

TEXAS MUNICIPAL CLERKS
CERTIFICATION PROGRAM

Major Scholarship Awards Packet





TMCCP

Major Scholarship Awards

PURPOSE OF SCHOLARSHIPS

The purpose of the TMCA major scholarship program is to advance the education, professional development, and job performance of Texas Municipal Clerks by providing financial assistance to the members who are enrolled in the Texas Municipal Clerks Certification or Recertification Program.

Scholarships will be used toward pursuit of the Texas Registered Municipal Clerk Certification or Recertification. Scholarships are also available for eligible Texas Registered Municipal Clerks (TRMCs) who are pursuing a bachelor's or graduate degree in a program of study that directly enhances the recipient's professional job performance.

SCHOLARSHIP SOURCES

Depending on the applicant's intended use of the scholarship—TMCCP or college/university study—the applicant may be granted a scholarship from one of the following sources, chosen by the Scholarship Committee.

1. Dorothy F. Byrd Scholarship

Maximum amount awarded: \$500 each

Intended use: Pursuit of either the Texas Registered Municipal Clerk Certification/Recertification (TRMC) or eligible college/university study

History:

The Dorothy F. Byrd Scholarship was established in 1993 by the members of the Texas Municipal Clerks Association, Inc., to honor Dorothy Byrd, Executive Director of Texas Municipal Clerks Certification Program and Texas Municipal Clerks Association, Inc. Dorothy Byrd served as Director of TMCCP and TMCA, Inc., from 1968 through 1993. Formerly a city secretary and tax collector, City of Andrews, and an Associate Dean of the School of Community Services, University of North Texas, Denton, Director Byrd's achievements included: 1) President of the Association of City Clerks and Secretaries of Texas, 1964-65; 2) the establishment of the Texas Municipal Clerks Certification Program that required four home study courses, four examinations, and eight seminars that provide education and professional development in public administration, public law, municipal finances, supervision, and intense study of the Texas election laws and the Local Government Code; 3) the creation of an eighty-hour recertification course of study that requires completion of three texts and six seminars; 4) the publication and development of revision schedules of the Texas Municipal Clerks Handbook, the Texas Municipal Law and Procedure Manual, the Texas Municipal Election Law Manual, and the TMCA, Inc., Policy Book; 5) passage of HB 2092, May 1985, signed by Texas Governor White, which gives legislative legitimacy to the Texas Municipal Clerks Certification Program and to the office of the municipal clerk.

In 1994 the members of the Texas Municipal Clerks Association, Inc., professional colleagues, and collegiate peers selected Executive Director Dorothy Byrd to receive the First International Institute of Municipal Clerks Institute Director's Award.

In recognition of Dorothy Byrd's exemplary contributions and years of dedicated service to the office of the municipal clerk and to local government, the TMCA, Inc., founded this scholarship to promote the education and professional development of the Texas municipal clerk.

2. Lila Fern Martin Scholarship

Maximum amount awarded: \$1,000.00

Intended use: Eligible college/university study

History:

The Lila Fern Martin Scholarship is so named to honor the 1958-1959 president of the Association of City Clerks and Secretaries of Texas—the predecessor organization of the Texas Municipal Clerks Association, Incorporated. Miss Martin was the city secretary of the City of Abilene as well as the Association President when she suffered a terminal illness.

The Association honored Miss Martin for her contributions and service to her colleagues and profession by establishing the scholarship which bears her name.

*LILA FERN MARTIN
President 1958-1959*

3. Dr. Joyce Snay Scholarship

Maximum amount awarded: \$500.00

Intended use: Pursuit of either the Texas Registered Municipal Clerk Certification/Recertification (TRMC)

History:

The Joyce Snay Scholarship was established in 2008 by the members of the Texas Municipal Clerks Association, Inc., to honor Joyce Snay, Education Director of the Texas Municipal Clerks Certification Program and Texas Municipal Clerks Association, Inc.

4. Susan Rocha Scholarship

Maximum amount awarded: \$500.00

Intended use: Pursuit of the Texas Registered Municipal Clerk Certification (TRMC) or Recertification, including travel to and from approved seminars

History:

The Susan Rocha Scholarship was established in 2011 to honor Susan Rocha's memory and her commitment to education and enthusiasm for the municipal field. Ms. Rocha was a partner with Denton, Navarro, Rocha and Bernal, P.C., and a frequent speaker for the TMCCP Legislative Update Seminar. The scholarship was established by friend and colleague, Alan Bojorquez, Bojorquez Law Firm, PLLC, to be administered by TMCA, Inc.

5. Sandra Watkins Election Law Scholarship

Maximum amount awarded: \$500.00

Intended use: To assist one or more recipients with registration fees and travel expenses to attend a TMCCP Election Law Seminar. Recipient(s) shall be a current TMCA member from a small Texas city/town with a population fewer than 5,000.

