

# Texas Association for Health, Physical Education, Recreation, and Dance

## OPERATING CODE TEXAS FOUNDATION

### 1. Name

The name of this TAHPERD structure shall be the Texas Foundation for Health, Physical Education, Recreation, and Dance.

### 2. Purpose

The purpose of the Foundation is to select individuals to receive the TAHPERD Student Scholarship(s) and to oversee and manage the invested funds of the Foundation.

### 3. Organization

3.1. The Foundation shall consist of nine (9) voting members, including the Chair.

Members should represent various geographical areas, professional disciplines, and education levels and should include the Chair of the College Committee (ex officio), Chair of the Student Section (ex officio), and Chair of the Trustees (ex officio). Other Foundation members and the Chair shall be appointed by the TAHPERD President and approved by the Board of Directors.

3.2. Appointed members will serve three-year terms. The ex officio members' term of office will expire when their ex officio office expires.

3.3. Members who have served a full three-year (3) term may not immediately succeed themselves as Foundation members.

### 4. Funding

4.1. Funds for the TAHPERD Student Scholarships were created in 1964 and are invested to generate funds to be awarded each year.

4.2. Each year a maximum of three scholarships may be awarded.

4.2.1. A maximum of two scholarships may go to undergraduate students.

4.2.2. A maximum of one scholarship may go to a graduate student.

4.2.3. Depending on the number of applications received in each category and the quality of the applications, scholarships may be given all in one category or not at all.

4.2.4. All scholarships will be of equal value.

4.2.5. The amount of the scholarships will be determined based on the amount of interest generated by the invested funds and monies developed through members' efforts during the previous year.

### 5. Timelines, Procedures, and Responsibilities

5.1. **December 1 – January 31:** Foundation members will solicit applicants for the TAHPERD scholarships. The state office will send requests to all Texas college and university HPERD department chairs and to TAHPERD students to advertise scholarships and distribute applications.

5.2. **February 1:** Scholarship applications due to state office.

5.3. **February 10:** State office checks eligibility of student applicants.

5.4. **February 20:** State office forwards copies of student applications to Foundation members.

5.5. **March 31:** Rating forms are due from Foundation members to Chair.

5.6. **April 15:** Chair tallies results and selects one graduate individual with the highest score and at least one and no more than two undergraduate individuals with the

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highest scores to receive a scholarship.

- 5.7. **April 16:** In the event of a tie, the Chair will submit a rating form to the Foundation members for them to re-evaluate those involved in the tie.
- 5.8. **April 20:** Tie breaking rating forms due back to Chair.
- 5.9. **April 25:** The Chair notifies the scholarship recipients and the state office of those selected.
- 5.10. **June 1:** The State Office will mail letters of congratulations from the TAHPERD President to all scholarship recipients with information on the Awards presentations at the TAHPERD Convention and a request for a biography and picture. The State Office will also verify the spelling of the recipients' name, etc.
- 5.11. **July 1:** Award recipient information for the award to be returned to the State Office.
- 5.12. Foundation members will:
  - 5.12.1. participate in updating the Foundation Operating Code
  - 5.12.2. participate in all meetings of the Foundation
  - 5.12.3. participate in the TAHPERD Scholarship selection process
- 5.13. An appropriate scholarship certificate and check shall be presented to the recipient(s) at the TAHPERD Awards Dinner. The recipient(s) will be recognized at a general session during the annual convention. The TAHPERD State Office shall have the responsibility for the preparation of the certificate and check.
- 5.14. An announcement of the recipients of the scholarships, together with appropriate pictures and biographical summaries, shall be published in the Fall issue of the TAHPERD Journal. The TAHPERD State Office shall be responsible for sending a "standard press release" to the scholarship recipients' for disbursement to their local newspaper.

## 6. TAHPERD Scholarship Qualifications and Credentials

- 6.1. Qualifications verified at the State Office
  - 6.1.1. The applicant must have been a student member of TAHPERD prior to January 1 of the year for which he/she is to be considered for the scholarship.
  - 6.1.2. An application for membership at the time of applying for the scholarship is unacceptable.
- 6.2. Credentials evaluated by the Foundation
  - 6.2.1. The applicant for the TAHPERD Scholarship must:
    - 6.2.1.1. be a student in the discipline(s) of health, physical education, recreation, and/or dance
    - 6.2.1.2. have been enrolled as a full time student during the fall semester prior to applying
    - 6.2.1.3. continue as a full time student during the spring semester of the application
    - 6.2.1.4. be enrolled as a full time student for the academic year (both fall and spring semesters) during the year they receive the award
    - 6.2.1.5. must have at least a 2.5 GPA overall
    - 6.2.1.6. provide two letters of recommendation from faculty members in the program covering academic and professional qualifications
    - 6.2.1.7. provide a letter of recommendation from a person outside the academic

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program covering personal qualifications

6.2.1.8. provide a copy of a current transcript

**6.3. Foundation Rating Procedures**

6.3.1. Foundation members shall rate each candidate from one to ten (1-10) on each on the eight (8) credential categories. The highest possible score for all eight categories would be eighty (80) points.

6.3.2. The Chair will tabulate the ratings of the Foundation members and select the candidate(s) with the highest average rating. In order to receive the scholarship, a candidate must have an average rating of sixty-eight (68) points or better equaling an 85% average.

6.3.3. If two (2) or more persons are tied, the Chair will send the names of these candidates to the Foundation members for ranking. All candidates must be ranked. A maximum of three scholarships will be given in any one year.

Adopted by the Board of Directors: April 14, 2006