

CHARTER OF
THE SCHOLARSHIP COMMITTEE OF
THE GAMMA PHI BETA FOUNDATION

Section 1. Purpose. The Scholarship Committee (“Committee”) shall be a committee of the Gamma Phi Beta Foundation (“Foundation”). Its purpose shall be to provide advice and counsel to the Foundation Board of Trustees (“Board”) regarding, and oversight of, applications and awards for Foundation scholarships and fellowships.

Section 2. Relationship to the Board. The Foundation Scholarship Committee chair shall serve as a liaison between the Board and the Committee.

Section 3. Scholarship Committee Composition.

- (a) The Scholarship Committee shall be comprised of at least four (4), and no more than seven (7) members, including the chair, at least one (1) of whom shall be Board members.
- (b) Grants Committee chair shall serve as ex officio, non-voting member of the Committee.
- (c) If needed and appropriate, and approved by the Board, the chief executive officer may assign one member of the staff to the Committee and/or any of its subcommittees as an ex officio, non-voting member to serve as a liaison among the Committee and subcommittee members and Foundation staff.

Section 4. Appointments and Terms of Office.

- (a) **Committee Chair.** The Committee chair shall be elected by the Board for a two (2) year term. She may serve no more than two (2) terms or four (4) consecutive years. The chair serves as a voting member of the Committee and all subcommittees.
- (b) **Scholarship Committee Members.** The Board of Trustees shall elect at least four (4) individuals to serve on the Committee. All Committee member terms shall be a one (1) year term commencing on August 1 and ending on July 31. Scholarship Committee members (other than the chair) may serve up to six (6) consecutive years. Committee members who have met the maximum consecutive term can be re-appointed after three (3) year break.

Section 5. Expectations.

- (a) **Good Standing.** Gamma Phi Beta members who serve on the Committee and subcommittees shall be in good standing with Gamma Phi Beta Sorority.
- (b) **Confidentiality Statement and Conflict of Interest Policy.** The Committee chair and its Committee and subcommittee members are required to sign a Confidentiality Statement and a Conflict-of-Interest Policy annually.

Section 6. Job Descriptions.

- (a) **Scholarship Chair.** The Scholarship chair shall work with the Foundation Chairwoman and Foundation staff to:
 - (1) Lead the Scholarship Committee in its responsibilities pursuant to this charter.

- (2) Develop an annual calendar of scholarship work for the Committee and the Foundation.
- (3) Work with the Foundation's staff to maintain all scholarship files and processes for the Foundation.
- (4) Schedule and chair all scholarship meetings.
- (5) Establish the agenda for each Committee and subcommittee meeting.
- (6) Train new Committee members.
- (7) Solicit input from Scholarship Committee members on possible amendments to the Scholarship Charter at least annually. As appropriate, submit any proposed amendment(s) to the Board for approval.
- (8) Provide leadership and direction to the Committee and any subcommittee in setting priorities, making assignments, establishing timelines, reviewing data and distributing information.
- (9) Report periodically to the Board on activities of the Committee and its subcommittees, with written reports provided in accordance with the meeting homework schedule.

(b) **Scholarship Committee.** The Committee shall work with the Scholarship chair, Foundation Chairwoman and the Foundation staff to:

1. Specific Committee Tasks
 - i. Develop and make recommendations with Foundation staff to the process of grading, evaluating and awarding scholarships and fellowships.
 - ii. Determine with Foundation staff on selecting evaluators each year.
 - iii. Recommend to the Board the amount and allocation of the scholarships and fellowships.
 - iv. Review scholarship/fellowship application process every fall.
 - v. Review annual communication plan for scholarship and fellowship applications, awards and donor acknowledgement.
 - vi. Recruit and train volunteers to evaluate scholarship and fellowship applications.
2. General Committee Tasks
 - i. Set annual goals and objectives of the Committee.
 - ii. Perform other functions within the scope of the foregoing, which the Committee deems appropriate to undertake from time to time.
 - iii. Evaluate Committee progress toward achieving its goals.
 - iv. Set new goals based on the areas of focus in the Foundation Strategic Plan.

- v. Develop plans of action and assign responsibilities and timelines for completion of work.
 - vi. Develop recommendations for the Board to consider.
 - vii. Annually review this charter and recommend appropriate changes to the Board.
 - viii. The Board may, by Board resolution, authorize it or any of its subcommittees to act on behalf of the Board.
- (c) **Staff Liaison.** The Scholarship Committee will be assigned a staff liaison. The staff liaison role is to support the Scholarship Committee in preparing, supporting and executing on items outlined in the charter.

Section 7. Committee Meetings.

- (a) The Committee shall meet at minimum four times a year, and as often as it deems necessary to perform its responsibilities. A majority of the voting members of the Committee shall constitute a quorum.
- (b) The vote of a majority of the voting members of the Committee present at a meeting at which a quorum was present shall be the action of the Committee.
- (c) When the Committee does not meet in person, its business shall be conducted via email, conference calls or other communication means.
- (d) The Scholarship chair shall coordinate in-person meeting arrangements with the Foundation chief executive officer and staff liaison.
- (e) The Committee shall deliver a report to the Board when requested, including a description of all actions taken and recommendations made by the Committee at the meeting, for review and consideration by the Board and subject to such further action by the Board as the Board deems necessary and appropriate.
- (f) The Committee shall keep written notes of its meetings.
- (g) Travel and other expenses on behalf of the Foundation shall be undertaken in accordance with the Foundation's administrative policy. The chair and Committee members are encouraged to cover as many of their meeting and other expenses as possible.
- (h) The Committee members may designate the Foundation as the recipient of any approved reimbursable and/or non-reimbursable expenses and receive credit for a tax-deductible donation. This gift shall be considered an unrestricted gift and credited toward her annual unrestricted recognition giving levels.

Section 8. Scholarship Committee Subcommittees.

- (a) The Scholarship Committee may form additional subcommittees to perform specific tasks.
- (b) Any subcommittees shall follow the Committee meeting guidance in Section 7.

Section 9. Amendments to the Scholarship Committee Charter. Provided that they do not conflict with the Foundation Articles of Incorporation and Bylaws, the Scholarship Committee Charter may be adopted, amended or repealed by a two-thirds (2/3) vote of the Board.