for the benefit of the student directly to the educational institution to aid in the pursuit of studies.

ARTICLE VII. TERMINATION OF FUND

Section 1. This Fund may be terminated at any time by a two-thirds (2/3) vote of the Texas Mothers of Multiples member clubs in good standing, providing notice of the amendment has been given to all member clubs in writing thirty (30) days prior to a meeting called to discuss the dissolution of the Fund.

Section 2. If the Texas Mothers of Multiples is dissolved, or the Fund terminated for any reason, the moneys in the Fund will be contributed to:

- a) The National Organization of Mothers of Twins Clubs, Inc. for use in their scholarship fund or
- b) Another Organization exempt under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or
- c) The federal government, the State of Texas or a local government to be used for a public educational purpose.

ARTICLE VIII. SUCCESSOR ORGANIZATIONS

Reference to the Texas Mothers of Multiples and the National Organization of Mothers of Twins Clubs, Inc. should be interpreted to also apply to the organizations' logical successors.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The parliamentary writings of General Henry M. Robert shall govern the organization in all instances not covered by the original Articles of Incorporation, these Bylaws or the official procedures of the Bette Ade Scholarship Fund.

ARTICLE X. AMENDMENT

Section 1. These bylaws may be amended at any convention of the Texas Mothers of Multiples by a two-thirds (2/3) vote of the registered delegates, present and voting, providing notice of the amendment has been given to all member clubs of the Texas Mothers of Multiples forty five (45) days prior to the convention at which the amendment is to be voted upon.

Section 2. In an emergency, if there has not been sufficient time for the forty five (45) days previous notice, these Bylaws may be amended by a three-fourths (3/4) vote of the registered delegates, present and voting.