Arch Gilchrist, Curt Belin, and Past President Scholarship Trust Bylaws
(Arkansas Association for Healthcare Engineering, Inc.)

Article 1 – Statement of Purposes

1.1 The Arch Gilchrist, Curt Belin, and Past President Trust (hereinafter referred to as the “Trust”) is organized to further the purposes and goals of the Arkansas Association for Healthcare Engineering (hereinafter referred to as the “AAHE”).

1.2 This is done by providing educational assistance in the health-related fields for principal members; immediate family members, children, or grandchildren of principal members; Senior members; Fellow members; and Members Emeritus of the AAHE. Providing student grants to aid eligible graduates of high schools or students in college, who reside in the State of Arkansas or who live with his or her family out of the State of Arkansas, providing the family member is employed in the State, in attending institutions of higher learning in furtherance of their education. For principal members, educational assistance may include tuition to attend AAHE sponsored or American Society for Healthcare Engineering (ASHE) sponsored training events or seminars as determined by the Trustees (identified in Article 2 below).

1.3 The selection criteria for a grant shall be based, among other factors, on the applicant’s academic background, extracurricular activities, honors and awards from educational and other institutions, general moral character, qualities of leadership, apparent ambitions, financial need, and other probability of his or her successful completion of college work or training events.

Article 2 – Trustees

2.1 The Trustees are identical to the persons serving as the Board of Directors of the Arkansas Association for Healthcare Engineering.

2.2 The Trustees shall manage the business and property of the Trust.

2.3 The Trust Officers will consist of a Chairperson, Secretary, and Treasurer, elected annually by and from within the Trustees.

2.4 The Trust Treasurer shall have the custody of all moneys and assets of the Trust, and shall keep regular books of account and balance the same in accordance with good bookkeeping practice. He or she may sign or countersign, along with such other members as may designated by the Trustees, such instruments as require signature, and shall perform all duties instant to his or her office and those duties which are properly required of him or her by the Trust.

Article 3 – Selection Committee Members

3.1 The selection of scholarship recipients will be made by a Selection Committee (hereinafter referred as the “Committee”) of not less than four (4) nor more than five (5) members, of which the initial committee shall be made up of four (4) members as presently constituted, with one (1) members serving a term of three years; one (1) members serving a term of four
years. The terms of future members, except as hereinbefore provided, shall be for four years. Upon the expiration of the term of an original member, the Trustees shall annually select a member to replace each member whose term will expire. The date of expiration of each period of the membership or term shall be at the annual meeting in April and each successive year thereafter and each successor member shall be elected on that date and assume the duties and responsibilities of a committee member from and after the meeting in April.

3.2 The manner of selecting the members who shall serve for the various original terms hereinbefore set forth by the Trustees.

3.3 The Trustees may, at any regular or called meeting, expand the number of members up to eight (8) in number, with such terms as they may deem appropriate.

3.4 Each member shall serve until the appointment and acceptance of his or her duly qualified successor. Any vacancy may be filled by appointment by the Trustees for the unexpired term.

3.5 Regular meetings of the Committee shall be held at such time and place as determined by the members of the Committee, however there shall be at least one meeting annually.

3.6 Special meetings of the Committee may be called at any time by the chairperson or may be called at any time or place by written request of at least two of the committee members.

3.7 Notice of both regular and special meetings shall be given by the Committee Chairperson or Secretary to each member of the Committee, either in writing or orally, and notice of such special meeting shall state the purposes thereof and such meeting shall be confined to the stated agenda.

3.8 A quorum at any Committee meeting shall consist of seventy-five (75%) percent of the entire membership of the Committee.

3.9 The Committee at their first meeting shall elect officers of the Committee, other than Chairperson, after the appointment of members. If any office, other than Chairperson, becomes vacant during the year, the Committee shall fill the same for the unexpired term.

3.10 Any action necessary or proper for members of the Committee to accomplish may be taken without a meeting if consent in writing, setting forth the actions so taken, shall be signed by at least 75% of the members.

**Article 4 – Selection Committee Officers**

4.1 The officers of the Committee shall consist of a Chairperson, one Vice Chairperson, if deemed advisable by the Committee, and a Secretary. The Trustees shall elect the Chairperson annually, all other officers shall be elected by the Committee for one year and shall hold office until their successors are duly qualified and elected.

4.2 The officers of the Committee shall have such duties and authority as may be conferred upon them from time to time by the Committee.
4.3 The Chairperson shall preside at all meetings of the Committee and shall perform such other duties as are incident to their office or properly required of them by the Committee. The Chairperson shall also appoint the Chairperson of each Reviewing Subcommittee.

