



**The Materials
Information Society**

Houston Chapter

CHARLES F. LEWIS MEMORIAL FUND TRUST DOCUMENT

REQUIREMENTS AND GUIDELINES




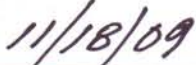
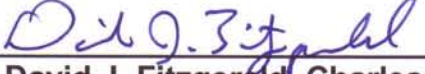
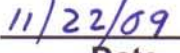
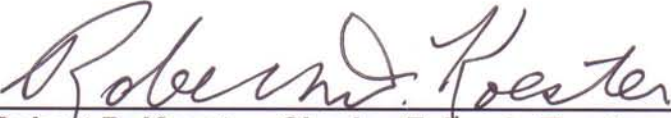
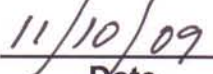
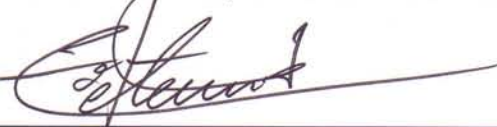
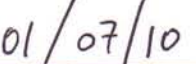


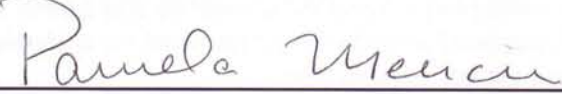
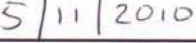
November 3, 2009 Revision

* Reference is made to the *Charles F. Lewis Historical Document* as the basis for this *Trust Document*. The *Historical Document* should be consulted on questions of intent where understanding and clarification is required.

PREFACE

ASM International – Houston Chapter
Charles F. Lewis Memorial Fund Trust Document

On November 27, 1990, the ASM International Houston Chapter Executive Committee approved the original Trust Document. See Revision Appendix in the *Historical Document* for the copy of the original signatures to this document plus the original version of pages 8 and 10. On November 3, 2009, the Executive Committee approved the revisions on pages 4, 8, 11, 12, and 13.

 _____ Diane Nielsen, Chair, ASM-I, Houston Chapter	 _____ Date
 _____ Michael D. Andrus, Charles F. Lewis Trustee	 _____ Date
 _____ David J. Fitzgerald, Charles F. Lewis Trustee	 _____ Date
 _____ Robert D. Koester, Charles F. Lewis Trustee	 _____ Date
 _____ Jean-Marc Tetevuide, Chair, Student Affairs Committee	 _____ Date
 _____ Febin Skaria, Chair, Student Affairs Committee	 _____ Date
 _____ Pam Mencin, Chair, Student Affairs Committee	 _____ Date

ASM INTERNATIONAL – HOUSTON CHAPTER

CHARLES F. LEWIS MEMORIAL FUND TRUST DOCUMENT

REQUIREMENTS AND GUIDELINES

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I. PURPOSE OF MEMORIAL FUND

The Charles F. Lewis Memorial Fund was established in remembrance of Charles Finley Lewis. Since he believed so strongly in education, it is only fitting that a Memorial Fund be established bearing his name. This Memorial Fund will be used to provide scholarships to students pursuing an education in Metallurgical Engineering, Materials Science, and metal-related fields.

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II. MEMORIAL FUND MAINTENANCE AND CONTRIBUTIONS

The Charles F. Lewis Memorial Fund will be financially maintained as follows:

- * **Credit the account with interest earned on the principal.**
- * **A percentage of the net Sustaining Membership proceeds to the Chapter are to be credited to the fund, the amount of which is to be established annually by the Executive Committee.**
- * **A percentage of the net income from the Chapter's educational courses are to be credited to the fund, the amount of which is to be established annually by the Executive Committee.**
- * **The net income from specifically-named Chapter activities as designated by the Executive Committee such as the Houston Materials Conference.**
- * **Individual and company contributions designated for the fund.**
- * **Forfeitures and unused funds returned to the treasurer and approved by the Executive Committee to be placed in the Memorial Fund.**

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III. MEMORIAL FUND MANAGEMENT

To comply with the IRS “not-for-profit organization classification 501C3” status and to permit tax deductible contributions by both individuals and organizations, the Charles F. Lewis Memorial Fund account must be totally separate from the general operating and savings account of the Houston Chapter. A separate monthly and annual accounting report must be prepared by the Houston Chapter treasurer. The fund will be kept in federally insured interest earning account(s) selected to maximize earnings while permitting the necessary deposits and withdrawals.

