

Bylaws of Back Bay Amateur Astronomers Scholarship Committee

Article 1. Purpose; Authority.

Back Bay Amateur Astronomers (hereinafter referred to as "BBAA"), pursuant to and in accordance with its Bylaws, and in furtherance of its tax-exempt purposes, has established a scholarship program (the "Program"). The general purpose of the Program is to offer financial assistance to graduating high school students who have demonstrated an avid interest in astronomy. BBAA established a Scholarship Committee (the "Committee") and delegated to the Committee responsibility for administering and managing the scholarship program and for establishing such procedures and rules as it deems appropriate to enable it to effectively carry out its mission. These Bylaws set out such procedures and rules.

Article 2. Powers.

Unless otherwise directed by the President of BBAA, the Committee shall have complete and exclusive power and authority over the implementation, administration, operation, and management of the Program.

Article 3. Members.

3.1 Number of Members. The Committee shall have three (3) members, each of whom must be a member in good standing of BBAA. The number of Committee members may be increased or decreased from time to time by amendment to these Bylaws. No decrease in number shall have the effect of shortening the term of any incumbent member.

3.2 Election of Members. Beginning in October 2004, the Committee members shall be elected by a majority vote of BBAA members present at the regular October meeting and each member shall serve for the term of one (1) year or until his or her successor is elected. Beginning in August 2004, in order to be a candidate for election to the Committee, a BBAA member must notify the Secretary of BBAA of his or her interest in being a candidate by the regular September meeting of BBAA members.

3.3 Vacancies. In the event of a vacancy on the Committee, a BBAA member shall be elected to fill such vacancy by a majority vote of BBAA members present at the second regular meeting to occur subsequent to the appearance of such vacancy; provided, however, that such vacancy shall remain vacant if such regular meeting would be the regular October meeting at which Committee members are elected. In order to be a candidate for election to fill a vacancy on the Committee, a BBAA member must notify the Secretary of BBAA of his or her interest in being a candidate at the first regular meeting of BBAA members to occur subsequent to the appearance of the vacancy. The BBAA member elected to fill such vacancy shall serve until the expiration of the term of the vacated Committee member.

3.4 Removal. Any member of the Committee may be removed by a majority vote of the Officers of BBAA.

Article 4. Action by Members.

4.1 Voting; Quorum. Each Committee member shall have one vote. A majority of the Committee members elected and serving at the time of any meeting shall constitute a quorum for the transaction of business. The act of a majority of members present at a meeting of members at which a quorum is present shall be the act of the Committee.

4.2 Meetings. Each year, beginning in 2004, the annual meeting of the Committee members shall be in October. Thereafter, the Committee shall meet at least quarterly. Meetings shall be held at such places and at such times as may be fixed by resolution of the Committee, or upon call of the Chairperson of the Committee. The Chairperson or Secretary shall give not less than five (5) days notice by letter, telephone, electronic mail or in person of all Committee meetings; provided, however, that notice need not be given of meetings held at times and places fixed by resolution of the Committee. Meetings may be held at any time without notice if all Committee members are present, or if those not present waive notice in writing either before or after the meeting. Members of the Committee may participate in a meeting of the Committee by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other, and participation by such means shall constitute presence in person at such meeting.

4.3 Actions Without Meetings. Any action which may be taken at a meeting of Committee members may be taken without a meeting if a consent in writing, setting forth the action, is signed (electronically or otherwise) either before or after such action, by all Committee members.

4.4 Reports to BBAA. The Chairperson of the Committee shall submit a written report to the Secretary of BBAA or the President of BBAA after each meeting of the Committee, setting forth the actions taken and findings made at, and subject matter of, such meeting. The Chairperson shall submit to the Secretary of BBAA or the President of BBAA such other reports concerning the Committee as the Chairperson from time to time deems appropriate or as the President of BBAA may request.

Article 5. Officers.

5.1 Election of Officers. The officers of the Committee shall consist of a Chairperson, a Secretary, and such other assistant and subordinate officers as the members of the Committee deem appropriate. Each officer shall be elected at the annual meeting of the Committee. Any two or more offices may be held by the same person. The President of the BBAA shall decide the winner in the case of an unresolvable tie.

