

Southeastern Theatre Conference  
**SCHOLARSHIPS PROCEDURES COMMITTEE**  
**Manual of Operations**  
**(Approved September 12, 2015)**

**PART I. OPERATING PROCEDURES**

- A. The *Scholarships Procedures Committee* is a standing committee which shall oversee the alignment of SETC's scholarship programs across divisions.
1. The committee shall consist of a Chair appointed by the President; chairs of the Marian A. **Smith** Costume Award Committee, Denise **Halbach** Award Committee, Robert **Porterfield** Award Committee, Polly **Holliday** Award Committee, Leighton M. **Ballew** Directing Award Committee, William E. **Wilson** Scholarship Committee, Tom **Behm** Award Committee, and **Secondary School** Scholarship Committee;
  2. The Vice-President of Finance serves on the Committee as an ex-officio member.
  3. The Chair of the Scholarships Procedures Committee is appointed annually by the SETC President, collaborating with appointed Chairs of above named scholarship awards committees (*also appointed by the SETC President*).
  4. The Chair of the Scholarships Procedures Committee functions as a communications engineer between the SETC Leadership and scholarships awards Chairs, so it is helpful if the Chair has previously served in a leadership position with SETC, particularly as a former Chair of one or more of the scholarship awards.
- B. Responsibilities of the Chair **prior to the annual Fall Board Meetings** (*during spring/summer after appointment as Chair of Scholarships Procedures Committee*):
1. Consider submitting a Program Proposal to discuss and market scholarship awards at spring convention. Solicit Chairs to sit on panel.
  2. As necessary, revise the Manual of Operations and submit to appropriate Vice-President for approval at next meeting of Executive Committee.
  3. As necessary, collaborate with Chairs to revise Manuals of Operations for scholarship awards (*overseeing a sense of awareness and alignment amongst all scholarship awards*) and submit to appropriate Vice-President for approval at next meeting of Executive Committee.
  4. Follow up with Chairs and SETC Central Office staff to ensure they have submitted all required information regarding scholars to SETC Central Office.
  5. Collaborate with SETC Central Office staff and Chairs to update SETC website and paper flyers.
  6. Submit a post-convention report to the Vice-President of Finance for reporting to the Executive Committee.
  7. Respond to the appropriate Vice-President's call for semi-annual reports and possible Board or Executive Committee actions.
  8. Communicate any recommendations for scholarships awards Chairs or committee members to President.
  9. Approximately **one week in advance of fall board meetings**, prepare an Agenda for fall meeting and send to all committee members, Vice-President of Finance, Executive Director, SETC Director of Education, and those who endowed

scholarships who may be in attendance at convention and have an interest in attending meeting.

10. Distribute a copy of minutes from the spring convention meeting to all committee members, Vice-President of Finance, Executive Director, SETC Director of Education, and those who attended the Convention meeting.
11. Save electronic copies of all Agendas and Minutes.
12. Communicate with Chairs to remind them of fall meeting time and location.
13. Facilitate communication with Chairs to uphold Rule IV.17. - ***Duplication of Awards***. No one individual may receive two or more scholarship awards from SETC in the same year.

D. Responsibilities of the Chair **during the Fall Board Meetings** of the Southeastern Theatre Conference:

1. Attend Finance Committee and Endowment Committee meetings. The Chair may be called upon to discuss the Committee's budget requests at this time.
2. Attend Executive Committee / Board meetings and other meetings as called.
3. Communicate activities of the committee to the Vice-President of Finance, President, and Executive Director.
4. Check in with each individual scholarship award Chair and assist them as needed, particularly in facilitating communication with SETC Central Office staff.
5. Report to the Board on the activities of the committee to date.
6. Chair the annual fall meeting of the Scholarships Procedures Committee, following the prepared Agenda.
  - a. Allow each Chair to offer an oral report including a tally of applicants for each Scholarship Award and record additional salient information and any action items or requests from Chairs in minutes.
  - b. Record those in attendance at each Scholarship Procedures Committee meeting.
  - c. Keep updated contact information for all Scholarship Awards Chairs.
  - d. Solicit feedback from Chairs regarding their committee members.
  - e. Inform committee about actions of SETC Board of Directors.
  - f. Continue to work with Chairs to improve processes while facilitating a sense of awareness and alignment amongst all scholarship awards.
7. Distribute meeting minutes **within two weeks** of meeting to all Committee members and all who attended meeting.
8. Collaborate with SETC Program Manager to:
  - a. Ensure recurring convention meetings are scheduled, avoiding possible scheduling conflicts.
  - b. Proofread copy for inaccuracies, correct spelling, correct times, etc.
9. Facilitate communication with Chairs to uphold Rule IV.17. - ***Duplication of Awards***. No one individual may receive two or more scholarship awards from SETC in the same year.