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IV. CHARLES F. LEWIS MEMORIAL FUND TRUSTEES

To further comply with IRS regulations, a separate Board of Trustees must be designated to oversee the fund and approve all expenditures. This board must meet at least annually¹ to review all fund records and verify in writing that they are in order. The board is made up of three Past Chairs of the Houston Chapter. The current Chapter Chair is an ex officio trustee.

The initial Board of Trustees² as of 1990 was the following:

James D. Blanchard (six-year term)

Joe. B. Marx, Chairman (four-year term)

Obert L. Nordin, Secretary (two-year term)

Note 1: These meetings and their verification may be accomplished electronically.

Note 2: Houston Chapter Chair appoints or reappoints a past Trustee every two years for a six-year term. The Executive Committee approves the appointment.

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V. AMOUNT OF SCHOLARSHIPS

The amount designated for scholarships is to be established by the Student Affairs Committee and approved by the Board of Trustees and the Executive Committee.

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VI. NUMBER OF SCHOLARSHIPS PER YEAR

There shall be neither a minimum nor a maximum number of scholarships awarded each year. This is to say if there are no acceptable recipients, the Chapter is not obligated to make an award in a given year. However, if there are several equal candidates and funds permit, then more than one scholarship may be given.

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VII. SUPERVISION OF THE AWARDING OF SCHOLARSHIPS

The Student Affairs Committee is responsible for publicizing scholarships to the qualified schools, distribution of application forms and selection of the recipients for the approval of the Executive Committee and a majority of the Board of Trustees.

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VIII. SCHOLARSHIP DISTRIBUTION

The designated scholarship recipient shall be given the amount of the scholarship prior to the start of school year or term for which the scholarship is awarded. After the number of scholarships and amounts of each scholarship are approved, the amount of funds required is transferred from the Charles F. Lewis Memorial Trust Fund to the Houston Chapter treasury. The Houston Chapter Treasurer, upon request from the Student Affairs Committee, issues checks in the appropriate amounts to each of the approved recipients. The Student Affairs Committee forwards the check to each of the recipients.

See Section IX for information about the forfeiture of scholarship funds. The Student Affairs Committee and Charles F. Lewis Trustees can make a recommendation to ASM International – Houston Chapter's Executive Committee to approve a different university than the one approved initially for a recipient as long as other criteria of this document are still met.

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IX. FORFEITURE OF SCHOLARSHIP

The recipient will forfeit the scholarship if:

- 1. The student changes the major field of study outside the scope of this scholarship.**
- 2. The student drops out of school for more than one semester.**
- 3. The student fails to maintain a passing grade.**

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X. ELIGIBILITY FOR SCHOLARSHIPS APPLICATION

- 1. The candidate for the scholarship must be enrolled in the college of engineering or science. He or she shall have a major or minor in metallurgy or materials science or shall show a very active interest in the field of materials science.**
- 2. The scholarship(s) shall be given in the student's third and/or fourth undergraduate year.**
- 3. The scholarship(s) shall be limited to families of members of the Houston Chapter, ASM International, or Texas residents attending eligible schools with a college of engineering or science.**
- 4. The candidate must have a passing grade point average.**
- 5. The candidate must be citizen of the United States of America.**
- 6. The need for financial assistance may be a factor in the selection of a candidate. Therefore, the financial status of applicants should be determined including place of employment, number of hours candidate works per week, additional scholarships the candidate may be receiving and the percent of college expenses earned by applicant.**

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XI. TIMING OF APPLICATION CYCLE

Applications are to be distributed by the Student Affairs Committee as early as possible at the start of each year. The potential applicants receiving these applications will be applying for scholarships in the following Houston Chapter year. Every attempt should be made by the Student Affairs Committee to receive applications in time so that the Charles F. Lewis Board of Trustees can review those eligible for Charles F. Lewis Scholarships prior to approval by the Executive Committee.

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XII. SCHOLARSHIP APPROVAL, ANNOUNCEMENT, AND PRESENTATION

The Student Affairs Committee should attempt to present the proposed Charles F. Lewis scholarship recipients to Board of Trustees and the Executive Committee prior to the May Executive Committee meeting. The approved applicants are to be notified of their being scholarship recipients and invited to a Houston Chapter monthly technical meeting for recognition.

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XIII. ELIGIBLE SCHOOLS

The following schools and their students are eligible for scholarship consideration:

Lamar University

Texas Southern University

Prairie View A & M

University of Houston

Rice University

University of Texas

Texas A & M

University of Texas, El Paso

LeTourneau University

The Student Affairs Committee may present other universities having a college of engineering or science to the Executive Committee and Trustees for consideration.