6. Legacy Scholarship

Maximum amount awarded: \$500.00

Intended use: Provide financial help to one or more retired city secretaries who are teaching for TMCCP seminars and/or actively working as consultants and who are attending TMCCP seminars in order to keep their TRMC credentials up to date. Not eligible if currently employed in a permanent position with a municipality.

7. Vendor Scholarships

Maximum amount awarded: \$500.00

Intended use: Pursuit of the Texas Registered Municipal Clerk Certification (TRMC) or Recertification, including travel to and from approved seminars

History:

Various donors contribute funds toward Texas Municipal Clerks scholarships in recognition of the mission of TMCA, Inc., and TMCCP, which states, "The Texas Municipal Clerks Association, Inc., and the Texas Municipal Clerks Certification Program are dedicated to providing an educational and professional development program for novice and experienced municipal clerks."

8. MCCi Records Management Scholarships

Maximum amount awarded: \$500.00 in each of three categories

Intended use: Scholarship award funds are to be used for continued or advanced education in a TMCCP program or a TMCA, Inc., approved records management program, i.e., ARMA, Texas State Library, Council of Governments, including travel to and from eligible seminars.

History:

The MCCi Records Management Scholarship was developed in 2006 and the first scholarships awarded in January 2008 for the purpose of recognizing city secretaries/municipal clerks who have established outstanding systems for records management or who have improved existing systems.

SCHOLARSHIP COMMITTEE

The Scholarship Committee which is appointed annually by the President of TMCA, Inc., will consider all applications, deliberate on the factors of eligibility, and designate the scholarship awards for all of one calendar year. To determine scholarship recipients, the Committee shall use the appropriate scoring criteria sheets developed by the executive board and kept on file at the TMCA, Inc., office (scoring criteria forms will be provided to the Committee during the scoring process). The actual presentation of the awards will occur at the Annual TMCA Awards event, held in conjunction with the TMCCP Graduate Institute.

The Committee and Administrative Director receive and review all applications. The deliberations of the Committee and the Administrative Director are confidential. The selection(s) by the Committee is final.

The Committee notifies the TMCA, Inc., President of the named recipient(s) and the amount of the award(s). The President notifies the recipient(s) and confirms his/her attendance at the TMCA Annual Awards event.

The applications and committee papers will be forwarded to the corporate office by the Committee Chair.

SCHOLARSHIP ADMINISTRATION

The Chair of the Scholarship Committee must receive all scholarship applications by June 15 of each year. Applications postmarked, faxed, or emailed after June 15 of the specified year will be returned.

The TMCA, Inc., Treasurer disburses scholarship funds to the recipient(s) on a cost-reimbursement basis not to exceed the amount(s) awarded. The recipient(s) shall be reimbursed for qualifying expenses incurred between January 1 and December 31 of the year following the award of scholarship.

Reimbursable expenses depend upon the scholarship awarded. Each scholarship and eligible expenses are listed below:

Dorothy Byrd Scholarship (for TMCCP certification/recertification or college)

Reimbursable expenses are exclusive to:

TMCCP expenses: cost of enrollment, textbooks, exam fees, and TMCCP seminar registration fees and travel expenses, or

College expenses: credit-hour tuition fees (extension and correspondence courses listed in the institutional catalog that apply to the recipient(s) degree plan are acceptable), building use fees, student service fees, identification card fees, publications fees, union building fees, property damage fees, science laboratory fees, and academic department fees

Lila Fern Martin Scholarship (*for college use only*)

Reimbursable expenses are exclusive to credit-hour tuition fees (extension and correspondence courses listed in the institutional catalog that apply to the recipient(s) degree plan are acceptable); building use fees; student service fees; identification card fees; publications fees; union building fees; property damage fees; science laboratory fees; and academic department fees.

Dr. Joyce Snay Scholarship (*for TMCCP certification/recertification*)

Reimbursable expenses are exclusive to enrollment fees, textbooks, exam fees, and TMCCP seminar registration fees and travel expenses.

Sandra Watkins Election Law Scholarship (*for current TMCA member*)

Reimbursable expenses are exclusive to Election Law Seminar registration fees and travel expenses (must be used within two years of award).

Legacy Scholarships (*for retired city secretaries actively consulting and pursuing recertification*)

Reimbursable expenses are exclusive to TMCCP seminar registration fees and travel expenses.

Vendor Scholarships (*including the MCCi Records Management Scholarship*)

Reimbursable expenses are exclusive to: enrollment fees, textbooks, exam fees, seminar registration fees, and travel to and from approved seminars.

The recipient must submit original, official receipt(s) issued by TMCCP, the college, or the university to receive payment for reimbursable expenses.

ELIGIBLE APPLICANTS

1. General Requirements

Eligible applicants shall be current paid members of TMCA, Inc., and shall have been paid members of TMCA, Inc., for two consecutive years previous to application for the scholarship. Applicants must be actively pursuing certification or recertification in the Texas Municipal Clerks Certification Program. If applicant intends to use a TMCA Major Scholarship for TMCCP certification or recertification, seminars covered by the scholarship must be required seminars needed to complete certification or recertification. Applicants must have already earned the TRMC to be eligible to use the funds for a college degree.

