

SPECIAL OPERATIONS ASSOCIATION

STANDARD OPERATING PROCEDURE

ANNEX J

SCHOLARSHIP COMMITTEE

I. GENERAL

A. **PURPOSE.** This Standard Operating Procedure (SOP) Annex is to standardize routine recurring operational and administrative procedures required of the Special Operations Association (SOA) Scholarship Committee.

B. **CONFORMITY.** This annex and all actions taken to implement its directives will conform with the current bylaws of the SOA (as amended or dated later) and the Articles of Incorporation in the State of Texas, Charter Number 120709501, as amended by Certificate dated 2 January 2003 (or amended by Certificate at a later date), and SOA SOP Annex C (Treasurer).

II. DUTIES

- A. **General.** The Scholarship Committee shall perform the duties as outlined in the SOA Bylaws; Article VIII, Paragraph E as amplified in Robert's Rules of Order, in Compliance with Annex C, Treasury SOP, and/or as directed by the SOA BOD.
- B. The Chairman will appoint a scholarship application evaluation committee consisting of at least 5 other members approved by the BOD. Every effort should be made to include members from all four branches of the Military though this is not an absolute requirement.
- C. The Chairman shall prepare an Annual report for the BOD, showing the funds available and recommend the number of scholarships and amounts that should be awarded. Funds must be physically on hand to pay for all scholarships granted and recommended to the end of their granted time. Normally the funds used for scholarships awarded shall not exceed the amount of dedicated scholarship funds raised between the previous two SOAR's. Per Annex C the Planning and Budget Comm. will review and submit to the Treasurer for review before the BOD approval. In no case shall the amount of awards, plus a 20% contingency, exceed the amount of uncommitted funds on hand in the restricted funds SOA Scholarship account.
- D. The Chairman shall ensure that the selection process is "BLIND" in that no selector will know who the candidates are or who their relatives are. The recommended procedure to ensure this is for the Committee Chairman to redact identifying information from each application before it is issued to the evaluation committee. The


Scholarship Committee Chairman shall not participate as an evaluator of the applications.

- E. The Committee shall ensure that if in the selection process two or more students have the same or nearly the same score, there is a system in place that will give preference to children of KIA/MIA individuals. The second preference will go to first generation children of SOA members in good standing and the final preference will be for grandchildren of SOA members in good standing. The preference system will be presented to and approved by the BOD.
- F. The Scholarship Committee Chairman shall notify the President and Board of Directors of the process results. The President shall notify recipients of their selection and the Scholarship Committee Chairman shall notify those who were not selected.
- G. Changes. The Committee shall forward all recommended changes to the SOP to the SOA Vice President for review presentation to the BOD.

III. SCHOLARSHIP GRANT ELIGIBILITY CRITERIA

- A. Applicants must be a high school graduate, or a high school student anticipating graduation during the year of application, and under the age of 21 at the time of application. Applicants must be natural or legally adopted children or grandchildren of an active SOA member, or children or grandchildren of deceased members of SOA who were active members at the time of their death, and indicate on their application the name and SOA membership number of the sponsor. Unless otherwise approved by a vote of the SOA Board of Directors, great-grandchildren of active SOA members shall not be eligible for an award. Applicants who are children or grandchildren of Special Operations personnel who were MIA or KIA and would have been eligible to be members of the SOA may also apply. Applicants who are attending an accredited institution of higher learning are also eligible for a partial scholarship if they were under 21 at the time that they began attendance at their institution. If they are over 21 they may count each successful 30 credit hours as a one year deduction from their actual age. If an applicant is attending an institution of higher learning one semester of eligibility will be forfeited for each 15 credited semester hours already successfully completed.
- B. Applicants must be able to prove academic ability, interest in scholarship and leadership in relation to academics and community affairs.
- C. At the Scholarship Chairman's sole discretion, and working with his Committee, he may grant for one semester probation status to a student who has failed to maintain their eligibility, if he and his Committee feel it is appropriate, in the best interest of that student, and circumstances warrant probation for one semester.

- D. Applicants are eligible for a maximum grant of twelve thousand (\$12,000.00) dollars granted in the following manner.
1. Grants shall be for \$1,500.00 per semester with a maximum of \$3,000.00 in any one school year. In the case of students whose institution is on the quarter system, the maximum award shall still be awarded not to exceed \$3,000 in any one school year.
 2. Grants are for one year at a time, but applicants who have not finished their initial degree at an institution of higher learning may apply each year for a maximum of four years total. To maintain their scholarship eligibility freshmen must maintain a 2.25 grade point average and upperclassmen must maintain a 2.5 grade point average.
 3. Once granted a scholarship, grantees will normally not be eligible for changes in their grant, even if subsequent grants are for a larger or smaller sum per semester.
- E. The Scholarship Committee will reevaluate the Scholarship Award values annually and present its changes for that year's Scholarship Award value to the Planning and Budgeting Committee, which will then provide its financial review for the BOD. In the event of an increase in the Scholarship Award value, such increase will only apply to awards from the point of increase forward, and will not affect existing scholarships previously awarded. In the event the Scholarship Committee recommends increasing or decreasing the amount to be awarded, it will provide a projected cash flow analysis of the effect on the Scholarship Fund for the change.
- IV. EFFECTIVE DATE. This annex to the SOA SOP will become effective upon the approval of the BOD and the dated signature of the Vice President of the SOA.



Michael Taylor
Vice President

Date approved by the Board of Directors: August 20, 2020