CONSTITUTION AND BY-LAWS OF THE
TEXAS FIREMEN’S AUXILIARY

(AS REVISED June, 2014)

ARTICLE I – NAME

This organization shall be called TEXAS FIREMEN’S AUXILIARY (hereinafter referred to as TFA).

ARTICLE II – PURPOSE

The purpose of this organization is:

1. To promote the interest and welfare of the State Firemen’s and Fire Marshals’ Association of Texas (hereinafter referred to as SFFMA).

2. To become better acquainted and promote better friendship among the wives, daughter, sisters and mothers of Texas firemen.

3. To assist in every way possible in the organization of firemen’s auxiliaries.

ARTICLE III – MEMBERSHIP

Section 1. Any lady age eighteen (18) or older who is not a member of any organized fire department and whose husband, father, mother, brother(s), sister(s), son(s) or daughter(s) are active, retired, or deceased members of a regularly organized fire department, which annually pays dues and are in good standing with SFFMA may become a member of the TFA.

Section 2. LIFE MEMBERSHIP shall be granted to Past Presidents of the TFA who shall, upon expiration of their respective term of office, be and become Life Members. They shall be entitled to vote on all matters.

Section 3. HONORARY LIFE MEMBERSHIP shall be granted to such persons whom the TFA wished to honor in recognition for distinguished, meritorious or long and faithful service of this Auxiliary and who are or have been members of the TFA. Election of Honorary Life Membership under this section shall be subject to the provisions of the By-Laws for this Auxiliary. They shall be qualified to vote, only if they are qualified under the provision of the Constitution and By-Laws.
Section 4. HONORARY MEMBERSHIP shall be confined to those who are not members of any auxiliary but whom the TFA desires to honor in recognition for distinguished service to the TFA. Election to Honorary Membership shall be subject to the provision of the By-Laws of the Auxiliary. They shall not be entitled to vote nor shall they be eligible to hold office.

ARTICLE IV - OFFICERS

Officers of this organization shall be President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Secretary, Treasurer, Parliamentarian, Historian, Chaplain, Immediate Past President and Sweetheart.

ARTICLE V – MEETINGS

Section 1. The Annual Business Meeting of this organization shall be in June in conjunction with the SFFMA convention.

Section 2. The Executive Board shall meet at the call of the President.

Section 3. A District Officers Meeting will be held during the year, date and time at the discretion of the Executive Board.

Section 4. Executive Board Meetings are open meetings. Should a closed session be necessary, decisions made will be disclosed to members at the earliest possible time.

Section 5. A quorum for an Executive Board Meeting shall be six (6) voting officers. The President will count for purposes of a quorum.

ARTICLE VI – FINANCE

TFA dues shall be twenty dollars ($20.00) per year from each individual not having an Auxiliary. And thirty dollars ($30.00) per year from each Auxiliary, City or District, which wishes to have a voting delegate at the Annual Business Meeting during Convention.
ARTICLE I – ELECTIONS

Section 1. All officers to be elected shall be nominated from the floor by a voting delegate or Life Member. All nominees must be present at the TFA Annual Business meeting and must be registered for the convention. There shall be one nominating speech for each nominee, and each shall be limited to one minute.

Section 2. Election shall be by secret ballot except when a candidate is nominated, voted on, and elected by acclamation. Officers are elected by a majority vote of delegates present and voting, including voting officers and Life Members, in a ballot election. In a ballot election, if there is a tie after three (3) times, the election shall be determined by drawing of lots.

Section 3. In the event there are no candidates seeking election for any office, then the Executive Board shall fill temporarily by appointment that vacant office until the next regular scheduled elections.

Section 4. All Vice-Presidents elevate to the next higher office each year.

Section 5. The Fourth Vice-President and Sweetheart shall be elected every year to hold office for one year. The Sweetheart shall serve only for two consecutive terms of office. All Sweetheart candidates must be present at the Annual Business Meeting to be nominated.

Section 6. The Secretary and Chaplain shall be elected for a two (2) year term in odd years.

Section 7. The Treasurer, Historian and Parliamentarian shall be elected for a two (2) year term in even years.

Section 8. The Immediate Past President shall serve on the Executive Board the year following her term as President. She shall serve as ex-officio member of the Executive Board with no distinction between her and the other Executive Board members.

Section 9. All elected officers shall constitute the Executive Board except the Sweetheart who serves office in an honorary position.