E. Responsibilities of the Chair **prior to the annual Spring Convention**.

1. Collaborate with Chairs, current scholars or former scholars, SETC Program Manager, and Director of Education to set up SETC Scholarships Display table during the convention.

2. Collaborate with SETC Communications Specialist to request paper flyers for Scholarships Display table during convention.
3. Work with Chairs and Executive Committee to address any concerns with procedures or administration of scholarship awards.
4. At least **two weeks prior to start of spring convention**, check with Central Office staff and/or Executive Director to ensure all stipends given during convention to scholars are available, as per each scholarship award guidelines. If cash expenses stipend is offered a finalist or scholar, coordinate receipt with Central Office staff and Chair.
5. Approximately **one week in advance of spring convention meeting**, prepare an Agenda for the annual convention meeting and send to all committee members, Vice-President of Finance, Executive Director, SETC Director of Education, and those who endowed scholarships who may be in attendance at convention and have an interest in attending meeting.
6. Distribute a copy of minutes from the annual fall meeting to all Committee members, Vice-President of Finance, Executive Director, SETC Director of Education, and those who attended the Convention meeting.
7. Save electronic copies of all Agendas and Minutes.
8. Communicate with Chairs to remind them of spring meeting time and location.
9. Facilitate communication with Chairs to uphold Rule IV.17. - ***Duplication of Awards***. No one individual may receive two or more scholarship awards from SETC in the same year.

C. Responsibilities of the Chair **during the annual Spring Convention**.

1. Attend Finance Committee and Endowment Committee meetings. The Chair may be called upon to discuss the Committee's budget requests at this time.
2. Attend Executive Committee / Board meetings and other meetings as called.
3. Communicate activities of the Committee to the Vice-President of Finance, President, and Executive Director.
4. Check in with each individual scholarship award Chair and assist them as needed, particularly in facilitating communication with SETC Central Office staff.
5. Chair annual spring convention meeting of the Scholarships Procedures Committee following the prepared Agenda.
  - a. Allow each Chair to offer an oral report including a tally of applicants for each Scholarship Award and record additional salient information and any action items or requests from Chairs in minutes.
  - b. Record those in attendance at each Scholarship Procedures Committee meeting.
  - c. Keep updated contact information for all scholarship awards Chairs.
  - d. Solicit feedback from Chairs regarding their committee members.
  - e. Make recommendations to President regarding new Chairs and/or new scholarships awards committee members.
  - f. Inform committee about actions of SETC Board of Directors.
  - g. Continue to work with Chairs to improve processes while keeping a sense of awareness and alignment between all scholarship awards.
6. Distribute meeting minutes **within two weeks** of meeting to all Committee members and all who attended meeting.

7. Collaborate with Chairs and scholars to help operate SETC Scholarships Display table during the convention.
8. Distribute flyers in other strategic places during convention.
9. Coordinate with Chairs to ensure all names of scholars selected during convention are sent to SETC staff for correct awarding and spelling of names for banquet.
10. Coordinate with SETC staff to provide Chairs with banquet ticket for select scholars, as per guidelines for each scholarship award.
11. Attend banquet and assist Chairs with awards as needed or requested.
12. Facilitate communication with Chairs to uphold Rule IV.17. - *Duplication of Awards*.  
No one individual may receive two or more scholarship awards from SETC in the same year.

**PART II. POLICY FROM HIGHER AUTHORITY**  
**Bylaws**

**ARTICLE V DUTIES OF OFFICERS**

**Section 4.** The Vice-President of Finance shall:

- (1) oversee activities related to the investment, finance, and expenditures of the Corporation;
- (2) serve as Treasurer of the Corporation;
- (3) serve ex officio as Chair of the Finance Committee;
- (4) serve ex officio as a member of the Endowment Fund Committee;
- (5) preside at meetings of the Finance Council;
- (6) report to the Corporation regarding its financial standing;
- (7) verify the maintenance of a suitable program of investment of Corporation funds and report thereupon to the Executive Committee;
- (8) collaborate with the Executive Director regarding financial matters;
- (9) review financial statements including, but not limited to, annual audits, general ledger, and budget drafts, and distribute information to the Executive Committee, Board of Directors, or membership as necessary to ensure informed decision

**ARTICLE XI ADVISORY COUNCILS**

**Section 1.** The Advisory Councils shall be composed of:

- (1) the chairs of all committees, including those concerned with auditions, festivals, awards, and activities;
- (2) the Liaison Officers;
- (3) a Vice-President of the Corporation, acting as chair.

**Section 2.** Each Advisory Council shall meet at the call of its chair to consider the reports of all of its members and to recommend action to the Executive Committee. Advisory Councils may recommend to the incoming President candidates for all appointive positions.

**Section 3.** Committee chairs shall:

- (1) furnish leadership to their respective committees;
- (2) stimulate and develop interest in their assigned areas;

- (3) file written reports on the dates requested by the Vice-President chairing their respective Advisory Council;
- (4) keep their operational manuals up to date;
- (5) collaborate with the Executive Director and Central Office staff.

**Section 4.** Chairs of Advisory Councils shall:

- (1) be Vice-Presidents of the Corporation;
- (2) furnish leadership to their respective Advisory Councils;
- (3) serve as advocates to the Board of Directors and the Executive Committee;
- (4) solicit written reports from the members of their own Advisory Council;
- (5) coordinate with the Vice-President of Administration to establish dates for submission of reports;
- (6) file written reports on the dates requested by the Vice-President of Administration

**Rules of the Association**

Rule I.4. ***Semi-Annual Reports.*** The semi-annual reports described in the Bylaws and required for timely submission to the Executive Committee are submitted on or before the deadline established by the Vice-President of Administration. Those semi-annual reports containing action items and/or items of interest will be mailed to Board and Advisory Council members prior to the Executive Committee meetings. The Vice-President of Administration will read the reports submitted by the deadline and distribute to the Board an action agenda showing only those items that require Executive Committee or Board action. No action items or reports will be discussed in the Reports portion of the Executive Committee agenda unless submitted to the Vice-President of Administration by the deadline. Members of the Board and Advisory Councils will receive a list of reports submitted and not submitted. (3/8/14)

Rule I.5. ***Committee and Interest Group Appointments.*** The incoming President of SETC will announce all new appointments insofar as possible at the first Executive Committee meeting at which President presides. Unless otherwise provided for by the Articles, Bylaws, or other Rules of SETC, committee and interest group appointments are for a term corresponding to that of the officer who lawfully makes the appointment. Ordinarily, committee and interest group appointments end at the conclusion of the Annual Meeting following the appointment, unless the committee, interest group, or member is discharged sooner. (9/6/08)

Rule I.6. ***Meeting Dates.*** The annual convention will begin on the first Wednesday in March, except that, in extraordinary circumstances, the Executive Committee may approve beginning the convention no more than one week before or after that Wednesday. The fall auditions and Board of Directors and Advisory Council meeting will be held on the first weekend following Labor Day. In addition to meetings during the annual convention and fall Board of Directors meeting, the Executive Committee will meet during the weekend immediately following the first Sunday in January and the weekend immediately following the third Sunday in May. (9/8/12)

Rule I.7. ***Distribution of Minutes.*** Within two weeks of the conclusion of any meeting of the corporation, the Board of Directors, or the Executive Committee, the Secretary shall

electronically circulate, for possible correction, the minutes thereof to Executive Committee members and selected interested parties. No more than two weeks subsequent, corrected minutes shall be sent to the Executive Director, who in turn shall send copies to all members of the Board of Directors, the Advisory Councils, and other interested parties. "Interested parties" shall consist of those SETC members who request to be on the distribution list, provided that the Executive Director may purge the list occasionally by calling for new requests. (3/8/14)

