

**COPPELL HIGH SCHOOL
ENGINEERING BOOSTER CLUB
(CHS EBC)
ORGANIZATION AND BYLAWS
Revised November 15, 2016**

**ARTICLE I
NAME**

The name of this organization is and shall be known as Coppell High School Engineering Booster Club. Within these Bylaws, it will hereafter be referred to as the Organization or CHS EBC.

**ARTICLE II
PURPOSE and OBJECTIVES**

The purpose of the Organization is for charitable and educational support of the faculty and students' goals and endeavors associated with the Engineering educational program at Coppell High School, in Coppell Texas, through service, financial support, and promotion of achievements.

The objectives of the Organization are:

- a. To support the Coppell High School's faculty in reaching the Engineering program's objectives.
- b. To promote the Engineering students' education and achievements
- c. To provide organizational support and parent volunteer services for the Engineering projects, endeavors, competitions, trips and events.
- d. To provide a non-profit organization for the acquisition of funds to support the Engineering program through fundraising, donations, grants and scholarships.
- e. To provide additional communications and publicity representing the Coppell High School Engineering program and the Coppell High School Engineering Booster Club.

**ARTICLE III
BASIC POLICIES**

Section 1. The CHS EBC is established solely for the support of the educational goals and achievements as set forth by the Coppell High School Engineering program, its director, the students, and their projects or competitions.

Section 2. The CHS EBC is organized exclusively for charitable, educational, and scientific purposes, including such purposes, the making of distributions to the organizations that qualify as exempt organizations under Section 501©(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

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Section 3. No part of the net earnings of the Organization shall inure to the benefit of or be distributed to its members, trustees, officers, or other private persons except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Organization shall not participate in or intervene in (including publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Organization shall not carry on any other activities not permitted to be carried on [a] by a corporation/organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code or [b] by a corporation/organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 4. Meetings of this Organization will be conducted in a positive and supportive atmosphere and the Organization will refrain from any negative actions.

Section 5. The organization reserves the right to decline any and all advertisements, sponsorships, or donations if the contents reflect an image that is not representative of the Organization, Coppell Independent School District (ISD), the students, or community at large. All advertisements, sponsorships, or donations should be in compliance with all Coppell ISD requirements including subject matter addressed in Coppell ISD Code of Conduct publications.

Section 6. Upon dissolution of the Organization, assets shall be distributed or spent exclusively for the educational needs of the Engineering program or for the educational needs of Coppell High School within the requirements of an exempt organization under Section 501(c)(3) of the Internal Revenue Code.

Section 7. Robert's Rules of Order, newly revised, will be the authority on all questions of procedure not specifically stated in the Bylaws of this Organization.

Section 8. An amendment to the Bylaws may be introduced at any general meeting of the Organization, to be acted upon at the next general membership meeting of the Organization. A copy of the amendment must be filed with the Secretary and made available to any member requesting it. A two-thirds ($2/3^{\text{rd}}$) majority vote of those voting or a majority of the entire membership is required to adopt a proposed amendment.

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**ARTICLE IV
FINANCIAL POLICIES**

Section 1. The Treasurer, or in the absence of the Treasurer, the Assistant Treasurer may issue all checks for amounts included in the budget or for special spending requests approved by the board.. The President may also approve non budgeted requests for less than \$100 without full board approval.

Section 2. The cut off for submission of expenditures is May 31st, the last day of the fiscal year for all reimbursements.

Section 3. Checks may only be written for budgeted items approved by the Board, or special spending requests also approved by the board.

**ARTICLE V
MEMBERSHIP AND DUES**

Section 1. Membership shall be open to parents and guardians of the students and alumni of the Engineering Program at Coppell High School. Special membership to persons interested in becoming members of the CHS EBC that do not have students or alumni of the CHS engineering program may be considered for membership by the Executive Board, and may become members with the majority approval of the Executive Board members. The Executive Board shall not approve special membership to a large number of persons representing a single entity, special interest, company, or higher education association.

Section 2. Membership for the first year (2007-2008) will be automatic for all parents and guardians of the students enrolled in the engineering classes, upon completion of designated membership forms, and will not require payment of membership dues. Subsequent years, membership dues will be established by The Executive Board elected for that school year.

Section 3. All members who have submitted membership forms and who may choose to volunteer at some point during the school year must also submit a volunteer background check form as required by Coppell ISD for all parent volunteers.

