

BY-LAWS  
OF THE  
NATIONAL CONSERVATION DISTRICT  
EMPLOYEES ASSOCIATION, INC.  
DON ARON  
SCHOLARSHIP FUND

ARTICLE I

Name

- Section1. There is hereby established and created a fund to be designated the NCDEA Don Aron Scholarship Fund. Hereinafter, NCDEA will be referred to as the Association and the NCDEA Don Aron Scholarship Fund shall be referred to as the Scholarship Fund.

ARTICLE II

Location

- Section 1. The principal office of the Scholarship Fund is to be the office location of the Executive Director of the Association. That address is:

Rich Duesterhaus  
NCDEA Executive Director  
509 Capitol Court NE  
Washington, DC 20002  
(202) 547-6223 Ext. 230

ARTICLE III

Objectives

- Section 1. The Scholarship Fund shall be separate and apart from the Association's other funds and will be used exclusively for educational purposes. The Scholarship Fund is designed to qualify for exemption as an organization described in section 501 (c) (3), and contributions made to it will be deductible as provided by section 170 (c) (2) of the Internal Revenue code, or the corresponding section of any future federal tax code.
- Section 2. The Scholarship Fund will be used for the purpose of providing scholarship monies to; (1) Conservation District Employees who are attending classes or taking course work to enhance their on the job skills and thus improve the quality of assistance provided by

the Conservation District in which they work and; (2) members of their families who are attending a college or university and pursuing a course of study in natural resource conservation.

## ARTICLE IV

### Government

- Section 1. The Scholarship Fund shall be administered by the Executive Board of the Association, hereinafter referred to as the Board. A majority vote of the Board shall control its decisions.
- Section 2. The President of the Board shall appoint a Scholarship Committee to assist in conducting the business of the Scholarship Fund, hereinafter referred to as the Committee.
- Section 3. The President of the Board shall have the authority to appoint any other committees that he/she deems necessary to conduct the administration of the Scholarship Fund.
- Section 4. The Board shall set forth the amount of the scholarship in each category each year at its annual meeting.
- Section 5. The Treasurer of the Board shall make a full statement of the condition of the Scholarship Fund to the membership of the Association at the annual meeting.
- Section 6. The Board shall be limited to investing the cash principal of the Scholarship Fund in savings accounts, certificates of deposit, bills, notes and other investment securities which are either insured by or the repayment of which is guaranteed by the Government of the United States of America.
- Section 7. The Board may hold and retain securities and properties other than cash of the Scholarship Fund so long as they are, in the opinion of the Board, sufficiently income producing.
- Section 8. The Board shall have the power, respecting securities held in the Scholarship Fund to vote stock; give proxies; exercise conversion rights; participate in foreclosures, reorganizations, consolidations, mergers, and liquidations; and to sell such securities when, in the opinion of the Executive Board, such securities cease to be sufficiently productive.

## ARTICLE V

### Scholarship Committee

- Section 1. The Scholarship Committee shall be a subcommittee of the Association's Executive Board. The duties of the Committee shall be:
- A. Determine the eligibility and selection criteria for each scholarship category.
  - B. Develop promotional and informational brochures or other materials.
  - C. Develop standard application forms for the scholarship that is offered.
  - D. Establish periods during which applications will be accepted, and other necessary application procedures.
  - E. Distribute application forms and other materials through the Association.
  - F. Collect and process completed application forms.
  - G. Evaluate applications based on selection criteria and select scholarship recipients.
  - H. Notify applicants of status of their application.
  - I. Assist the Board of the Association in fund raising activities for the Scholarship Fund.
  - J. Maintain necessary records pertaining to applications, Scholarship Fund balances, fund raising activities, etc.
  - K. Report to the Board of the Association on the status of the Scholarship Fund.

## ARTICLE VI

### Expenses

- Section 1. Costs incurred to operate the Scholarship Fund may be paid for out of the balance of the fund. Approval of the Board shall be required on all expenditures.

## ARTICLE VIII

### Covenant

- Section 1. This Article of the By-Laws of the NCDEA Don Aron Scholarship Fund shall be and is hereby made a covenant on the part of the Scholarship Fund, its successors and assigns with every person, firm, association, corporation or other donor to the Scholarship Fund who shall make a donation, gift, devise or bequest to the

Scholarship Fund that the cash principal of the Scholarship Fund shall be held in trust in perpetuity and the income only thereof used for the purposes stated these By-Laws and upon the terms and conditions contained in these By-Laws.

These By-Laws were adopted by the Executive Board of NCDEA to administer the NCDEA Don Aron Scholarship Endowment Fund on the \_\_\_\_\_ day of \_\_\_\_\_ 2006.

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President, NCDEA

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Secretary, NCDEA