2. Bachelor's Degree Requirements

Applicants pursuing a bachelor's degree must have completed thirty semester credit hours of study in an accredited college or university. Applicants must major in government, business administration, finance, management, or economics. Recipients who do not have a degree plan on file with the institution must provide an official degree plan by the end of the first academic semester for which the scholarship funds are received. Subsequent scholarship funds will not be released by the treasurer until the degree plan is presented to the TMCA, Inc., treasurer.

3. Graduate Degree Requirements

Applicants pursuing a graduate degree must have completed nine semester credit hours of graduate study in an accredited college or university. Applicants must have completed the institutional requirements for admission to Graduate School for a Master of Arts degree or a Master of Science degree in government, public administration, urban government, business administration, management, finance, or economics. Persons admitted to a doctoral program or a law program will have similar requirements.

SELECTION CRITERIA

1. Applicants must meet all of the eligibility requirements.
2. Scholarships will be awarded based on a combination of the applicant's years of municipal service, membership in TMCA, Inc., and progress in the Texas Municipal Clerks Certification/Recertification Program. For those pursuing a college or university degree, points are awarded based on the number of college hours completed.
3. Preference will be given to applicants who have not received a major scholarship award within the last three years.
4. With the exception of the MCCi Records Management Scholarship, preference will be given to 1) city secretaries or municipal clerks; 2) assistant or deputy city secretaries or municipal clerks; and 3) other TMCA, Inc., members. Applicants must be city secretaries/municipal clerks to be eligible for the **MCCi Records Management Scholarship**
5. Members of the current scholarship committee are not eligible to apply for a TMCA Major Scholarship or MCCi Records Management Scholarship

POST AWARD REQUIREMENTS

The scholarship recipient pursuing a bachelor's or graduate degree must complete the same college or university semester credit hours for which the scholarship funds were reimbursed.

The recipients studying for a bachelor's degree must maintain at least a "C+" grade point average.

The recipient studying for an advanced degree must maintain at least a "B" grade point average.



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.

1155 Union Circle #305067, Denton, Texas 76203-5017 | 940-565-3488 | municlerks.unt.edu

Application for TMCA Major Scholarship Award

APPLICANT'S NAME _____

TITLE _____

CITY OF _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE _____

EMAIL _____

MUNICIPAL POSITIONS HELD	CITY/ORGANIZATION	FROM MM/YYYY	TO MM/YYYY
City Secretary/Clerk	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Dep./Asst. City Sec./Clerk	_____	_____	_____
	_____	_____	_____
Other TMCA Member	_____	_____	_____
	_____	_____	_____

Have you been awarded a TMCA Major Scholarship in the past? Yes No

If so, what year? _____

What scholarship? _____

PROFESSIONAL INFORMATION:

Currently a paid member of TMCA, Inc.? <input type="checkbox"/> Yes <input type="checkbox"/> No	Currently enrolled in Certification/Recertification? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of years a member of TMCA, Inc.? _____	Currently a Texas Registered Municipal Clerk? <input type="checkbox"/> Yes <input type="checkbox"/> No

Date of certification: _____ Date(s) of recertification: _____

INTENDED USE OF SCHOLARSHIP: *(Designate one)*

1) TMCCP

2) College/University

► PLEASE ENCLOSE RESUME

EDUCATIONAL INFORMATION:

TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

Year enrolled in TMCCP _____

(Certification Program Enrollees)

Number of course(s) completed _____

(one course =

4 modules homework, 1 exam, 2 required seminars)

(Recertification Enrollees)

Number of education points accumulated _____

Number of required seminars completed _____

Expected Certification or Recertification date _____

▶ PLEASE ENCLOSE A TMCCP TRANSCRIPT

(Complete the following section **ONLY** if scholarship is to be used for college.)

NOTE: Applicant must have already obtained the TRMC to be eligible to use scholarship funds for college.

COLLEGE OR UNIVERSITY

Name of Institution _____

Department/School/College _____

Major _____ Minor _____

Year enrolled _____ Number of hours earned (minimum of 30 required) _____

Current grade point average _____ Expected graduation date _____

Degree plan filed with the institution? Yes No (▶ *If yes, please attach a copy.*)

▶ **PLEASE ENCLOSE A RESUME AND OFFICIAL TRANSCRIPT FROM EACH COLLEGE ATTENDED**

APPLICANT PLEASE READ AND SIGN:

I have read and understand the eligibility requirements for application for a scholarship. I understand and shall comply with the post award requirements of the scholarship. I attest that the above statements contained in this document are true and correct.

Signature

Date

SUBMIT COMPLETED APPLICATION TO SCHOLARSHIP COMMITTEE CHAIR: municlerks@unt.edu

Application must be received by JUNE 15.