

Memo

DATE: May 31, 2019
TO: NTMCA Board of Directors
FROM: Tammy Dixon, Chairperson, Alyce Deering Scholarship Committee (ADSC)
COPY: Art Camacho and Amanda Jacobs, ADSC Members
RE: ADSC Scholarship Guidelines

The ADSC has reviewed the scholarship guidelines and we strongly recommend the guidelines (eligibility requirements) be updated to include NTMCA Tier 4 members.

Currently the guidelines require all applicants be employed as one of the following:

- City clerk/secretary
- Assistant/deputy city clerk/deputy city secretary
- Report to the city secretary

NTMCA Tier 4 members are defined as follows:

“TIER 4 - Any person who works closely with the municipal clerk, such as an employee in the city manager’s office, mayor’s office or city attorney’s office, or someone who is pursuing certification or recertification as a Texas Registered Municipal Clerk (TRMC) through the Texas Municipal Clerks Certification Program (TMCCP) may also become a member of the NTMCA by submitting an application and paying the required dues and will be granted voting rights. This person may serve on any committee within the organization. “

As a member of the NTMCA and pursuing certification as a Texas Registered Municipal Clerk we believe the scholarship application/eligibility requirements should be updated to include these members.

The proposed revised Scholarship Guideline form and application are attached for your consideration.

Thank you.



SCHOLARSHIP PROGRAM GUIDELINES

Purpose

The North Texas Municipal Clerks Association encourages professionalism and continuing education of Texas municipal clerks by administering a scholarship program that pays up to \$500 for travel and registration costs incurred while attending a seminar sponsored by the Texas Municipal Clerks Association, Inc., and/or Texas Municipal Clerks Certification Program. The Scholarship Committee reviews applications and approves or denies the requests.

Eligibility Requirements

1. Applicant must be currently employed as a city clerk/secretary, assistant/deputy city clerk/deputy city secretary, or report to the city clerk/secretary; or work closely with the municipal clerk, such as an employee in the city manager's office, mayor's office or city attorney's office, or someone who is pursuing certification or recertification as a Texas Registered Municipal Clerk (TRMC) through the Texas Municipal Clerks Certification Program (TMCCP)
2. Applicant must have been employed continuously for the past 24 months in the capacity of the above. ~~city clerk/secretary, assistant/deputy city clerk/deputy city secretary, or report to the city clerk/secretary.~~
3. Applicant must be a current (paid) member of the North Texas Municipal Clerks Association.
4. Applicant must have attended a minimum of 4 NTMCA chapter meetings in the last 12 months
5. If awarded a scholarship applicant agrees to serve on a NTMCA Committee for the next year, provide an article for the newsletter, or be a speaker for a meeting to recap the information learned at the conference or seminar.

Application Requirements

1. Applicant must submit the prescribed application including financial need, and how educational and professional goals will be enhanced by completion of the seminar, along with a commitment letter.
2. Scholarship funds shall be reimbursed directly to the applicant upon presentation of receipts. Alternative payment/reimbursement may be considered on a case-by-case basis.
3. The application must be received by the deadline date of May 1. Mail to Chairman of the Alyce Deering Scholarship Fund as shown on the application form.

Limitations

One or more scholarship(s) may be awarded each fiscal year. If a scholarship is awarded in June of each year, the recipient shall use the scholarship by the end of the calendar year following the year in which the scholarship is awarded. (For example: If the scholarship is awarded in June 2017, it must be used by December 31, 2018.)

Action by Scholarship Committee

As soon as possible after the May 1 deadline, the chair of the Scholarship Committee shall submit a report to the President of the North Texas Municipal Clerks Association naming the recipient(s). The recipient(s) will be announced and recognized at the June meeting. Before the June meeting, the

Secretary of the NTMCA will send a letter to applicants not receiving a scholarship advising of the outcome of the award and encouraging future application for a scholarship. The NTMCA President will send a congratulatory letter to the recipient during the month of May advising of the award and announcement at the June meeting of NTMCA.



ALYCE DEERING SCHOLARSHIP APPLICATION

Name _____

Title _____

Municipality, Mailing Address, City, State, Zip _____

Tenure in your current position: _____

City Secretary/Clerk _____ Deputy/Assistant _____ Department _____

Have you been employed continuously for the past 24 months in the capacity of City Secretary/Clerk, Deputy/Assistant, or as an employee reporting to the City Secretary/Clerk, or a combination of these positions?

City Secretary/Clerk Assistant/Deputy Secretary/Clerk Employee of City Secretary/Clerk

Employee who works closely with City Secretary/Clerk (employee of city manager's office, mayor's office, city attorney's office; or pursuing certification or recertification as a Texas Registered Municipal Clerk (TRMC)

Yes No

List all city related experience, including date, title, and name of city:

Date you joined the North Texas Municipal Clerks Association [chapter] (MM/YY): _____

Number of Chapter meetings attended in the past 12 months: _____

Chapter Service/Involvement: Please list any and all committees you served on (indicate if you served as Chair) and service as a Board Officer, including year.

Date you joined the Texas Municipal Clerks Association [state organization] (MM/YY): _____

Are you registered in the Texas Municipal Clerks Certification/Recertification Program? Yes _____ No _____

Have you ever been awarded the Alyce Deering Scholarship?

Yes _____ No _____ If yes, when (year)? _____

Briefly describe your financial need:

Please attach the following items:

- A copy of your TMCCP transcripts(s).
- A letter of commitment stating how your educational and professional goals will be enhanced by attending a seminar sponsored by the Texas Municipal Clerks Association and/or Texas Municipal Clerks Certification program and/or completion of the Texas Municipal Clerks Certification or Recertification Program.

Eligibility Statement:

I am a paid member of NTMCA in good standing, have attended a minimum of 4 meetings in the past 12 months, and agree to serve on a committee for the next year, provide an article for the newsletter, or be a speaker for a meeting to recap the information learned at the conference or seminar. I understand that if I am awarded the Alyce Deering Scholarship, it must be used by the end of the calendar year following the year in which the scholarship is awarded; and I commit to do so. I attest that information in this application is true and correct.

Signature

Date

Applications MUST be received no later than May 1, (year)

Send completed applications to: Alyce Deering Scholarship
Committee Chair

Address:

Email:

Phone: