

Policy Guidelines for the JEXCA NA Inc. SCHOLARSHIP PROGRAM



1. DEFINITIONS

1.1. Scholarship Program:

A charitable program of the JEXCA NA, Inc., a registered tax exempt US IRS exempt 501(c)3 non-profit. The goal of this program is to provide financial and material help to deserving underprivileged students in Bangladesh in order for them to achieve their educational aspirations. The formal name of this program to be used in English language materials is “JEXCA NA Scholarship Program”, hereinafter referred to as the Scholarship Program. An appropriate brand name in Bangla that connects the program to the JEXCA community will be determined by the first committee.

The program will be managed under the purview of the JEXCA NA, Inc. until the success of the program spreads beyond North America, at which time JEXCA NA, Inc. may decide to participate in a broader scholarship program of the global JEXCA community.

1.2. Program Committee:

A special committee - called the Scholarship Program Committee (hereinafter referred as the Committee) - formed and operates as laid out in the COMMITTEE section below will oversee and execute ongoing operation of the Scholarship Program.

1.3. Program Beneficiaries:

Program beneficiaries (hereinafter referred as the ‘beneficiaries’) are those underprivileged students living in Bangladesh who will be selected by the Committee to receive financial and/or material benefits from the Scholarship Program in order to achieve their educational goals. Beneficiaries will be selected as per the rules established in the BENEFICIARIES section below.

1.4. Program Partners:

The Committee will identify and maintain partnerships with one or more non-profit organizations in the USA and/or Bangladesh in order to execute

ongoing activities of the Scholarship Program in Bangladesh. Those organizations will be known as the Program Partners (hereinafter referred to as Partners) and will be selected as per the rules set in the section PARTNERS below.

2. SCHOLARSHIP PROGRAM OBJECTIVES

This program will operate to fulfill the following objectives:

Objective 1: Raise and allocate appropriate funding for selected students so that those students can fulfill their stated educational goals.

Objective 2: Implement transparent and smooth fund distribution protocols through partners in order to ensure uninterrupted support for all beneficiaries.

Objective 3: Monitor students' achievements and learning progress and provide timely mentoring and other interventions as needed.

3. COMMITTEE

Membership: The Scholarship Program Committee shall be formed with five members. One of these members shall be a member of the JEXCA NA, Inc. Executive Committee, hereinafter referred as the EC. Other four members shall be selected from the JEXCA North America community. Committee members will select one of the members as the chairperson who will preside over all committee meetings. Committee members shall serve their terms voluntarily and shall not receive any financial benefit for their service. Each member will have single and equal voting rights.

All five members of the first committee will be appointed by the EC through solicitation of interest. Subsequent committee vacancies, except the one from the EC, will be proposed by the committee members and approved by the EC.

Term of Membership and Replacement: Except for the EC representative, members of the committee will serve for a period of three (3) years from the date of appointment which shall be considered as one term. A non-EC committee member can serve up to two consecutive terms. The EC representative of the committee will be appointed and replaced by the EC

and will not serve any specific term.

If a member is unable to serve the full term, he may step down after providing a 30-day advance notice. The departing member may nominate a replacement which may be considered with other potential candidates by the rest of the committee members. A replacement shall be identified through inputs from the EC and submitted to the EC. The EC shall approve and appoint the replacement member for the remainder of the outgoing member's term. The replacement term shall be considered as a full term if the appointment is for more than 2 years. If served for a partial term as a replacement, the members shall have the option to serve for two more full terms.

Roles and Responsibilities: The committee will be responsible for planning and execution of the scholarship program as per the guidelines laid out in this document including but not limited to raising funds, preparing budget, selecting beneficiaries, developing and maintaining relationships with partners, monitoring and maintaining student performances, recordkeeping, and reporting to the EC.

The Committee will maintain all documents digitally online at a location provided by the EC and share with appropriate parties. Committee will define the operational decision making processes and make all operational decisions for the program.

Committee will decide when and how to conduct its business meetings. Meetings must have at least 60% members present to constitute a quorum. Committee will maintain records for all meeting agendas and minutes. Committee chairperson will preside over the meetings. In the absence of the chairperson, other members of the committee will select one member to preside over the meeting.

Committee shall submit to the EC a mid-year and an annual report that will include, at a minimum, progress of each beneficiary, partner relationship, and funding status.