Rule I.8. ***Distribution of Manuals.*** Outgoing officers and members of the Board and Advisory Council will deliver current copies of the appropriate Manuals of Operations to their successors or make arrangements with the Vice-President of Administration to do so. (3/8/14)

Rule I.10. ***Student Member Listings for Directory.*** Student members shall not be listed in the Directory. (9/8/07)

Rule I.11. ***Advisory Council Meetings.*** The Advisory Councils, chaired by the Vice-Presidents, will meet separately before the fall and spring Executive Committee meetings. (3/8/14)

Rule I.17. ***Preparation of Manuals.*** All manuals must be prepared in the following format:

Part I. ***Operating Procedures.*** (In this section should appear as much detail as may be necessary about how the subject group or activity functions. These procedures are not binding upon future users of the manual, but rather constitute useful hints from previous activists. They may be changed at any time.)

Part II. ***Policy from Higher Authority.*** (In this section should be quoted any Bylaws, Rules, Board or Executive Committee actions, or other policy statements bearing on the work of the manual's subject group. These policy statements may not be changed except by acceptance of the higher authority involved.)

Part III. ***Regulations from This Constituency.*** (In this section should be presented in full any decisions by the manual's subject group that are intended to be binding on future operation. These regulations may not be changed except when the subject group meets.) All manuals must be set in 12 point Times New Roman and structured in MLA outline format. At the end of the manual, there should appear the name of the originator of the latest revision and the date of its acceptance by the Executive Committee. Manuals may not contain commitments to specific dollar amounts or to any expenditure. At the end of the division or committee chair's term of office all copies of the minutes, budget, and other information shall be passed on to the next chair and copies shall also be sent to archives. (9/6/08)

Rule I.18. ***Procedures for Updating Manuals.*** The Vice-President of Administration solicits current operations manuals and asks that all committee chairs, division chairs, officers and festival chairs to send changes to the appropriate Vice-President. Any constituency wishing to amend its manual may do so by clearly highlighting proposed changes in an electronic copy of the document and submitting the manual to the designated Vice-President. The designated Vice-President collaborates with the Executive Director on proposed changes to Part I *Operational*

*Procedures* as appropriate. All amended manuals are then sent to the Bylaws Committee, which shall advise whether each manual conforms to applicable Bylaws, Rules, and other directives of the Corporation. Nonconforming manuals will be returned to the designated Vice-President for further revision and consultation with the appropriate chair or officer. That Vice-President will present manuals conforming to applicable statutes for acceptance at the next regularly scheduled meeting of the Executive Committee. Revisions in Part I *Operating Procedures* or Part II *Policy from Higher Authority* may be submitted to the designated Vice-President at any time. Revisions to Part III *Regulations* from this constituency must follow a vote on such amendments by the constituency during the annual convention.

Process:

1. Committee Chair sends updated manuals to designated Vice-President
2. Designated Vice-President collaborates with Executive Director on proposed changes to Part I *Operating Procedures* as appropriate
3. Vice-President sends to Bylaws, who sends response to the designated Vice-President
4. That Vice-President presents manuals to Executive Committee
5. After approval, Vice-President of Administration sends approved manual to Executive Director
6. Executive Director facilitates archiving of manual, uploading to website, and copy of approved manual to Committee Chair or Officer (5/16/15)

Rule I.20. ***Distribution of Publications.*** Southern Theatre and SETC News shall be distributed to all individual, life, student, and organizational members of SETC. Theatre Symposium shall be mailed to all individual and life members and to all those organizational members affiliated with the college and university division. When the Directory is printed, copies shall be mailed to all individual, life, and organizational members; but when it is published online, ten printed copies shall be maintained for archives, printed copies shall be mailed to any nonstudent member requesting one, and a printable electronic version shall be distributed to the Board of Directors and the Advisory Councils. (3/8/14)

Rule II.5. ***Denise Halbach Award Committee.*** The Denise Halbach Award Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The College and University Division must be represented on the committee. The duty of the Denise Halbach Award Committee shall be the selection of the recipient of the Denise Halbach Award. (3/7/10)

Rule II.6. ***Tom Behm Award Committee.***

The Tom Behm Award Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The Theatre for Youth Division must be represented on the committee. The duty of the Tom Behm Award Committee shall be the selection of the Tom Behm Award. (3/6/13)