Section 10. Life Members shall be exempt from the payment of the TFA dues. They shall be Honorary Life members of the Executive Board but may not vote on Executive Board matters except when currently serving as an officer of the Executive Board.

Section 11. All names presented to this Auxiliary for Honorary Life or Honorary Membership shall be referred to a committee of three, appointed by the President for the purpose of approving or disapproving such membership. Such names must be presented to the Executive Board prior
to or at the Executive Board Meeting in January to be eligible at the next regular business meeting. Honorary Life and Honorary Members shall be exempt from the payment of TFA dues.

**Section 12.** An Officer shall hold only one position on the Executive Board at a time.

**Section 13.** The term of office begins at the SFFMA convention, at the first called meeting of the incoming President. The term of office for the outgoing officers will expire immediately prior to this meeting. The length of the term of office is designated in each officer’s duties.

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**ARTICLE II – DUTIES OF OFFICERS**

**Section 1.** It shall be the duty of the **President** to preside over all meetings of the TFA. And to appoint committees when needed and fill temporarily, by appointment, any office that may become vacant with the Executive Board’s approval. She shall replace, by duplication, the TFA President’s badge, should it be misplaced, before her term of office expires. The President is ex-officio on all committees. She shall send a list of current officers to the Secretary of the SFFMA immediately after election. She shall contact the Secretary giving her meeting information. She shall contact the Austin Office or SFFMA President prior to all meetings, except the Annual Business Meeting in June to see what room accommodations are available. Two (2) pictures need to be taken of the President; one (1) given to the Chaplain for TFA Past President’s Book and one (1) to go to the SFFMA office for display. The President shall vote in all ballot elections. When vote is by show of hands, she does not vote except to break a tie vote.

**Section 2.** The **First Vice-President** shall serve as the Chairman of the Ladies’ Pumper Racing Committee. This committee shall be composed of two or more ladies, from two different districts, to assist her with Pumper Team Registration. Her duties shall be to register teams (only those whose Fire Departments have paid dues to SFFMA, and whose Auxiliary or City has paid dues to the TFA for the current year, are eligible), to verify eligibility for each member of each team entering, and to work in conjunction with the appointed SFFMA Racing Chairman, complying with the State Racing Rules. Each team shall have a female representative attend the entire Annual Business Meeting, and all team members must be registered at the State Convention (SFFMA badges). Executive Board may set time and date of registration deadline and change time and date for drawing of places to coincide with SFFMA designated date and time of pumper races. She shall be responsible for securing a judge for the ladies’ six and three person’s races. Notify the SFFMA Ladies’ Racing Chairman so that racing documents may be updated. She shall be responsible for stop watches, gun and vests, which must be checked every year and turned over to the SFFMA’s appointed racing chairman for use during the races. Stopwatches and gun must be returned to her before any awards are made. Stopwatches, vest and gun shall be given to the current Second Vice-President immediately following the convention.

**Section 3.** The **Second Vice-President** shall be Luncheon Committee Chairman, selecting two or more to serve on this committee. She may execute the contract for the luncheon facilities following Executive Board approval at the convention planning conference. The President and/or
Secretary must review the contract for the luncheon before it is signed. She shall have the luncheon information submitted by February 1st to be published in the “Texas Firemen” Info fire March issue. All goody bags will be distributed at the end of the luncheon to keep the tables clear for decorations. She shall obtain the stopwatches, vests and gun from the First Vice-President immediately following the convention. Even though she has been elevated, she is still performing duties of office at the convention.

Section 4. The Third Vice-President shall be in charge of Registration. She shall receive registration cards (noting that they are properly filed out), arrange cards in alphabetical order, and return cards to the Secretary immediately prior to the opening of the Annual Business Meeting. She shall register members and guests. She shall select as many as necessary to assist in registering and seating the voting delegates in a specific group. She shall announce the number of voting delegates, Life Members, and Officers excluding Sweetheart immediately prior to election, and total number of all registered. She shall keep record of attendance during roll call for the purpose of awarding the attendance plaque. She shall verify that all individuals counted are in attendance at the end of the meeting, verify that all are eligible (SFFMA convention registered, and shall be responsible for the purchase of a plaque, conforming in size to prior year’s awards, which she presents to the winner of the Mildred Rude Attendance Trophy (see Article IV, Section 4). The 3rd Vice-President shall be responsible for picking up all officers’ nameplates after each meeting and bring them back to the next meeting. She shall also be responsible for planning and hosting the Past Presidents and Mascots/Sweethearts Reunion.

Section 5. The Fourth Vice-President shall be in charge of Letters of Appreciation. Letters of Appreciation need to be sent within thirty days (30) following the June Convention. She shall have the option of selecting two others to assist her. The letters are sent to the Fire Chief and his host city fire department, the Fire Marshal, President of the host city auxiliary, and other deemed necessary. She shall also serve as Workshop Chairman.

Section 6. The Secretary shall conduct all correspondence and shall read during all meetings, all letters relating to the affairs of the auxiliary. During all meetings, she shall record minutes using full names when possible, call roll, read and give reports of all meetings, and perform any other duties given by the President. She shall have minutes of all Executive Board meetings prepared and mailed and/or emailed to the Executive Board, Committee Chairmen, Life Members and Delegates within 30 days of an Executive Board meeting. She shall send copies of the Annual Business Meeting minutes and Treasurer’s Report to the Executive Board, Committee Chairmen, Life Members and Delegates. These are to be mailed or emailed by September 1st or before the Fall Meeting whichever comes first. She shall be responsible for consolidating information from timed one-minute reports submitted by delegates at the Annual Business Meeting for further distribution and shall file original reports in a binder for reference purposes. She shall prepare delegate packets each year, having them available at the beginning of convention. She shall be responsible for ordering badges for all outgoing officers. She shall obtain racing results from the First Vice-President to be added to the minutes of the Annual Business Meeting. It shall be the responsibility of the Secretary to purchase a President’s Plate for the outgoing President. The plate shall be presented to the outgoing President by the incoming President at the end of the Annual Business Meeting. A convention plate will also be presented to the outgoing Sweetheart at the Annual Business Meeting held in June at the expense of the TFA to be purchased by the
Secretary and presented by the President. She shall have copies of the TFA handbooks to send new auxiliaries upon request. She shall be in charge of communications between TFA and local/district Auxiliaries by providing needed information and materials. She is in charge of certificates, ordering new supplies when needed and shall order and keep a supply of registration cards and other needed items for her office.

Section 7. The Treasurer shall be responsible for the TFA monies. She shall keep a record of those who pay dues along with all other monies received by the TFA. She will also keep a record of all expenditures. She shall deposit monies and pay expenditures in a timely manner. At the Annual Business Meeting and at each Executive Board Meeting she shall give a Treasurer’s report along with sending a copy to the Secretary to be included in the minutes. During convention the Treasurer shall accept money at the TFA booth on Saturday, immediately before and after the Annual Business Meeting and at the Executive Board Meeting on Wednesday. The Treasurer shall issue a receipt for all monies received with cash and checks documented. All checks issued must have a check request and/or invoice. Money received from the Donation Committee shall be deposited and invested by the recommendation and approval of the Executive Board. She shall be responsible for all scholarship funds received and distributed. These funds will be maintained in a separate account from the Auxiliary’s Operating Fund. She shall be responsible for receiving and acknowledging memorial gifts. She shall have her financial records verified twice a year at Planning Conference and Annual Convention. The Treasurer is responsible for the renewal and payment of the bond. She shall supply a copy of the bond to the President. The said bond shall coincide with the expiration of the previous bond, and the TFA will absorb the cost of the bond. Duplicate bank statements shall be sent to the President and/or Accountant upon request. The Treasurer shall have the President, 1st Vice-President and Secretary sign the signature cards to have access to bank account information and monies, in the event the Treasurer should be unable to conduct her duties. All checks require two signatures.