Section 4. The term of membership will extend from the first school calendar meeting of the year, usually in August, until the first meeting of the next school calendar year, usually August, but persons may be admitted to membership at any time. Voting privileges will be extended to all active members who have submitted membership forms.

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Section 5. Each member and each Board member shall constitute one (1) vote. Membership may be terminated by a vote of two-thirds ($2/3^{\text{rd}}$) vote of the Executive Board. A member may resign their membership with a written notice to the Secretary. Membership dues, if any, will not be reimbursed.

**ARTICLE VI
MEETINGS**

Section 1. Regular general meetings of the full membership of the Organization will be held at places and times designated by the Executive Board. The Executive Board will meet prior to each scheduled membership meeting. An annual meeting of the full membership shall be held during the month of May each year for the purpose of electing the Executive Board. Notice shall be provided, including email or website posting, at least one (1) week prior to each membership meeting.

Section 2. A special meeting may be called by the President or by a minimum of ten percent (10%) of the membership with sufficient communication including email and website posting to the general membership at least one (1) week prior to the meeting.

Section 3. A minimum of 10% of the membership either present or by proxy shall constitute a quorum for the transaction of normal business unless specifically addressed in the by laws.

**ARTICLE VII
OFFICERS AND THEIR ELECTION**

Section 1. The Executive Board will be comprised the elected offices of President, Vice President, Treasurer, Assistant Treasurer, Secretary, Volunteer Coordinator, Webmaster, and Special Events Coordinator.

Section 2. The officers shall be elected at the last meeting of the school calendar year in May following the report of the nominating committee. Nominations will be accepted from the floor. Only those who have consented to serve shall be eligible for nomination, either by Committee or from the floor. If there is more than one (1) candidate for any office, a written vote of the general membership requiring a majority of those voting will be required to elect the officer for the position in question. Only dues paid, qualified members are eligible for office.

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Section 3. The newly elected officers will assume the office responsibilities June 1st. The first meeting of the Executive Board will be in June as determined by the newly elected officials. The next meeting will be during the week prior to the first meeting of the next school calendar year in August. The term of office will be for one (1) year, but will include a mentoring transition period for the next person holding that office that includes the June Executive Board meeting and the time between May 31st and the August meeting of the new Executive Board.

Section 4. In the event of the resignation of office, a letter of resignation must be submitted to the President. Termination of office will occur when the officer no longer has a child enrolled in the Engineering program classes. In the event of a vacancy of the office of President, the Vice President will serve the remainder of the term. In the event of a vacancy of the Vice President, Secretary, or Treasurer, the Executive Board will appoint a replacement to serve the remainder of the unexpired term.

**ARTICLE VIII
COMMITTEE CHAIRS**

Section 1. Committees shall include Fundraising, Event Planner, Hospitality, Travel, and Publicity/Communications. The Chairperson of these committees shall be chosen by a majority vote of the Executive Board.

Section 2. The Executive Board may appoint additional committees as needed by a majority vote of the Executive Board.

Section 3. Sub-committee leaders shall be chosen by the Committee Chairperson, and include, but are not limited to:

1. Fundraising: specific fundraising projects, merchandising, materials, donations, grants and scholarships.
2. Hospitality: specific guest events, specific student events including work/study sessions, competitions and projects.
3. Publicity/Communications: email, marketing

**ARTICLE IX
DUTIES OF THE OFFICERS AND THE COMMITTEE CHAIRS**

Section 1. The President will preside at all meetings of the Executive Board and the general meetings of the Organization and will be an ex-officio member of all committees except for the nominating committee. The President will sign checks with the Treasurer, or in the Treasurer's absence the Assistant Treasurer requiring two signatures.

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Section 2. The Vice President will preside at meetings of the Executive Board and the general meetings of the Organization in the absence of the President. Should the President be unable to complete his/her term of office, the Vice-President will fulfill the unexpired term.

The Vice President will sign checks with the Treasurer, or in the Treasurer's absence the Assistant Treasurer requiring two signatures in the absence of the President.

The Vice-President will also serve in the capacity of Parliamentarian, using Robert's Rules of Order, newly revised and the Bylaws for determining all points of procedure.