5.2 Removal; Vacancies. Any officer of the Committee may be removed from that position at any time, by the majority of the members of the Committee. Vacancies shall be filled by the members of the Committee.

5.3 Duties of Chairperson. The Chairperson shall be primarily responsible for implementing decisions made by the Committee. The Chairperson shall have general management and direction of the Committee. The Chairperson shall preside at all Committee meetings. In addition, the Chairperson shall perform all duties incident to the office of Chairperson and such other duties as may, from time to time, be assigned to him or her by the Committee.

5.4 Duties of Secretary. The Secretary shall keep and preserve the minutes of all Committee meetings. He or she shall have custody of all important Committee documents; shall have charge of the books, records and papers of the Committee; and shall in general perform all

the duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Chairperson of the Committee or by the Committee.

Article 6. Scholarship Fund.

It is expected that BBAA will establish and maintain a separate fund (the "Scholarship Fund") whose exclusive purpose shall be to serve as the source from which scholarship awards are paid.

Article 7. General Underlying Philosophy and Objectives of the Program.

The scholarship awards are generally intended to benefit students (i) residing in the Hampton Roads region of Virginia, at the time of application, (ii) who are knowledgeable in the subject of astronomy, and (iii) who are interested in pursuing post-secondary education. Until such time as the Committee determines otherwise, it is not expected or required that scholarship awards be used or applied exclusively for or to education in astronomy. It is hoped that the Scholarship Fund will grow over time such that (i) the Scholarship Fund constitutes a self-perpetuating, endowed fund sufficient to provide scholarship awards without invasion of the corpus of the Scholarship Fund, and (ii) the Committee will be in a position to increase the size and number of scholarship awards. The Committee may in the future, depending, among other things, on the size of the Scholarship Fund, decide to make scholarship awards to students pursuing, or planning on pursuing, a degree from a college or university in the physical sciences.

The Committee shall not discriminate in the publication of the Program, in the selection of scholarship recipients, or in any other manner, on the basis of race, sex, ethnicity, religion, national origin, or disability.

Article 8. Timeline for the Program.

8.1 Planning and Selection. The primary purpose of the October annual meeting of the Committee shall be to plan for the operation of the Program during the forthcoming year. The Committee shall review the applications of scholarship candidates and select scholarship recipient(s) at a meeting(s) held in April.

8.2 Announcement of Recipient(s). The Chairperson shall announce the selected scholarship recipient(s) at the regular May meeting of BBAA members. The scholarship(s) shall be presented to the recipient(s) at such meeting, or at such other meeting of the BBAA members as the officers of BBAA determine.

Article 9. Size, Number, and Distribution of Scholarships.

9.1 Size. The initial scholarship award, to be distributed in the spring of 2005, shall be \$500. Thereafter, the Committee may increase or decrease the size of scholarship awards as it deems appropriate.

9.2 Number. The initial number of scholarship recipients shall be one (1). Thereafter, the Committee may increase or, if there has been a previous increase, decrease the number of recipients as it deems appropriate.

9.3 Distribution of Scholarships. Each scholarship award shall be in the form of a check drawn from the Scholarship Fund, or from such other bank account of BBAA as the Treasurer of BBAA deems appropriate, and payable to the college or university listed on the recipient's scholarship application, or to such other college or university designated by the recipient to which the recipient has been accepted.

Article 10. Operation of the Program; Selection of Recipients; Criteria.

10.1 Publication of the Program. The Committee shall take all reasonable steps to publicize the Program and ensure that scholarship applications are made available to interested students sufficiently in advance of the application deadline. Methods of publication may include (i) the provision of information concerning the Program and the provision of scholarship applications to guidance counselors, science instructors and/or astronomy instructors at all public and private high schools located in Virginia Beach, Norfolk, Chesapeake, Portsmouth, Suffolk, Hampton, or Newport News Virginia, (ii) advertisements about the Program in appropriate print or broadcast media, or (iii) such other methods of publication as the Committee deems appropriate.

