

**Emmett R. Williams Memorial  
Scholarship Program**  
*(Revised March 2005)*

**Purpose**

To establish guidelines for the nomination and selection of recipients of the Emmett R. Williams Memorial Scholarship.

**Policy**

In keeping with Emmett Williams' long standing practice of assisting deserving and qualified "new-comers" in the field of traffic accident reconstruction, T.A.A.R.S. established the Emmett R. Williams Memorial Scholarship Fund.

The organization will provide tuition reimbursement for two qualified persons per year to attend a recognized and approved Traffic Accident (or Collision) Reconstruction Course.

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**Procedure**

- **Qualifications**
  - Nominees must have completed an Advanced Collision Investigation, or its equivalent.
  - Nominees should have demonstrated the ability and desire to advance his/her knowledge of Accident Reconstruction through continued personal study and practical experience.
- **Nominations**
  - Nominations may only be made by a Charter or Regular Member who is in good standing.
  - A Charter or Regular Member may nominate more than one person per year.
  - Nominations must be made in writing and must include a letter of recommendation detailing the reasons for the nomination and evidence of the nominee's qualifications.
  - Nominations may be made at any time, but must be received by the Selection Committee no later than fourteen (14) days prior to the Annual Meeting in which it is to be considered.
  - Nominations may be submitted directly to the Chairman of the Selection Committee or to the Secretary, who will forward them to the Chairman of the Selection Committee.
  - Nominations must be made yearly and will not be carried forward from year to year.
- **Selection Committee**
  - The Scholarship Selection Committee shall consist of four (4) Charter and/or Regular Members.
    - The Chairman shall be a member of the Board of Governors and shall be appointed by the President with the approval of the Board, and
    - Three (3) Charter and/or Regular Members shall be appointed by the Chairman, with the President's approval.
  - Three (3) members of the committee, the Chairman and two (2) members, are required for a quorum.
- **Selection Process**
  - Prior to the Annual Meeting, the Selection Committee shall review all nominations and establish a pool of names of persons deemed to be qualified on the basis of the recommendation letters.
  - At the Annual Meeting, a random drawing from the qualified nominees shall take place to determine the two (2) individuals who will receive the scholarships. Two (2) additional names shall be drawn as first and second alternate in the event either or both winners are unable to attend within the allotted time period.
  - The Chairman of the Selection Committee shall notify the Secretary of the names and addresses of the recipients of the award. The Secretary shall notify each recipient and attempt to verify whether the recipient is willing and able to accept the award and attend the course within the specified time period.

- The recipients may choose to attend any Reconstruction Course approved by the T.A.A.R.S. Board of Directors during the allotted time period and shall notify the Secretary of the date and location of the course chosen to attend.
- In the event either recipient is unable to accept the scholarship, it will be offered to the first alternate and then the second alternate.
- **General Rules**
  - Scholarship winners must attend the approved Traffic Accident Reconstruction Course within the portion of the calendar year following the T.A.A.R.S.' Annual Meeting at which their name was selected and the following calendar year.
  - In the event a winner fails to attend a course within the allotted time period and they also fail to notify the Secretary of their inability to attend in sufficient time for the Secretary to notify an alternate, no scholarship will be offered to either alternate.
  - Until such time that sufficient money may be obtained and set aside to make the fund self-sufficient, money for the scholarship winner's tuitions shall be taken from T.A.A.R.S.' general operating account.