Section 3. The Secretary will keep an electronic record of the minutes of all meetings of the Executive Board meetings and the general Organizational meetings. The Secretary will prepare and keep an electronic record of the correct list of names and addresses of the membership, and have available at all general membership meetings a copy of the agendas and minutes of the previous meeting and a list of all the Executive Board members. The Secretary will conduct the correspondence of the Organization and will maintain an electronic record of correspondence received and copies of communications sent out.

Section 4. The Treasurer will be responsible for deposits, expenditures, withdrawals, issuing of checks, the collection of all dues, the handling of money for fundraising events and travel events, and will control all funds of the Organization and disperse them as authorized by the Executive Board. The Treasurer will keep an electronic set of records showing all receipts and disbursements and make available to the assistant treasurer all records. The Treasurer will prepare and present an annual report for the fiscal year June 1st to May 31st for the Audit Committee at the Executive Board meeting in June. The Treasurer will present a projected budget at the general membership meeting in August. The Treasurer will present a financial statement at every meeting of the Executive Board and at every general meeting of the Organization. The Treasurer will be responsible for maintaining the currency of all required Internal Revenue Service and other federal government forms that may be required for tax exempt organizations.

Section 5. The Assistant Treasurer will be responsible for balancing the checking account statements against the electronic set of records provided by the Treasurer. The Assistant Treasurer may issue checks and sign checks with the President, or in the absence of the President the Vice President, in the absence of the Treasurer.

Section 6. The Membership/Volunteer Coordinator will be responsible for the membership drive, the collection of information, dues, and volunteer background check forms for all members of CHS EBC. The Membership/Volunteer Ccoordinator will be responsible for coordinating the CHS EBC membership in volunteer positions needed in all areas, and specifically coordinate and share responsibility with the Travel Chair to

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ensure sufficient chaperones for trips out of town, as well as assist the Fundraising Chair in coordinating volunteers for specific fundraising events.

Section 7. The Special Events Coordinator will be responsible for coordinating the Engineering Expo and any other special events decided upon by the Executive Board. The Special Events Coordinator will work with the Volunteer Coordinator to identify the volunteers to staff the events.

Section 8. The Fundraising Chair will be responsible for the planning and execution of all fund-raising projects as well as appointing sub-committee leaders for each fundraising event or project. The Fundraising Chair will be responsible for appointing subcommittee leaders specifically for each of the subcommittees: materials, donations, grants, and scholarships.

Section 9. The Event Planner will be responsible for coordinating all aspects of out of town trips, competitions, or major events. The Event Planner will be responsible for coordinating all the services needed and provided by the CHS EBC. The Event Planner will coordinate with the Executive Board, the Hospitality Chair, the Travel chair, and the Membership/Volunteer Chair to ensure all needs of the event are met.

Section 10. The Hospitality Chair will be responsible for coordinating food to support hosting guest events, specific student events including work/study sessions, competitions and projects. The Hospitality Chair will be responsible for appointing subcommittee leaders for specific major events, trips, or projects to ensure the participants have meals, snacks, and drinks to minimize down time and to support the physical and mental health of the participants. The Hospitality Chair or subcommittee leaders of major events or trips will coordinate with the Event Planner.

Section 11. The Travel Chair will be responsible for making travel arrangements for out of town events and competitions, including transportation, hotel, and group meals. The Travel Chair may also appoint a subcommittee leader for individual events. The Travel Chair or appointed subcommittee leader will coordinate with the Event Planner. The Travel Chair will work with the Volunteer Coordinator, and share responsibility to ensure sufficient chaperones for trips out of town.

Section 12. The Webmaster will be responsible for web page development and maintenance.

Section 13. The Publicity/Communications Chair will be responsible for positive communications of the achievements and activities of the Engineering program, including pictures, to the web page; to available Coppell High School publicity venues; and to community publicity venues, including donations, grants, and scholarship awards as well as projects, competition participation and awards. The Publicity/Communications

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Chair is also responsible for appointing a marketing leader to assist with flyers, posters, and communicating announcements of upcoming events.

**ARTICLE X
SPECIAL COMMITTEES**

Section 1. The Nominating Committee will consist of five (5) members: one (1) member from the Executive Board, plus four (4) members. The members of this Committee will be elected from the Organization at the February meeting, at which time the Membership Interest Survey form will be distributed. The members of the Nominating Committee will be allowed to run for an office while serving on the Nominating Committee, but they will not be allowed to nominate their spouse or any family member for an office. However, another committee member may nominate a committee member's spouse or family member.