Dissolution: In the event the committee is unable to continue the scholarship

program for any reason, the EC shall decide the course of action including the reformation or dissolution of the committee or discontinuation of the program. In case of discontinuation of the program, the EC will decide on what to do with any unspent funds already allocated to the scholarship program.

4. BENEFICIARIES

The beneficiaries of the scholarship program will be, in general, underprivileged students in Bangladesh seeking primary, secondary, or higher secondary level education (grades up to and including twelve). In exceptional circumstances the committee may consider students' requests at level of education beyond higher secondary.

While the committee will have the full control of selecting students as beneficiaries of the scholarship program, the selection process shall satisfy all of the following criteria:

1. The student must be enrolled in non-religious primary, secondary, or higher secondary curriculum as defined by the Government of Bangladesh.
2. The student must be from a financially disadvantaged family.
3. The student name shall be proposed by a JEXCA NA, Inc. member through an online form maintained by the committee and shared through the JEXCA NA, Inc. website at <https://jexcana.org>. The online form must collect information about the proposer's donation amount (if any) to the program and relationship with the proposed student(s). This will help ensure that there is no conflict of interest when the proposer is also a donor to the program. Donors can directly donate to the scholarship fund but cannot direct any fund distribution to any specific students of their choice.
4. Proposed students must be vetted for disadvantaged family financial condition and accuracy of information provided.

Based on monitoring reports and available funding, the Committee shall decide for each beneficiary on a quarterly basis whether to or not to continue

funding.

Students identified before this program is officially launched and funded by private donations from a group of JEXCA NA members will be grandfathered into the program with the understanding that those students will be vetted and evaluated by the committee as per the rules set in this guidelines as soon as possible in order to decide on future funding under this program.

5. PARTNERS

Execution of the Scholarship Program will be carried out with help from organizations with operational capacity in Bangladesh. Appropriate Partners will be identified and selected by the Committee, and approved by the EC. EC approval is necessary to ensure that all regulatory and logistical requirements can be fulfilled by the selected Partner.

In the process of identifying and selecting Partners, the Committee will consider the following:

1. The organization must be aligned in principle with the objectives of the Scholarship Program.
2. The organization must be a registered non-profit in Bangladesh, preferably specializing in the education of the underprivileged.
3. The organization must have operational capacity at relevant localities in Bangladesh with respect to rendering help as required by the Committee and EC. At a minimum, a Partner must be able to receive foreign funds in Bangladesh, and disbursing those funds appropriately as requested by the Committee.

The Committee shall maintain all communication with Partners and provide necessary support to maintain a level of service provided to the beneficiaries. If a Partner is unable to maintain the expected level of service, the Committee will find a replacement Partner as soon as possible so that the beneficiaries are able to receive the benefits without disruption.

The Committee will develop an agreement that each Partner must sign.

6. PROGRAM FUNDING AND DISBURSEMENT

For each calendar year, the Committee will place a yearly budget for the Scholarship Program to the EC. The Committee and the EC will jointly decide on a final draft of the budget and the EC will approve the budget. The budget will identify scholarship amounts and administrative costs to be incurred by both JEXCA NA Inc. and Scholarship Program Partners. If necessary, the budget can be amended during the year with the EC approval. Once a budget is approved, the Committee will submit a fund disbursement plan to EC. With EC approval of the disbursement plan, the JEXCA NA Inc. Treasurer will execute the fund disbursement plan.

The EC and the Committee will jointly promote and solicit donations for the Scholarship Program. Anyone will be able to donate to the Scholarship Program. The Committee, with necessary support from the JEXCA NA Inc. Treasurer, will maintain a record of all revenues and expenses - both scholarship amounts and administrative costs - of the Scholarship Program. All directed donations for the Scholarship Program shall be spent for the sole purpose of that program, except those unspent program funds if and when the program is discontinued.

During the budget negotiation, the EC may allocate funds from the JEXCA NA Inc. general charitable funds to supplement the Scholarship Program budget gaps upon request from the Committee. The Scholarship Committee must make all efforts to balance the budget between revenues collected for the program and expected expenses. This means that the budget for the upcoming year should not exceed the program revenue collected for the current year. Any expansion of the program must be approved by the EC. No part of the donation can be used for the benefit of any committee member or the EC.

The Committee shall decide on the monthly stipend amount for each beneficiary. The frequency and method of stipend distribution will be worked out between the Committee and the Partner involved.