10.2 Conflict of Interest. If a member of the Committee is related by blood or marriage to a scholarship applicant who satisfies the minimal eligibility criteria set forth on section 10.3 below, then such Committee member shall be barred from participating in any way in the evaluation of scholarship applicants or in the selection of scholarship recipients unless and until the other Committee members (including any replacement Committee member serving in the place of the barred Committee member) eliminate such related scholarship applicant from consideration. During such time as a Committee member is barred from participation pursuant to the foregoing sentence, the President of BBAA may, if he or she deems it appropriate, select another BBAA member in good standing to serve in the place and stead of such barred Committee member solely for the purpose of participating with the remaining Committee members in the evaluation of scholarship applicants and the selection of scholarship recipients. Any such replacement Committee member shall be automatically removed at such time as the barred Committee member is no longer barred from participation.

10.3 Eligibility Criteria. In order to be considered for a scholarship, candidates must, at a minimum:

- (a) Deliver a completed application package to BBAA by no later than April 15, or, if mailed, by mail postmarked no later than April 15;
- (b) Reside in Virginia Beach, Norfolk, Chesapeake, Portsmouth, Suffolk, Hampton, or Newport News Virginia, or, if nominated by a BBAA member in good standing, reside within a fifty (50) miles radius of Virginia Beach; provided, however, that no BBAA member may nominate more than one (1) scholarship applicant during a given Program year;
- (c) Be a graduating high school student planning to attend an accredited two (2) or four (4) year college or university;
- (d) Have a GPA of 3.0 or higher;
- (e) Have an SAT score of at least 1100 (1650 for the new SAT), or an ACT score of at least 26; and,

(f) Have attained a grade of B or higher in a formal high school astronomy course, or, if no such course was available at the applicant's high school, otherwise demonstrate knowledge, enthusiasm, and aptitude in the field of astronomy.

10.4 Application Package. The application package shall include:

(a) A typed 400 to 500-word essay whose subject shall be the applicant's experiences in astronomy, or, in the alternative, if the applicant has completed a project requiring the applicant's knowledge and use of astronomical instruments, a report describing the project, the objectives of the project and what was accomplished in carrying out the project;

(b) A printed or typed 200-word or less letter of recommendation from one of the applicant's high school science teachers, which letter must, among other things, clearly indicate the subject taught to the applicant by such teacher;

(c) A copy of the applicant's high school transcript;

(d) A completed scholarship application form;

(e) A copy of the applicant's SAT or ACT scores; and,

(f) A self-addressed stamped envelope.

10.5 Evaluation and Selection.

(a) Each component of the application will be assigned a score on the following basis:

(i) The SAT score shall be multiplied by .015625 (or .010417 if the new SAT is submitted), and rounded to the nearest thousandth, for a maximum score of 25.

(ii) The ACT score shall be multiplied by .694444, and rounded to the nearest thousandth, for a maximum score of 25.

(iii) Only the highest of the above scores shall be used (the "SAT/ACT Score").

(iv) The GPA shall be multiplied by 6.25, and rounded to the nearest hundredth, with no maximum score.

(v) The letter of recommendation shall be given a score in the range of 1 to 10, with 10 being the highest score.

(vi) The essay or project report shall be given a score in the range of 1 to 40, with 40 being the highest score.

(b) Applications shall be evaluated, and the scholarship recipient(s) selected, as follows:

(i) Each member of the Committee shall independently review the letter of recommendation and the essay or report submitted by each applicant, and assign a score thereto. The scores assigned to the letter of recommendation shall be averaged with one another (the "Average Letter of Recommendation Score") and the scores assigned to the essay or report shall be averaged with one another (the "Average Essay/Report Score").

(ii) Each application shall be assigned a score (the "Application Score"), which shall be the sum of the SAT/ACT Score, the GPA score, the Average Letter of Recommendation Score, and the Average Essay/Report Score.

(iii) The scholarship(s) shall be awarded to the applicant(s) whose application(s) received the highest Application Score(s).

(iv) In the event applicants have equal Application Scores ("Equal Score Applicants"), the Equal Score Applicant with the highest Average Essay/Report Score shall be deemed to have the highest Application Score. In the event Equal Score Applicants have equal Average Essay/Report Scores, the Equal Score Applicant with the highest GPA score shall be deemed to have the highest Application Score.

Article 11. Amendment of Bylaws.

These Bylaws may be amended or altered at any time at any meeting of the Committee by a resolution adopted by at least a majority of the members of the Committee with the approval of the Club Officers.

ADOPTED by the BBAA Club Officers on _____, 2004.

_____ President

_____ Vice President

_____ Secretary

_____ Treasurer