

3.2.10 Eula Lee Carter Memorial Fund Committee

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Updated 6-24-2014; 04/30/2017; 10/7/19

3.2.10.1 General Information

The Eula Lee Carter Memorial Fund was established after the death of Dr. Eula Lee Carter, a Texas state honorary founder, who completed the task of installing the first chapter in Mexico, Mexico, D.F., the capital city. The fund provides grants for educational advancement to Society members in Latin American countries in the Southwest Region. The grants may not exceed \$750 (U.S. currency) each. The committee includes a chair and two other members. The chair shall have previously served on the committee.

3.2.10.2 Information in Governing Documents

- A. *Constitution* - Article VIII, A.2.b
- B. *Bylaws* - Article IV, E.2; IX, A.2.c
- C. *State Rules* - 4.52; 4.64.c.10; 9.12.c

3.2.10.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. May present sessions at state convention and area workshops as directed by state president
- C. Chair may submit articles to *Lone Star News*
- D. Chair provides information about the fund to chapters in Latin American countries of Southwest Region and places applications on state website. All information about fund and applications shall be in English and Spanish
- E. Chair receives applications and shares information with committee members
- F. Review applications and select grant recipients
- G. Chair completes payment authorization form, sends it (with audit documentation) to state president who signs it and forwards it to state treasurer for payment.
- H. Committee representative and immediate past state president attend Latin American Forum at Southwest International Conference and at International convention to disseminate information about grant
- I. In coordination with state treasurer, ensures that the fund principal is never less than \$50,000.

3.2.10.4 Timeline

- Summer (1st year) - chair attends LOSP
- July (1st year) – chair communicates with the Immediate Past State President to ensure information about the ELCMF is presented at the Latin American Forum at the Southwest International Conference and International convention
- July 1 or as directed – chair submits letter for President’s Kit to state president
- October 1 or as directed – chair submits goals to state president
- March 1 or as directed - chair submits annual report of activities to state president
- March 1 - chair sends suggested changes in committee guidelines to state president
- June - present session at state convention as necessary

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- Ongoing - receive applications and choose grant recipients
- July 1 or as directed – chair submits letter for President’s Kit to state president
- July - committee representative and immediate past state president attend Latin American Forum at International convention to disseminate information about grant
- March 1 or as directed – chair submits annual report of activities to state president
- June (2nd year) - chair prepares committee files for transition to succeeding chair

3.2.10.5 Meetings

Committee may meet every year as necessary. Meeting may be face to face (funded) or electronically

3.2.10.6 Forms

- A. Eula Lee Carter Memorial Fund Contribution Form
- B. Eula Lee Carter Memorial Fund Application
- C. Authorization to Pay

3.2.10.7 Files should include current files (3 years) unless otherwise indicated

- A. Timeline with deadlines
- B. Letters for President’s Kit
- C. Reports to the state president
- D. Minutes of committee meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- E. Application forms
- F. Brochure or information about the Eula Lee Carter Memorial Fund
- G. List of recipients of the award -Permanent
- H. Agendas and handouts from sessions at state convention and area workshops
- I. Budget and list of expenditures
- J. Other materials pertinent to this committee

3.2.10.8 Additional information

- A. In 1983, the Eula Lee Carter Memorial Fund was established
- B. The fund is to be used for Delta Kappa Gamma members in Latin American countries in the Southwest Region to improve their educational advancement
- C. The interest income from the Eula Lee Carter Memorial Fund be used for the above purpose, leaving the principal intact
- D. The amount of any grant may not exceed \$750 (US currency). The state treasurer shall move additional funds to cover TSO bank charges.
- E. It is recommended that the committee, with the advice and consent of the president, may between conventions award grants from the interest of the Fund, reporting such activity to the next convention.
- F. Applicants shall have been a member of Delta Kappa Gamma for at least two years
- G. Study shall be at an accredited college, university, or professional learning Resource

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- H. Each applicant shall meet the entrance requirements of the college, university, or professional learning resource.
- I. A report shall be made to the Eula Lee Carter Memorial Fund Committee chair at the end of the term of study
- J. On the basis of a satisfactory grade point average an applicant may apply for an additional grant
- K. The grant shall be paid to each recipient by the TSO state treasurer upon receipt of proof of registration at the college, university, or professional learning resource.
- L. Applicants must provide the necessary banking information to facilitate either a deposit of the grant in a United States banking institution or a wire transfer to the applicant's home bank. This banking information must be completed on the application. If an applicant does not complete the required banking information, the application will not be considered
- M. The applicant's signature will certify that the information on the application is correct.
- N. The fund balance must remain at no less than \$35,000