Section 8. The Parliamentarian shall interpret the Rules of Order when called upon, using Roberts Rules of Order Newly Revised, 10th edition. She shall time one-minute reports from each auxiliary and shall be responsible for the bell used in timing the reports. She shall also be Chairman of Election Committee composed of three ladies from three different districts. She shall prepare the ballots for election of officers by secret ballot and read the election rules prior to the election. She shall have envelopes for ballots to be sealed and after completion of the election or balloting on a motion; ballots are to be filed for one month with the Secretary before being destroyed. Upon the announcement from Third Vice-President of the number of voting delegates, officers and Life Members, determine 2/3 votes as needed for Constitution and By-Law changes. She shall be responsible for the bulletin board and stopwatches to be used in the election and reports each year. She shall keep copies of the standing rules and Constitution and By-Laws on hand so that those wishing to run for office may obtain them and know what is expected before they make the commitment. As By-Law Review Committee Chairman she shall select committee members to serve. The duties of the By-Laws committee shall be to review by-laws yearly, and report to the Executive Board when not in proper order, receive and review all recommendations that reflect By-law change. Other than Executive Board recommendations, she shall send copies of all By-law recommendations to Executive Board members in advance and included in the delegate packets. She shall be responsible for placing a notice, each year, by February 1st to be published in the March issue of the “Texas Firemen”/Info fire regarding and
proposed By-law changes submitted, stating that the changes must be submitted in writing, e-mailed, or faxed (if available) by May 1st. By-law changes received by chairman after May 1st of each year shall not be mailed to Executive Board members and will not be mandatory to be included in packets. When a recommendation received by chairman is not in proper order, she shall notify originator if known of recommendation and make suggestions so that By-law changes may be properly presented to the assembly at the Annual Business Meeting. She shall be responsible for providing an updated Constitution and By-Laws as well as the Standing Rules to the Secretary for distribution to the Membership.

Section 9. The Historian shall keep the history of the TFA, using clippings, pictures, programs, etc. She shall report on scrapbook, displaying it at SFFMA Annual Convention, district conventions, and other meetings when attending. The information contained in the book shall reflect the term of office for the current President. The Historian shall present the completed scrapbook to the TFA Immediate Past President at the January planning meeting.

Section 10. The Chaplain shall be the religious advisor of the TFA and shall give the invocation at the opening and the benediction at the close of all meetings. She shall introduce all Past Presidents of the TFA, using a brief ceremony if she chooses, being reimbursed for nominal costs of ceremony and postage fees. Special seating shall be arranged for all Past Presidents at the luncheon. She may conduct a brief memorial service immediately before the election during the Annual Business Meeting. She shall participate in SFFMA Memorial Committee and perform such services as they may request. She shall be in charge of the banner, seeing that it is brought to convention each year. She shall be in charge of keeping silk flowers on hand bringing them to convention for use by SFFMA Memorial Committee (count made by January meeting to allow time to reorder if necessary). She should bring a supply of get-well, sympathy, etc. cards to each meeting.

Section 11. The Sweetheart shall be elected from the daughters of the members of the TFA and shall be between six (6) and sixteen (16) years of age. She shall hold office in an honorary position only and may not vote. If she has a talent, the President may ask her to perform during any portion of the scheduled events for the TFA. The Sweetheart shall be in charge of the American and Texas Flags. Whether absent or present, she shall make arrangements for the flags to be at every meeting.

Section 12. The Immediate Past President shall serve as ex-officio member of the Executive Board. She shall be in charge of calling and otherwise notifying other Executive Board members, committee chairmen, and Life Members of serious illnesses or deaths of Executive Board members and families, committee chairmen and families, Life Members and families, SFFMA board members and families, and others, as she deems necessary. She shall be responsible for the Podium to be used at all TFA meetings. She will be in charge of getting the Past Presidents nameplate engraved and sent to the Fire Museum in Beaumont to be placed on the Perpetual Plaque donated by Trish Anderson, President 2001-2002. The blank plates will be kept in the Past President’s White notebook.
ARTICLE III – STANDING COMMITTEES AND DUTIES

Section 1. Standing Committees for this organization shall be Pumper Races, Luncheon, Registration, Workshops, Communications, Election, Verification of Financial Records, Ways and Means, Convention Special Activities, By-Laws Review, Scholarship, and Donation.

Section 2. Pumper Races, Luncheon, Registration, Workshop, Communications, Election, and By-Law Review are committees assigned to officers and duties shall be as stated in ARTICLE II, DUTIES OF OFFICERS.

Section 3. Verification of Financial Records, Ways and Means, Convention Special Activities, Scholarship, and Donation chairmen are appointed by the President, and announced during the Annual Business Meeting following election.

Section 4. Verification of Financial Records Committee Chairman shall select two or three members from different districts to serve on her committee. The duty of this committee shall be to verify the financial records of the Treasurer’s accounts in January and June and to report at the Annual Business Meeting.

