

**Effective:** June 19, 2003

**University Governance  
MEDAL SCHOLARSHIP PROGRAM**

**Approved:** June 19, 2003  
Revised: March 22, 2007  
University President

The Medal Scholarship Program replaces the Medal Fund Management Board, and its subcommittees the Academic Scholarship Selection Committee and the Faculty/Staff Development Committee. The Constitution of the program is provided below.

**Constitution**

**Article I – Name and Purpose**

The program shall be known as the MEDAL Scholarship Program. The program shall be administered by the MEDAL Scholarship Committee (hereinafter, the committee), to be chosen as described below. The purpose of the program shall be to manage funds allocated for general academic and minority scholarships and to determine the number and dollar amount of general and minority scholarships to be granted from such funds.

The committee shall have fiduciary responsibility for funds allocated to the MEDAL Scholarship Program, which shall be held in University accounts or in other investment accounts at the discretion of the committee and with approval of the University President or designee.

**Article II - Membership**

The membership of the committee shall consist of:

1. Three faculty members and two staff members, each of whom must be a MEDAL contributor, to be appointed by the President or designee. A MEDAL contributor is a University employee (faculty or staff) who has made a financial contribution to the University in the academic year of his/her appointment.
2. The following are voting members, by virtue of office or appointment:
  - a. Vice President for University Advancement, or designee.
  - b. Director of Admissions, or designee.
  - c. Director of Financial Aid, or designee.
  - d. Director of Accounting, who will serve as treasurer of the committee.
  - e. Coordinator of the Travel Program.

Appointed members shall serve three-year overlapping terms. There are no limitations on the number of successive terms for any elected member.

Terms of newly-appointed members shall begin immediately upon appointment.

Vacancies due to resignations or incapacity of committee members shall be filled for the remainder of the term by appointment by the President, or designee.

### **Article III - Organization**

#### 1. Officers

- a. The Chairperson shall convene and preside over all meetings of the committee.
- b. The Secretary shall record the proceedings of the committee and distribute copies of same prior to the next meeting of the committee.

The chairperson and secretary shall be elected at the first meeting of the academic year by and from the committee for terms of one year, and can be reelected without limitation.

- c. The Treasurer shall, with the advice and consent of the committee, supervise the investment accounts and shall report on the same to the committee at each scheduled meeting.

### **Article IV - Procedures**

#### 1. Meetings

The Committee shall be convened four times annually: twice during the Fall Semester and twice during the spring Semester. Additional meetings may be called as necessary by the chairperson.

#### 2. Conduct of Committee Meetings

Meetings shall be conducted in accordance with ROBERT'S RULES OF ORDER.

### **Article V – Scholarships**

The Committee shall determine by majority vote each year:

#### 1. General Scholarships

- a. The total dollar amount of general scholarships to be awarded.
- b. The number of general scholarships to be awarded.

#### 2. Minority Scholarships

- a. The total dollar amount of minority scholarships to be awarded.
- b. The number of minority scholarships to be awarded.

## **Article VI - Amendments**

Amendments to the CONSTITUTION must be approved by a two-thirds majority of the committee. Changes become effective upon approval of the University President or designee.