SUBJECT: Barbara Hope Kem Fund Scholarship Committee

BY-LAW BODY

I. Purpose
   A. The purpose of the Barbara Hope Kem Fund Scholarship Committee (herein referred to as “BHKFSC”) is to recommend one student to the University Foundation for receipt of the Barbara Hope Kem Fund Scholarship, as defined in the scholarship description.

II. Structure
   A. The BHKFSC shall be a special committee created under the authority of Student Government.
   B. The committee shall report directly to the Student Government President.
   C. The committee shall not be considered a “public governmental body,” and is therefore entitled to maintaining sealed confidential records and holding closed meetings.

III. Officers
   A. The chairperson of Student Government’s Student Issues Committee shall be the chairperson of the BHKFSC.
      1. The chairperson shall preside over all meetings and ensure that proper parliamentary procedure is employed.
      2. The chairperson must ensure that the policies of the committee are adhered to.
      3. The chairperson shall not vote except in the case of a tie.

IV. Membership
A. Membership shall consist of the Student Government Rules Committee Chairperson, a representative from the University Foundation, a representative from the Scholarship Office, the Student Regent, and four University students.

B. All student members must have completed at least fifteen (15) hours of coursework at Southeast Missouri State University at the time they submit an application.

C. Of the four (4) “at large” student members on the BHKFSC, at least three (3) must represent different academic colleges within the university at the time of their appointment.
   1. The college with which the committee chairperson is affiliated is not counted for meeting requirements of this selection.

D. The Student Government President and Rules Committee chairperson shall solicit applications for membership on the BHKFSC during the fall semester.

E. Applications for membership must be returned to the Student Government Administrative Assistant by December 1.

F. The Rules Committee shall review all applications prior to the end of the fall semester and make recommendations for membership to the Student Government President.

G. The committee must be established by the end of the fall semester.

H. Members appointed to the committee will serve until the end of the spring semester.

I. All student members must remain in good academic and judicial standing throughout their term. Failure to maintain this good standing shall result in immediate termination from the committee.

J. All members must attend all meetings unless an emergency precludes from them doing so.
   1. Members shall notify the committee chairperson as soon as possible if an emergency precludes them from attending a scheduled meeting.
   2. The Student Government President, in consultation with the committee chairperson, shall have the power to terminate a member for failure to attend meetings.

K. Any member who breaks the confidentiality of the deliberations or records of the committee shall be immediately terminated.
   1. The Student Government President, in consultation with the committee chairperson, shall have the power to terminate a member for failure to maintain confidentiality.

L. If a committee member is terminated due to any of the aforementioned reasons, a new member from the same academic college must be appointed by the Student Government President.

M. The Student Government President shall be an ex-officio, nonvoting member of the committee.

V. Committee Powers

A. The committee has the authority to recommend one student to the University Scholarship Office for receipt of the Barbara Hope Kem Fund Scholarship.
B. The committee may hold meetings, on a schedule set by the chairperson, to accomplish the selection process.
C. The committee shall not take any action or make any official recommendation outside the scope of the aforementioned authority.

VI. Committee Procedure
A. All committee meetings shall be closed to any individual who is not a member of the committee.
B. The committee will convene in January to establish a marketing strategy and solicit potential recipients.
C. The committee shall solicit applications for the scholarship beginning the first week of the spring semester.
D. All applications must be received by the University Foundation by March 15 and subsequently reviewed by the Scholarship Office for compliance with the required academic and financial criteria.
E. Following the application deadline, the committee may meet as many times as it deems necessary to select recipient(s).
F. The committee will be responsible for reviewing applications, scoring essays, and interviewing all prospective candidates.
G. The committee must give weight in their deliberations to the following factors. The committee must use its own judgment in determining applicability of these factors.
   1. Financial need
   2. Ability and willingness to repay loan
   3. Motivation to further education and pursue a career in chosen field
H. The committee shall select the award winner through a system of voting and deliberations it deems appropriate.
I. The committee shall not select any student who is a member of the committee.
J. By the end of April, the committee shall submit, confidentially, to the Student Government President, the name(s) of the student that has been selected and the recommended award amount.
K. The President shall forward the selected recipients’ name(s) and the recommended amount to the University Foundation for approval by the end of the spring semester.
L. Once awarded, scholarship recipients may be eligible for renewal and need not follow the procedure for first-time award winners.
M. The committee shall meet to review the performance of scholarship recipients for possible renewal each year. This meeting will involve committee members and scholarship recipients to review recipient progress toward their degrees.
N. After review, the committee will forward the names of scholarship renewal recipients along with the name of the new recipient.