Section 5. Ways and Means Committee Chairman shall select as many members as necessary to serve on her committee. The duties of this committee shall be to carry out fundraising projects for the organization. The chairman shall be responsible for purchasing merchandise and operating the TFA booth at the annual convention when the Executive Board has approved its function, and maintain correct and current inventory list. The chairman will accept consignments from TFA members and departments. These consignments should have a 25% up charge, and be labeled before turning into chairman. The Executive Board shall vote each year whether to allow funds to be placed in a separate bank account and the amount to be allotted. Ways and Means chairman may sell leftover items from previous convention at district conventions or area festivals if she wishes. She shall send monies from sales to the Treasurer. She shall send funds over the allotted amount to the Treasurer. The chairman may suggest projects but may not precede, mail information, or publicize any projects without Executive Board approval. All funds shall be remitted to the Treasurer at the end of each convention with complete written inventory and written financial report. Incoming chairman may not assume duties until outgoing chairman’s records are verified. She shall further follow the detailed list of duties given her at the time of appointment.

Section 6. Convention Special Activities Chairman shall select as many members as necessary to serve on her committee. The duties of this committee shall be to assist the board in obtaining door prizes for annual convention. She may be asked by the President and/or Executive Board to obtain information concerning convention activities if she lives close to the convention city. She may be asked by the President and/or Executive Board to assist with tours, shopping events, etc., should the Executive Board decide to furnish these activities during the convention. The committee shall also be available during convention to assist with TFA functions, work with host city auxiliary (when possible) and the Executive Board in getting door prizes donated.
Section 7. Scholarship Chairman’s committee shall be comprised of a member from each district auxiliary that belongs to the TFA. Each district will select a committee member and an alternate (in the event the committee member cannot fulfill her obligation). This list shall be submitted yearly to the appointed Scholarship Chairman that is announced at the Annual Business Meeting. Duties of this committee shall be to review essays submitted and award scholarship(s) by established guidelines. She shall be responsible for maintaining scholarship applications (mailing, verifying, etc.) She shall put a notice in the “Texas Firemen”/Info fire by August 15th for the October issue and by November 1st for the December issue of each year stating whom to contact for application and who is eligible.

Section 8. Donation Committee Chairman shall select as many members as necessary to serve on her committee. The duties of this committee shall be to assist the Executive Board in obtaining money donations from various sources to be used for the benefit of the TFA. Make recommendations to the Executive Board on ways to invest the donated monies for the TFA and (Auxiliary activities or other programs). Set up a yearly budget. Have a check and balance system for this budget. A form letter shall be used to obtain donations. The Executive Board shall read and approve correspondence before a letter is sent. Donation Committee Chairman will sign the letter of requested donation with the Executive Board approval. The Donation Chairman shall keep a written record, with address of mailed request. This list shall be turned in at the Annual Business Meeting to be kept by the Treasurer and a copy given to the President, and the Secretary. She shall give an annual report at the Annual Business Meeting. All returned correspondence/monies should be mailed or given to the Treasurer to be deposited.

Section 9. Committee Chairmen should be provided written lists of their duties and of a copy of by-laws and standing rules upon appointment. Appointed committee chairmen will not enter into contracts, obligate the TFA financially, or make any policy changes in their committee duties without Executive Board approval. These are nonvoting members on Executive Board matters. The Executive Board should be advised of plans and proposed actions to be undertaken by all committees and their chairmen. Badges for committee chairman shall be furnished by the Executive Board as deemed necessary.

ARTICLE IV – GENERAL RULES

Section 1. Each local or district auxiliary may have two voting delegates at the Annual Business Meeting provided they have paid TFA dues for the current year and meet the membership guidelines in the Constitution, Article III, Section 1. If there are one or more ladies from a town without an organized auxiliary (providing their fire department has paid state dues, and they have paid TFA dues for current year), one may serve as a delegate and will be seated as a voting delegate, having the same privileges. The age limit for voting delegates shall be a minimum of eighteen (18) years of age. The Executive Board (excluding the Sweetheart) and Life Members have the same privileges of a voting delegate. Honorary Life Members may vote only if they are qualified under the provisions of ARTICLE III, SECTION 3 of the Constitution. Voting delegates only shall make all motions and nominations.
Section 2. All registered delegates shall complete and turn in the registration card that is in their delegate packet to the registration committee PRIOR to the beginning of the Annual Business Meeting. NO CARDS WILL BE ACCEPTED AFTER THE OPENING OF THE BUSINESS MEETING – NO EXCEPTIONS. Delegates must be seated in designated section by the opening of the Annual Business Meeting.