Rule II.12. ***Porterfield Award Committee.*** The Porterfield Award Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide, although the College and University Division must be represented on the committee. The duty of the Porterfield Award Committee shall be the selection of the recipient of the Porterfield Award. (3/1/95)

Rule II.13. ***Polly Holliday Award Committee.*** The Polly Holliday Award Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide, although the Secondary School Division must be represented on the committee. The duty of the Polly Holliday Award Committee shall be the selection the Polly Holliday Scholar. (3/7/15)

Rule II.15. ***Leighton M. Ballew Directing Award Committee.*** The Leighton M. Ballew Directing Award Committee is a standing committee which shall consist of three members actively teaching at the college level, one member to be appointed by the President each year for a three-year term. The chair shall be appointed from the committee by the President. The duty of the Leighton M. Ballew Directing Award Committee shall be the selection of the recipient of the Leighton M. Ballew Directing Award. (9/6/97)

Rule II.18. ***Wilson Scholarship Committee.*** The Wilson Scholarship Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The duty of the Wilson Scholarship Committee shall be the selection of the recipient of the William E. Wilson Scholarship. (9/9/00)

Rule II.19. ***Marian A. Smith Award Committee.*** The Marian A. Smith Award Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide, although College and University Division must be represented on the committee. The duty of the Marian A. Smith Award Committee shall be the selection of the recipient of the Marian A. Smith Award. (9/8/01)

Rule II.24 ***Secondary School Scholarship Committee.*** The Secondary School Scholarship Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. Both the Secondary School Division and the College and University Division must be represented on the committee. The duty of the Secondary School Scholarship committee shall be the selection of the Secondary School Scholar. (3/7/15)

Rule II. 27. ***Scholarships Procedures Committee.*** The Scholarships Procedures committee is a standing committee which shall oversee the alignment of SETC's scholarship programs across divisions. The committee shall consist of a Chair appointed by the President; chairs of the Marian A. Smith Costume Award Committee, Denise Halbach Award Committee, Porterfield Award Committee, Polly Holliday Award Committee, Leighton M. Ballew Directing Award Committee, Wilson Scholarship Committee, Tom Behm Award Committee, and Secondary School Scholarship Committee; and the Vice-President of Finance, ex officio. (3/8/14)

Rule III.1. ***Finances. Budget Preparation.*** Each officer, division or committee chair shall submit a budget request when it is requested by the central office. The Executive Director shall incorporate these requests into a draft budget for the forthcoming fiscal year. This draft budget, together with all budget requests, shall then be studied by the Finance Committee, which will recommend to the Executive Committee for approval a balanced budget. Each officer, division or committee shall operate within the approved budget. (3/15/98)



Rule III.4. ***Convention Program Expenses.*** Except as otherwise provided in these Rules, convention program budget funds may not be used to reimburse convention or travel expenses incurred by persons who reside or organizations located within the SETC region. Anyone who resides within the SETC region and who serves on a convention panel will not receive an honorarium. (3/5/08)

Rule III.10. ***Expenditures Not in the Budget.*** Any business before the Board of Directors or Executive Committee which involves financial commitments not provided for in the current budget shall be reviewed by the Finance Committee and its recommendations considered before any final vote. (3/7/93)

Rule III.13. ***Changes in the Budget.*** The Finance Committee must approve any changes in the budget between meetings of the Executive Committee, but may do so only within a latitude of five percent of the total budget. (3/15/98)

Rule IV.1. ***Establishing Awards.*** Recommendations for awards, memorials, and honors are submitted to the Executive Committee for approval with sufficient definition and detail to clarify (a) how the award is to be designated, and (b) evidence of financial and other commitment for maintaining the award. (3/15/98)

Rule IV.5 ***The SETC Secondary School Scholarship.*** The SETC Secondary School Scholarship is an award presented annually (*provided a suitable candidate can be found*) to a high school senior who lives in the SETC region. The award will be presented to the student upon his or her entering an accredited undergraduate college or university within the SETC region with the intention of majoring in theatre. Administration of this award is assigned to the SETC Secondary School Scholarship Committee. (9/6/08)

