

Texas Foundation for Education in Health, Physical Education, Recreation, and Dance

Bylaws

1. Name

The name of this TAHPERD structure shall be the Texas Foundation for Education in Health, Physical Education, Recreation, and Dance. Herein it will be called the Foundation.

2. Purpose

The purpose of the Foundation is to annually select individuals to receive the TAHPERD Student Scholarship(s), to generate funds, and to oversee and manage the invested funds of the Foundation.

3. Organization

3.1 The Foundation shall consist of nine (9) voting members, including the Chair. Members should represent various geographical areas, professional disciplines, and education levels and should include the Chair of the College Committee (ex officio), Chair of the Student Section (ex officio), and Chair of the Trustees (ex officio). Other Foundation members and the Chair shall be appointed by the TAHPERD President and approved by the TAHPERD Board of Directors.

3.2 Appointed members will serve three-year terms. The ex officio members' term of office will expire when their ex officio office expires.

3.3 Members who have served a full three-year (3) term may not immediately succeed themselves as Foundation members.

3.4 The TAHPERD Executive Director will be an ex officio director of the Foundation.

4. Funding

4.1 Funds for the TAHPERD Student Scholarships were created in 1964 and are invested with the interest earned to be used to make awards each year.

4.2 The Foundation budget shall:

4.2.1 have a fiscal year from June 1 to May 31

4.2.2 include the estimated income and authorized expenditures and shall be in sufficient detail to ensure sound financial practice

4.2.3 be prepared in adequate time for it to be submitted to the TAHPERD Financial Committee for review and recommendations to the Foundation Board of Directors prior to submitting it to the TAHPERD Board of Directors at its Spring meeting for final approval.

4.3 Each year a maximum of three scholarships may be awarded.

4.3.1. Category 1 is undergraduate students.

4.3.2. Category 2 is graduate students.

4.3.3. Depending on the number of applications received in each category and the quality of the applications, scholarships may be given all in one category, divided between undergraduate and graduate students, or not at all.

4.3.4. All scholarships will be of equal value.

4.3.5. The amount of the scholarships will be determined based on the amount of interest generated by the invested funds and monies developed through members' efforts during the previous year.

5. Timelines, Procedures, and Responsibilities

5.1 **September 1 – February 28:** Foundation members will solicit applicants for the TAHPERD scholarships. The TAHPERD office will send requests to all Texas college and university HPERD department chairs and to TAHPERD students to advertise scholarships and distribute applications.

5.2 **March 1:** Scholarship applications due to TAHPERD office.

5.3 **March 10:** TAHPERD office staff checks eligibility of student applicants.

5.4 **March 20:** TAHPERD office staff forwards copies of student applications to Foundation members.

5.5 **April 10:** Rating forms are due from Foundation members to Chair.

5.6 **April 15:** Chair tallies results and selects one graduate individual with the highest score and at least one undergraduate student with the highest scores to receive a scholarship.

5.7 **April 16:** In the event of a tie, the Chair will submit a rating form to the Foundation members for them to re-evaluate those involved in the tie.

5.8 **April 20:** Tie breaking rating forms due back to Chair.

5.9 **April 25:** The Chair notifies the TAHPERD executive director of those selected.

5.10 **May 1:** The TAHPERD office staff will email and mail letters of congratulations to all scholarship recipients with information on the scholarship presentations at the TAHPERD Convention and a request for a biography and picture. The TAHPERD Office will also verify the spelling of the recipients' name, etc.

5.11 **June 1:** Scholarship recipient information to be returned to the TAHPERD office.

5.12. Procedures

5.12.1 Foundation members will:

- 5.12.1.1. participate in updating the Foundation Operating Code
- 5.12.1.2. participate in all meetings of the Foundation
- 5.12.1.3. participate in the scholarship selection process

5.12.2 TAHPERD Office will:

- 5.12.2.1 Create an appropriate scholarship certificate and check. One half of the scholarship amount will be sent by mail to the recipient by August 30. The remainder of the scholarship and the certificate shall be presented to the recipient(s) at the TAHPERD Awards Dinner.
- 5.12.2.2. The recipient(s) will be recognized at a general session during the TAHPERD annual convention.
- 5.12.2.3. The TAHPERD office staff shall have the responsibility for the preparation of the certificate and check.
- 5.12.2.4. An announcement of the recipients of the scholarships, together with appropriate pictures and biographical summaries, shall be published in the Fall issue of the TAHPERD Journal.
- 5.12.2.5. The TAHPERD office shall be responsible for sending a "standard press release" to the scholarship recipients' for disbursement to their local newspaper.

6. TAHPERD Scholarship Qualifications and Credentials

6.1. Qualifications verified by the TAHPERD office staff

- 6.1.1. The applicant must have been a student member of TAHPERD prior to March 1 of the year for which he/she is to be considered for the scholarship.

6.2. Credentials evaluated by the Foundation

6.2.1. The applicant for the scholarship must:

- 6.2.1.1. be a student in the discipline(s) of health, physical education, recreation, and/or dance
- 6.2.1.2. have been enrolled as a full time student during the fall semester prior to applying
- 6.2.1.3. continue as a full time student during the spring semester of the application
- 6.2.1.4. be enrolled as a full time student for the academic year (both fall and spring semesters) during the year they receive the award
- 6.2.1.5. must have at least a 2.5 GPA overall
- 6.2.1.6. provide two letters of recommendation from faculty members in the program covering academic and professional qualifications
- 6.2.1.7. provide a letter of recommendation from a person outside the academic program covering personal qualifications
- 6.2.1.8. provide a copy of a current transcript

6.3 Foundation Rating Procedures

- 6.3.1. Foundation members shall rate each candidate from one to ten (1-10) on each on the eight (8) credential categories. The highest possible score for all eight categories would be eighty (80) points.
- 6.3.2. The Chair will tabulate the ratings of the Foundation members and select the candidate(s) with the highest average rating. In order to receive the scholarship, a candidate must have an average rating of sixty-eight (68) points or better equaling an 85% average.
- 6.3.3. If two (2) or more persons are tied, the Chair will send the names of these candidates to the Foundation members for ranking. All candidates must be ranked. A maximum of three scholarships will be given in any one year.

Adopted by the Board of Directors: May 1964

<i>Amended:</i>	<i>April</i>	<i>2006</i>
	<i>April</i>	<i>2008</i>
	<i>December</i>	<i>2011</i>
	<i>December</i>	<i>2012</i>