When voting on candidates, the Nominating Committee will vote by ballot, not a show of hands.

The Nominating Committee will elect a Chairperson at their first meeting. A member from the Nominating Committee will be selected to be in charge of contacting the potential candidates, informing them of the office they have been nominated to hold, and the responsibilities of that office. The contact person will request the nominee's acceptance or decline.

The entire Committee's discussions and all information generated during the term of the committee will be kept completely confidential among the committee members. The Committee's contact person will be the only committee member having contact with the nominees.

The Nominating Committee will make a report to the Executive Board at the meeting in April. After this Committee meets and reports, the committee will be dissolved with the exception of the Chairperson, who will conduct the installation of the new officers at the first meeting in May.

Section 2. The Audit committee is comprised of two (2) members appointed by the President. The responsibility of the Audit committee is to render an internal audit of the CHS EBC accounting books and records and annual report of the Treasurer for the previous fiscal year from June 1st to May 31st and to render a written report on the findings of the internal audit to the Executive Board at the August meeting.

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Appendix A: Conflict of Interest Policy

Article I

Purpose

The purpose of the conflict of interest policy is to protect Coppell High School Engineering Booster Club (CHS EBC) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the CHS EBC or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Article II
Definitions**

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the CHS EBC has a transaction or arrangement,
- b. A compensation arrangement with the CHS EBC or with any entity or individual with which the CHS EBC has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the CHS EBC is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

**Article III
Procedures**

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all

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material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the CHS EBC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the CHS EBC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

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- b.** If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Article IV
Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a.** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b.** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

**Article V
Compensation**

- a.** A voting member of the governing board who receives compensation, directly or indirectly, from the CHS EBC for services is precluded from voting on matters pertaining to that member's compensation.
- b.** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the CHS EBC for services is precluded from voting on matters pertaining to that member's compensation.
- c.** No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the CHS EBC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Article VI
Annual Statements**

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Each director, principal officer and member of a committee with governing board delegated powers shall annually review a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the CHS EBC is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**Article VII
Periodic Reviews**

To ensure the CHS EBC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the CHS EBC's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Article VIII
Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the CHS EBC may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

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Appendix B: Scholarship Committee Procedures

1. Scholarship Goal
 - a. The Scholarship is designed to encourage and assist students in pursuing academic excellence and leadership roles with a focus in engineering.
2. Applicant Qualification Criteria
 - a. The applicant must have participated in both the spring and fall Coppel High School Engineering Class program for the junior and senior years.
 - i. An exception to this criterion will be granted to Coppel High School Engineering Class seniors who have transferred to Coppel High School and have participated in the Coppel High School Engineering Class as a senior. This exception requires that the student provide verification that they participated in both the spring and fall High School Engineering Class program at their previous High School for their junior year.
 - b. The applicant's enrollment in an accredited institution (college, university, trade school, military academy, etc.) is a requirement for receiving scholarship funds.
 - c. The applicants GPA (cumulative through first semester of senior year) must be a 2.5 average or above.
 - d. Applicants shall be full-time Coppel Independent School District senior students for a minimum of four full semesters prior to the application deadline or for two full semesters with the exception addressed with item 2(a)(i) of this section.
 - e. Report to all engineering related meetings, work sessions, and competitions on time and participate consistently and in a responsible manner.
 - f. Must not or ever have been under disciplinary probation.
 - g. Applicant must submit an accurate and complete Coppel High School Engineering Booster Club Scholarship Application form to Engineering Department Chairman Michael Yakubovsky at the Engineering Department no later than the entry deadline (see timeline). The application requires three recommendation forms. Students may attach existing letters of recommendation to a recommendation form in lieu of the comment area located on the recommendation form; however, for purposes of consistency, the rest of the form must be completed by the person recommending the student.
3. Timeline
 - a. Board vote April 2nd to fund the scholarship committee with money that may be made available for scholarships. The funding amount should be

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structured as five hundred dollars times the number of scholarships to be offered as the budget permits.