4.4 The Vice-Chairperson shall act in the absence or disability of the Chairperson.

4.5 The Chairperson or Secretary shall give notice of all meetings of the Committee, and the Secretary shall keep minutes for all meetings of the Committee, and shall have custody of the minutes and other Committee records, and shall make such reports and perform such other duties as are incident to their office and properly required of them by the Committee.

4.6 An accurate and legible copy of all minutes and fiduciary documents shall be provided by the Secretary to the current Arkansas Hospital Association liaison, to be placed in permanent Trust record.

Article 5 – Subcommittees

5.1 The Selection Committee Chairperson may appoint such subcommittee, as he or she deems necessary in carrying out the purposes of the Committee. Although other committee may be appointed, there shall be at least one Reviewing Subcommittee to be appointed and to function as described in Article 6.

Article 6 – Grant Procedures

6.1 The making of grants to qualified and worthy students from the funds available to this Trust shall be upon the following procedures and subject to the following terms and conditions:

6.1.1 One or more Reviewing Subcommittees, consisting of a Chairperson and two or more members, shall be appointed by the Selection Committee Chairperson and shall have the responsibility to make independent investigations and appraisals as they deem necessary, and shall have the responsibility to make independent investigations and appraisals as they deem necessary and proper for that purpose of reviewing the applicants request for grant from this Committee, which may include a personal interview with each such applicant and with such other persons as they may find helpful and necessary.

6.1.2 Upon completion of the investigation herein provided for, each Reviewing Subcommittee shall submit their recommendations to the entire Selection Committee concerning each grant application. The final determination of whether or not a grant will be made to a given applicant shall be, in every case, the responsibility of the entire Selection Committee, and shall be made in consideration of the applicants academic background, extracurricular activities, the honors and awards which he or she has received from educational and other institutions, the probability of his or her successful completion of college work, his or her general moral character, his or her qualities of leadership and his or her apparent ambitions. The overriding consideration in all grants shall be, of necessity, the availability of funds from which such grants can be made. The Chairperson of each Reviewing Subcommittee shall be a member of the entire Selection Committee, but it is not necessary or required that the other member(s) of each Reviewing Subcommittee be members of the entire Selection Committee.
6.1.3 Grants may be made to those applicants considered qualified and worthy by the Committee to the extent of funds available for that purpose, limited in amounts per year per student, however, to an amount authorized by the entire Selection Committee and approved by the majority of the Trustees.

6.1.4 Students seeking a grant from this Committee shall make application therefore by letter addressed to the AAHE Scholarship Trust, not later than December 31. The letter by such applicant should outline in detail the applicant's academic background, their primary interest in higher education, the name of the institution of higher learning which they intend to attend, their extracurricular activities, the honors or awards which they have received, their parents or guardian's name and occupation, and a concise statement of the reasons for their financial needs.

6.1.5 Upon initial application, each applicant shall furnish two references from the applicant's former or current teachers. The faculty members shall be asked to give their opinions of the applicant's ability to perform the advanced work that the applicant seeks to undertake, the nature of the applicant's scholastic performance in subjects taught by the faculty member, and the applicant's citizenship record insofar as is known to this faculty member. Applicants may be asked to appear before a Reviewing Committee for a personal interview.

6.1.6 The applicants will be selected at the January meeting so that they can receive their scholarship at the annual awards banquet in April.

6.1.7 In order to provide that no Selection Committee member shall be in a position to derive a private benefit, the Trustees shall require that no committee member shall participate in a decision to award a scholarship if a person related by blood to a member is a potential grantee.

**Article 7 – Fiscal Year**

7.1 The fiscal year for accounting purposes of the Trust shall end on December 31 of each year, and may be changed at the discretion of the Trust.

**Article 8 – Handling of Finances**

8.1 The money of the fund from any source shall be deposited in such financial institutions and/or invested as the Trustees shall from time to time designate and shall be drawn upon by such officers as the Trustees may from time to time designate, each withdrawal being signed by two of the designated signatories.

8.2 Checks or other orders for donations made to the fund shall be endorsed by such officers as the Trustees may designate. Such checks or other orders for payment of money to the fund shall be deposited to the proper bank account and shall not be cashed.

8.3 The Trustees may cause an audit to be made from time to time by an independent auditor, the cost of which shall be paid by the fund.
Article 9 – Amendments

9.1 These Bylaws may be amended, repealed, or altered in whole or in part by the affirmative vote of a majority of the Trustees at any regular meeting or at any special meeting where such proposed action has been announced in the call or notice of such meeting.

Amended: May 2002

July 2013