



Town of Poland

Scholarship Committee Bylaws

Amended March 16, 2021

## **Article 1 - Name**

The name of the fund shall be the 'Town of Poland Scholarship Fund', hereafter referred to as The Fund. The Fund is a non-profit organization.

## **Article 2 - Establishment**

The Fund was established by Article 14 of a Special Town Meeting of May 29, 1975. Further, a Board of Trustees was also to be appointed to administer The Fund. The establishing article reads:

*"To see if the Town will vote to establish a permanent municipal Scholarship Fund to be administered (sic) by 5 trustees to be appointed by the Selectmen. If Voted affirmatively initial terms of office for the 5 positions will be 1, 2, 3, 4, 5 years respectively, after the initial (sic) term, term of office will be regular 5 years. Members shall consist of one educator, one parent, one tradesman, 2 at large (sic). In case of conflict of interest, that is a relative applying for the scholarship, that member of the Scholarship Board shall have no voice or vote."*

## **Article 3 - Purpose**

The Fund is established for the purpose of encouraging and helping to make possible for deserving applicants who are residents of Poland to continue their education beyond the secondary school level in higher institutions of learning.

## **Article 4 - Offices**

The Trustees shall appoint annually, at the first meeting on or after July 1<sup>st</sup>, a Chairman, Vice Chairman, a Secretary and a Treasurer.

The Chairman shall issue the call for meetings of the Board, prepare agendas, preside at all meetings, and shall have general ad interim charge of the affairs of The Fund, subject to such restrictions as this document shall impose.

The Vice Chairman shall assume and perform the duties of the Chairman whenever the Chairman is unable to do so.

The Secretary shall keep an accurate record of the activities of the Board – taking minutes of the proceedings of each meeting, recording all awards made by the Board, and posting minutes of meetings in accordance with State Law and Town Policy. The Secretary shall also be responsible for the correspondence and communications of the Board, including but not limited to, letters of thanks to contributors to The Fund, letters of awards to recipients, and letters to institutions the recipients are attending. The Secretary shall also submit announcements to the town and to local publications.

The Treasurer shall keep complete and accurate records of all financial transactions of The Fund, shall confer with the Poland Finance Department as to the status of The Fund monies and shall prepare an annual accounting for inclusion in the Town's Annual Report.

At its discretion, the Board may appoint members to perform special services.

All members of the Board shall serve without compensation.

Resignation, removal, and conduct of the members of the Board shall be in accordance with the Town of Poland Governance Policy.

## **Article 5 - Board of Trustees Powers and Duties**

Except as otherwise provided by law and/or the Town of Poland Charter and Policies, the Poland Scholarship Fund Board of Trustees shall exercise the powers and duties as defined below.

1. Meetings. Regular meetings of the Board of Trustees shall be held as determined by the Board, at which the Board may transact such business as may be brought before them. All meetings of the Board shall be held in a public place within the borders of the Town of Poland and will be open to the public. Regular meeting notices must be posted in a public place within 48 hours prior and special meetings must be posted 24 hours prior. A quorum of the Board must be present for any action to be taken on business before the Board. Any three members of the Board, by agreement, shall have authority to call a meeting of the Board.
2. Contributions. The Board of Trustees may solicit contributions for The Fund. The Trustees will ensure that all contributions are to be sent to the Town of Poland Scholarship Fund, 1231 Maine Street, Poland, Maine 04274. The Poland Finance Department will issue receipts for all contributions and shall provide notification of said donations to the Board of Trustees on a monthly basis.
3. Investments. The investment of all Fund monies (donated and earned) shall be in accordance with the Town of Poland Investment Policy dated August 5, 2014.
4. Accounting. All monies of The Fund will be accounted for and administered in accordance with the Town of Poland Financial Policy dated June 3, 2014, and applicable State Law.
5. Scholarships. The Trustees will be responsible for soliciting for and reviewing all scholarship applications, selecting recipients and determining the amounts to be awarded. The process is defined in Article 6 below.

## **Article 6 - Scholarship Award Process**

In accordance with the stated purpose of The Fund, as hereinbefore expressed, the main business of this fund shall be the judicious distribution of scholarship awards to serve that purpose. In furtherance of this objective, such monies as may be available for distribution, shall, at the discretion of the Board, be expended annually, in whole or in part, in such amounts as the Board shall deem most suitable, to deserving men and women who are residents of Poland, if and when such scholarships shall seem to serve the purpose of encouraging and helping to make it financially possible for such individuals to continue their education beyond the secondary school level, with individual merit and financial need deemed to be the primary considerations in making such awards.

In making its scholarship awards, the Board shall review applications and confer as to their merits. The Board may request recommendations from the Principal of the secondary school and its Guidance Department, and may accept suggestions from others; but the final decision in each case shall be made by the Board in a regularly called meeting, preferably by unanimous vote. In the case of conflict of interest, e.g., a relative of a Trustee is applying for a scholarship, that member shall have no voice or vote.

Payout of scholarship award monies, in accordance with the above provisions, shall be made to the institution of the matriculation of each award recipient when Proof of Enrollment has been received from said institution by the Treasurer of the PSF Board. The deadline for the receipt of the Proof of Enrollment is October 15th.

No award shall be made in the form of a loan. No repayment shall be accepted except as an outright gift to The Fund.

In making its annual awards, the Board shall be governed by a policy of moderation, in an effort to do the most good with the money in its care.

## **Article 7 - Records of Proceedings**

Minutes of regular and special meetings shall contain the names of all Trustees present, invited guests, and visitors. The minutes shall also contain a record of any votes taken in connection with the proceedings. Minutes will be approved at the next meeting and posted in a public place.

## **Article 8 - Annual Review**

The records of The Fund shall be subject to an annual review and audit as part of the Town's annual audit at the end of the fiscal year. Any comments or recommendations from the audit firm will be forwarded to the Board.


## Article 9 - Amendments

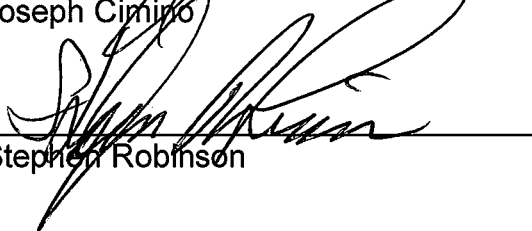
These Bylaws may be amended by the Board, at its discretion, provided each member of the Board shall have been previously notified of the precise changes desired and has had ample opportunity to express approval or disapproval.

*Amended the 16<sup>th</sup> day of March, 2021 by the Board of Selectpersons.*

### Board of Selectpersons

  
\_\_\_\_\_  
Mary-Beth Taylor, Chairperson

  
\_\_\_\_\_  
Joseph Cimino

  
\_\_\_\_\_  
Stephen Robinson

  
\_\_\_\_\_  
Suzette Moulton, Vice Chairperson

  
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Stanley L. Tetenman