- b. By April 3rd, announce to students that they may apply for the scholarship and make available application forms in the Coppell High School Engineering Department. Announcements of availability of scholarship will be made via school loudspeaker and school website and instructor announcements within the engineering classes at Coppell High School. Applications may also be made available via e-mail as well as via the booster website.
 - c. Selection Committee Chairman must submit selection committee candidates for approval to the board no later than April 13th.
 - d. Entry Deadline is May 1st at 2:00 pm.
 - e. Applications will be reviewed during the first week of May by the selection committee.
 - f. Selections must be made by the selection committee and submitted to Engineering Department Chairman Michael Yakubovsky no later than May 7th.
 - g. Selections will be announced at the Engineering Banquet or by May 11th by Engineering Department Chairman Michael Yakubovsky and the President of the Coppell High School Engineering Booster Club.
 - h. The list of selected scholarship recipients will be provided to the school by Engineering Department Chairman Michael Yakubovsky for announcement on the school loudspeaker.
4. Policy
- a. A completed application is required and must be turned into Michael Yakubovsky by the deadline (see timeline for deadline).
 - b. The qualification criteria for selection of scholarship winners must be communicated in writing to all potential applicants before the end of the fifth grading period of the academic year and may not be changed during the scholarship award period. Any changes to the scholarship qualification criteria must be recommended to the board and voted on by the booster club membership no later than the February booster club meeting for changes effective in the current academic year.
 - c. The application scoring, decision materials, tabulation, notes, and/or any other documentation used by the Scholarship Selection Panel in connection with a given applicant shall be made available upon written request to that applicant. The booster club board must retain the original materials for a minimum of one year.
 - d. Essays must be original works of the applicant and be a minimum of three hundred words. The applicant must be willing to relinquish all rights to his/her work. Essays must be submitted with the application in order for the applicant to be considered for a scholarship.

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- e. The amount and number of scholarships will be recommended to the board by the scholarship committee and approved by the board each year (see timeline for deadline).
5. **Scholarship Committee**
This committee is different than the Scholarship Selection Panel. The scholarship committee is responsible for selecting the members that will be on the Scholarship Selection Panel and presenting them to the booster board for approval. The committee will have a committee chairman and an odd number of members ranging from one to three.
- a. **Membership Criteria**
 - i. No one on the committee may be related to a child that may be a candidate for the scholarship
 - ii. Must be an active member of the booster club
 - b. **Responsibilities**
 - i. Promoting the scholarship to the graduating seniors
 - ii. Managing the process associated with the scholarship
 - iii. Selecting candidate Scholarship Selection Panel members to the board for approval
 - iv. Making recommendations to the board related to the dollar amount and number of scholarships that may be awarded
 - v. The Scholarship Committee can make a request to the board for additional scholarship funding upon receiving a request from the Scholarship Selection Panel.
 - vi. Making recommendations for any modifications to the scholarship process, procedures, timeline and other items associated with the scholarship process to the board.
6. **Scholarship Selection Panel**
This committee is different than the Scholarship Committee. The selection panel is the actual group that will be doing the selection process and ultimately making the selection of scholarship recipients from the scholarship applicants. The panel must be made up of an odd number of members. (three to seven)
- a. **Process**
 - i. Panel can make a request to the Scholarship Committee for additional scholarship funding during the selection phase and prior to making the selection thus increasing the number of scholarships provided.
 - ii. The chairman of the scholarship committee will present names of recommended members for the selection panel to the board for their approval. This must be accomplished per the timeline.
 - iii. The chairman of the scholarship committee will be the chairman of this panel.

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- iv. The panel may vote to submit the list of scholarship recipients directly from the winnowing step or directly from the comparison step described within the review process below.
- v. All members of the panel will count equally when voting. A simple majority will decide.
- b. Membership
 - i. No one on the panel may be related to a child that may be a candidate for the scholarship
 - ii. Chairman of scholarship committee will be an automatic member on the selection committee.
 - iii. One teacher must be included on the selection committee.
 - iv. One administrator must be included on the selection committee.
 - v. Top two donors who do not have a child that may be a candidate for the scholarship may be asked to participate
 - vi. Other organizations or entities that have chosen to provide scholarships to the same group of qualified applicants will be asked to provide a representative to assist in the selection process.
 - vii. Community leaders may be included in the selection process.
 - viii. No less than three and no more than seven members can participate in the selection process.
- c. Review Process - Defines the steps that will be taken for the selection of scholarship recipients.
 - i. Winnowing step – Message here is pay attention to detail. Those who are interested in being awarded the scholarship will do so.
 - 1. Criteria
 - a. Incomplete application - All scholarship applications which do not have the required information will be considered incomplete and returned to the applicant.
 - b. All blanks filled in
 - c. Comply with all qualifications
 - 2. Action upon completion of this step
The panel will consider the number of scholarships available against the number of applications. Based on results of the winnowing step, the panel may choose to forego any additional steps and make recommendations for scholarship awards immediately upon completion of this step. If the panel chooses to proceed to the next step, then the applicants that passed the winnowing will be reviewed in the comparison phase. This choice will be made based upon a vote of the panel members.
 - ii. Comparison Step
 - 1. Criteria