Section 3. Two hundred fifty dollars ($250.00) will be allowed the president (or one representing her) each year for expenses incurred while making trips and for telephone calls to plan convention. Amount may be amended at the Annual Business Meeting, by a two-thirds majority vote of those present and voting.

Section 4. Timed one-minute oral reports may be given by one (1) delegate per auxiliary, stating name, town or district, and number in attendance from the group she represents, but a written report must be turned into the Secretary to be placed in a binder. Forms are included in delegate packets.

Section 5. The Rosenberg Auxiliary presented an attendance trophy to the TFA in 1972 in memory of Mildred Rude, who was Chaplain of the TFA when she passed away. This trophy has been retired because of its size, but an award is still given for the most individuals from a town at the Annual Business Meeting. Eligibility for this award shall be derived upon requirements that each individual counted shall have been registered at the SFFMA convention and is wearing a SFFMA convention badge; each shall be present at the first roll call and each shall be in attendance when the final count is made. In the event of a tie, the farthest distance traveled from the town represented to the convention city shall determine the winner. The Third Vice-President will be responsible for having a plaque to be presented to winner, to be retained by them.

Section 6. This constitution and by-laws may be amended at the Annual Business Meeting, by two-thirds majority of those present and voting.

Section 7. The rules contained in Roberts’s Rules of Order, Newly Revised, 10th Edition shall govern the TFA in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the TFA may adopt.

Section 8. Logo or Texas Firemen’s Auxiliary name may not be used for advertisements, publications, and etc. by officers or anyone without the permission of the Executive Board.

Section 9. All members of the Executive Board and Committee Chairmen shall perform duties from beginning of convention through the end of convention, even when officers have been elevated, new officers elected and new committees appointed.

Section 10. Changes in Pumper Race rules shall be presented to the Executive Board by Spring Meeting, prior to the June Annual Business Meeting and be presented to the General Assembly along with any changes that are recommended by the Executive Board.

Section 11. Wording throughout the Constitution and By-Laws as follows:
a. Every time the June meeting is mentioned it will be referred to as the Annual Business Meeting.

b. Every time the Texas Firemen’s Auxiliary is mentioned it will be referred to as TFA.

c. Every time the Board is mentioned it will be referred to as the Executive Board.

Section 12. Spelling, grammar and numbering may be corrected throughout the Constitution and By-Laws.

Section 13. All By-Law changes must be submitted with a signature or contact name along with a phone number.

Section 14. Delegates must meet the criteria for Active Members in order to be a delegate.

Section 15. In the event of Dereliction of Duties, Misrepresentation of the TFA, Misconduct unbecoming of a TFA Officer, TFA Committee Chairperson, or TFA Member disciplinary procedures should be followed as per Robert’s Rules of Order, Newly Revised 10th edition, Chapter XX Section 8.

ARTICLE V – SCHOLARSHIP

Section 1. Daughters and sons of active, retired, or deceased members of the TFA or the SFFMA who meet eligibility requirements may request an application for the scholarship sponsored by the TFA. Applications should be written requests sent to the Scholarship Chairman after November 1 and postmarked no later than January 31. Chairman will release the essay topic to applicant(s) after January 1. Application and essay shall be returned to the Chairman postmarked no later than March 1. The Scholarship Chairman shall forward by email with return receipt requested to each committee member a copy of each essay by April 1. Scored essays shall be returned by email with return receipt requested by May 1. Chairman shall have results by May 10 and notify recipient(s) by May 15.

Section 2. Scholarship committee duties shall be to review essays submitted, rate them from 1 to 10 by established guidelines, and award scholarship(s). TFA President shall vote only in case of a tie. President will abstain if she has a child making application and it will be passed to the Vice President that does not have a child making application. Any member of the committee with a child making application shall abstain from judging that year and an alternate shall be selected. The topic for the essay is to be announced at the January meeting.

Section 3. An account for the scholarship fund shall be established and maintained by the TFA Treasurer. The number of scholarship(s) shall be determined by the scholarship committee based on the funds available in said account with the approval of the Executive Board during the annual convention planning conference. Memorial funds, donations, outside sources, or a
designated project shall be the source of revenue to be used for scholarship purposes. The minimum amount of each scholarship shall be $200.00