**IMMANUEL LUTHERAN SCHOLARSHIP FUND BYLAWS**

(2/1/22)

**STATEMENT OF PURPOSE**

 These funds were established as a means of encouragement to all members of the congregation of Immanuel Lutheran Church. All members who are pursuing post high school education are eligible to apply for scholarship monies. The monies are to be used for educational expenses at a college, university or technical school.

**ADMINISTRATION**

The scholarship committee shall consist of voting members of Immanuel Lutheran Church.

1. There will be five members, serving overlapping terms for three years each.
2. The terms end in January

b) New members are to be sought by the congregational nominating committee,

 placed on a ballot and elected at the annual congregational meeting.

 1) Nominations are to be for a three-year term.

 2) An elected member may succeed oneself one additional consecutive term.

c) When any committee member is unable to complete a term, the church

 council shall appoint a replacement to serve the remainder of the term.

d) Officers will be elected at the last meeting in May; the officers, as listed,

 and their duties.

 1) Chairperson – set dates and times of meetings, and arrange for the

 interviewing of the scholarship applicants.

 2) Secretary – record the proceedings of all meetings and give copies of the minutes to all committee members and to the pastor. A copy

 should be put in the library Scholarship binder.

The Scholarship Committee does not have its own financial secretary/treasurer. Immanuel’s Treasurer (Deb Houdek) will keep a record of the investments, compute the amount of interest available for the scholarships, and following Immanuel’s Annual Meeting in January, inform the committee of dollar amount available in the scholarship funds to determine the total dollars available for scholarships.

e) The committee shall meet a minimum of three times a year.

**SCHOLARSHIP COMMITTEE TASKS**

1. Notices will be placed in the weekly church bulletin and monthly newsletter by March 1st that scholarship application forms are available in the church office. No application will be accepted after the first Sunday in April or date specified by the Scholarship Committee.
2. The committee shall review all applications and interview all first-year applicants at a meet and greet session in April.

c) Announcements of recipients shall be made at the Senior Recognition worship service. All applicants shall have advance notification in writing, email, text, or call.

d) The scholarship committee will determine the value of the scholarships based on the interest money available from the investments; the checks from the

 fund will be written by the church treasurer.

 1) Monies given to first year students shall be awarded upon successful completion of the first term of post secondary education and proof of registration for the succeeding term following the application and award process.

2) Monies awarded to those already having completed at least one year of post secondary school shall be given at the beginning of the fall term with proof of registration sent to the church treasurer

 (Deb Houdek)

 3) Monies shall be sent to the school in the name of the student for

 educational expenses.

 4) Students may be awarded a scholarship for a maximum of 2 different academic years, upon reapplication for the second time.

**CARE OF THE MONIES**

a) The principal of all monies received shall remain in the scholarship fund.

 Only interest earnings shall be used in disbursement of scholarship awards.

b) The monies determined for scholarships shall be divided equally among the

 applicants who are judged by the scholarship committee to be worthy recipients.

c) A report of all monies and scholarships awarded will be included in the

 congregational annual report.

**ADDENDUM**

The Elmer and Doris Anderson Scholarship Fund will be administered under the same principles and guidelines as the Immanuel Scholarship Fund with the supervision of the Scholarship Committee. The interest from all investments will be combined for the awarding of the scholarships. A letter is to be sent to Mary Anderson informing her about the finances of the Anderson scholarship fund, the names of the students awarded scholarships, the amount of each scholarship, and the names of those who sent thank you notes.

The Leland Schulze Scholarship Fund will be administered in the same manner, on a separate application form, etc.