Rule IV.8. ***Porterfield Award.*** The Robert Porterfield Graduate Award is an award presented annually (*providing a suitable candidate can be found*) to a graduate of an accredited undergraduate college or university, attending, or upon entering an accredited program of graduate studies in Theatre. Either the undergraduate degree or the graduate studies (*or both*) must be with a college or university within the SETC region. Administration of this award is assigned to the Porterfield Award Committee. (3/7/15)

Rule IV.13. ***Holliday Award.*** The Polly Holliday Award is presented annually (*providing a suitable candidate can be found*) to a high school senior who lives in the SETC region. The award will be paid to the winner upon his or her entering an accredited undergraduate college or university with the intention of majoring in theatre. Administration of this award is assigned to the Polly Holliday Award Committee. (9/6/08)

Rule IV.14. ***Ballew Award.*** The Leighton M. Ballew Directing Award is an award presented annually (*provided a suitable candidate can be found*) to a graduate of an accredited undergraduate college or university, attending, or upon entering an accredited program of graduate studies in Theatre Directing. Either the undergraduate degree or the graduate studies (*or*

*both*) must be with a college or university within the SETC region. Administration of this award is assigned to the Ballew Award Committee. (3/7/15)

Rule IV.15. ***William E. Wilson Scholarship.*** The William E. Wilson Scholarship is a scholarship presented annually (*provided a suitable candidate can be found*) to a secondary school teacher who is a legal resident of one of the states in the SETC region, who has completed at least one full academic year of teaching and directing theatre in a regionally accredited secondary school in the SETC region, and who enrolls in a regionally accredited graduate program in the SETC region within one year of being selected for the scholarship. The graduate program must lead to a graduate degree in theatre or speech and theatre. Administration of this award is assigned to the Wilson Scholarship Committee. (9/9/00)

Rule IV.16. ***Marian A. Smith Award.*** The Marian A. Smith Award is an award presented annually (*providing a suitable candidate can be found*) to a graduate of a regionally accredited undergraduate college or university within the SETC region attending, or upon entering an accredited graduate program to study costume. Administration of the award is assigned to the Marian A. Smith Award Committee. (9/8/01)

Rule IV.17. ***Duplication of Awards.*** No one individual may receive two or more scholarship awards from SETC in the same year. (9/8/01)

Rule IV.20. ***Denise Halbach Award.*** The Denise Halbach Award is an award presented annually (*providing a suitable candidate can be found*) to a graduate of a regionally accredited undergraduate college or university within the SETC region upon certified enrollment in a regionally accredited M.F.A. program in acting or musical theatre performance. Administration of this award is assigned to the Denise Halbach Award Committee. (3/7/10)

Rule IV.21. ***Tom Behm Award.*** The Tom Behm Award is an award presented annually (*providing a suitable candidate can be found*) to a working professional with the field of theatre for youth to be used for professional development. Administration of this award is assigned to the Tom Behm Award Committee. (3/6/13).

Rule V.2. ***Nondiscrimination.*** The right to membership, to hold office, and to participate in SETC activities, including (but not limited to) conventions, meetings, auditions, and performances shall not be abridged because of age, color, disability, gender, gender expression, gender identity, genetic information, military veteran's status, national origin, race, religion, sex, sexual orientation or any other characteristic protected by law. (3/7/12)

Rule V.4. ***Board and Committee Membership.*** All officers, Board of Directors and Advisory Council members, and committee members (except the Local Arrangements Committee) must individually be current members of SETC. Employees of the SETC Central Office may collaborate with and serve committees, without vote, as an aspect of their job descriptions or as instructed by the Executive Director upon the request of the Executive Committee. (3/8/14)

Rule V.5. ***Smoking Policy.*** Smoking at all SETC convention meal functions, committee meetings, and programs shall be prohibited. (3/10/91)

Rule V.7. ***SETC News Responsibilities.*** All Division Chairs, State Representatives, interest area chairs, and other chairs shall submit appropriate items to SETC News on a schedule provided to them. This responsibility shall be included in all appropriate operations manuals. (3/8/14)

### **PART III. REGULATIONS FROM THIS CONSTITUENCY**

No regulations from this constituency have been adopted.

**Submitted by: Pat Gagliano, Chair, Scholarships Procedures Committee: Sept. 12, 2015**

**Date of Acceptance by the Executive Committee: Sept. 12, 2015 – President Tiza Garland**