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- a. Review application documentation
 - i. Essay
 - ii. Recommendations letters
 - iii. Application Questionnaire
- b. Application compared to others and the beginning of rankings
 - i. GPA of 2.5 or better
 - ii. Community Service
 - iii. Recommendations
- c. Uniqueness of individual worthy of the award.

2. Action

The panel will consider the number of scholarships available against the number of applications. Based on results of the comparison step, the panel may choose to forego the following selection step and make recommendations for scholarship awards immediately upon completion of this step. If the panel chooses to proceed to the next step, then the applicants that passed the comparison will be reviewed in the selection step. This choice will be made based upon a vote of the panel members.

iii. Selection Step

1. Criteria

- a. Interview Applicants - optional
 - i. Upon entering this step, the panel must quickly determine if applicant interviews are necessary and/or feasible based on time constraints and other logistics. This decision must be voted from the panel membership.
 - ii. If applicant interviews are chosen, then applicants must be given no less than seven days to schedule an interview.
 - iii. Interviews can be no longer than thirty minutes.
 - iv. A sample set of questions must be provided to the applicant when they are notified of the interview requirement.
- b. Selection consideration
 - i. Need / Extenuating circumstances
 - ii. Extracurricular activity
 - iii. Leadership skills
 - iv. Achievements

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- v. Likelihood of succeeding in college
 - c. Weighting
 - i. Essay 20%
 - ii. Applicant Interview 20%
 - iii. Letters of Recommendation 10%
 - iv. Need/extenuating circumstances 10%
 - v. Extra-curricular, leadership, achievements 10%
 - vi. Likelihood of succeeding in college 10%
 - vii. GPA 10%
 - viii. Engineering abilities 10%
- 2. Action
 - The panel will vote based upon the above criteria and provide a list of the selected scholarship recipients to the board.
- 7. Fund disbursement
 - a. Awarded funds will be disbursed upon written proof of enrollment in an accredited institution. The recipient must provide the necessary proof of enrollment to Engineering Department Chairman Michael Yakubovsky to have the funds sent to the school from the Coppel High School Engineering Booster Club fund.
 - b. Upon approval from the Coppel High School Booster Club Executive Board, funds may be released directly to the student from the Coppel High School Engineering Booster Club scholarship fund and issued at the Engineering Banquet (see timeline for date).

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Sample Applicant Personal Interview Questions

- a. How would you describe yourself?
- b. How would your friends describe you?
- c. How would your parents describe you?
- d. How would your teachers describe you?
- e. Which parts of these descriptions are similar?
- f. Which parts of these descriptions are different and why?
- g. Ideally, how would you wish for people to describe you?
- h. Why do you participate in the engineering program?
- i. What have been the most difficult obstacles you have faced while participating in the engineering program at Coppell High School? How have you overcome these obstacles?
- j. What are the three most important events that have taken place in your life? Why are they important?
- k. What personal accomplishment makes you the most proud?
- l. What are your three greatest strengths?
- m. What three areas of your life need the most improvement?
- n. What is your philosophy of life?
- o. Why do you want to go to college?
- p. How do you hope to be different when you graduate college?
- q. Describe yourself and what you want to be doing ten years from now?
- r. What has been your most interesting class in high school? Why was it interesting to you?
- s. What are the three biggest obstacles you have overcome in your life?
- t. What person or persons have been influential in your life? Why?
- u. Everyone is special; what makes you special?

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Organization and Bylaws Approval Signatures

We have examined this document and the accompanying schedules, attachments and appendices and approve this organization and governing document on behalf of the Coppel High School Engineering Booster Club.

| | | |
|-------------------------------|---------------------------------------|---------------|
| ----- Signature of Officer | ----- Type or Print Name of signer | ----- Date |
|-------------------------------|---------------------------------------|---------------|

Type or Print Title

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| ----- Signature of Officer | ----- Type or Print Name of signer | ----- Date |
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Type or Print Title