

BCLOA Committee Charter CH 2012-#12-5

(As Revised on December 3, 2015)

Bear Creek Land Owners Association

Board of Directors

The following Scholarship Committee Charter is established pursuant to BCLOA Policy/Procedure 2012-#12-2, Committees of the Board. The Scholarship Committee is a Standing Committee and, therefore, shall follow the guidelines and procedures as set forth in that policy. This Charter was written and adopted by the Board at a meeting of the Board on April 21, 2013. Pursuant to Policy/Procedure 2012-#12-2, the Committee Chairperson shall have the responsibility to request changes to the committee's charter from the Board to allow the committee to fulfill its duties or to operate more effectively. Such changes, if any, shall be presented to the Board in writing, and if approved, appended to this Charter. Moreover, as applicable laws, rules and customs change, the Board shall update the Scholarship Committee Charter.

Scholarship Committee Charter

PURPOSE

The purpose of this "Scholarship Committee Charter" is to ensure to the extent possible the involvement of the Bear Creek community and members in providing scholarships to qualified and worthy high school students through the North Conejos County School District, the appointed fiscal agent to distribute equal monies to all three high schools in Conejos County, and to improving educational related community relations with the Conejos County communities. The committee will receive support from the Board of Directors and will assist the Board in fulfilling any of its oversight responsibilities for:

- (1) Maintaining the 501(c)(3) status of the scholarship fund by filing annual reports with the IRS and with the Colorado Secretary of State.**
- (2) Maintaining a separate checking account to hold and disburse proceeds raised by the Committee, and providing quarterly status reports to the Board regarding any activity in the checking account. The Committee's designee with responsibility for maintaining the account shall work with the BCLOA Treasurer as needed to maintain the security and integrity of the money in the checking account.**
- (3) Liaison with the North Conejos County School District, the fiscal agent for the Bear Creek Scholarships.**
- (4) Maintaining ongoing good relationships with County fiscal agent representatives,**
- (5) Responsible for all Bear Creek Scholarship fundraising activities throughout the year including those associated with the annual membership meeting and picnic and private donations,**
- (6) Improving educational opportunities that arise within Conejos County,**
- (7) Increasing the number and/or amount of scholarships provided,**
- (8) Informing Association Members of fund raising,**
- (9) Presenting scholarship winners to the association where possible and arranging for appropriate publicity within Conejos County,**
- (10) Responsible for an annual audit of funds and maintaining all assets separate from the association budget and**
- (11) Scholarship Disbursements: Each year Bear Creek Scholarship Fund will distribute monies made from fund raising activities and donations to the Bear Creek Scholarship Fund's fiscal agent, North Conejos County School District. At least one scholarship award will be given to each Conejos County High School**
- (12) Coordinate with the BCLOA to obtain and provide a Colorado Tax Exempt Certificate for use by the Committee and the Board on an as needed basis.**

AUTHORITY

The committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to perform the functions according the purposes listed above.

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DISSOLUTION OF THE SCHOLARSHIP COMMITTEE

In the event that the Committee is dissolved for any purpose, the Committee's remaining assets must be used exclusively for federally exempt educational purposes. Any and all assets shall be distributed equally among the 3 Conejos County High Schools for scholarship purposes only.

COMPOSITION

The committee will consist of a minimum of three members as stipulated in Policy/Procedure 2012-#12-2. The officers of the committee shall be elected by the Committee Members at a regular annual meeting, for a term as specified by the committee, which may include successive terms. In addition to a Chair, one officer shall serve as the Committee Treasurer and be responsible for maintaining the Committee's checking account. The Treasurer shall work with and, when necessary, be supervised by the BCLOA Treasurer. Vacancies may be filled or new officers created and filled at any meeting of the Scholarship Committee. Each officer shall hold office until his successor shall have been duly elected.

COMPENSATION

The committee members will be provided no compensation, or proposed compensation, for services to the organization.

MEETINGS

As stipulated in Policy/Procedure 2012-#12-2 the Committee Chairperson, Vice Chairperson, or another committee member designated by the Chairperson, shall attend all regular Board meetings, shall provide a written report on committee activity at such meeting and shall request any Board guidance to allow the committee to perform its assigned tasks.

RESPONSIBILITIES

The committee shall have the responsibility to carry out the tasks as enumerated above.

FISCAL YEAR

The fiscal year shall be from August 1 each year and end on July 31 each year. This follows the fiscal year of Bear Creek Landowners' Association.

SECRETARY'S CERTIFICATION: The undersigned, Secretary of Bear Creek Land Owners Association, a Colorado non-profit organization, certifies that the foregoing Community Committee Charter as revised was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board on December 3, 2015. In witness thereof, the undersigned has subscribed his/her name.

Bear Creek Landowners Association

/original signed/_____

Herb Bohannon, Secretary