

**ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES
LEGAL**

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Scholarships

International Scholarship Fund

The International Scholarship Fund is the Association's legal document and guideline for awarding monies for attendance at AWWMI conferences or other purposes deemed appropriate by the AWWMI Executive Committee.

NOTE: The cost for Chapter and International Board members to attend AWWMI conferences should be set aside as a budget line item and not be drawn from International Scholarship Funds. However, if insufficient funds have been budgeted, and there is money available in the International Scholarship Fund, it is appropriate to apply for use of these funds to attend a conference.

Monies are collected from individual, Chapter and corporate donations. Donations to the International Scholarship Fund are NOT tax-deductible.

Monies are held in a restricted fund listed on the AWWMI Balance Sheet. The balance in the fund is also reported to the Association in the International Secretary's report.

Requirements

1. International Scholarship monies are available to applicants who are AWWMI members in good standing for at least one year (defined as dues paid for the previous year and current year). An exception to this requirement may be made by a vote of the International ~~Executive Committee-Officers~~ (President, Vice President, Treasurer, Secretary, and Past President).
2. Scholarship recipients should remain an AWWMI member for one year after receiving the award, or they may be asked to repay the monies to AWWMI.
3. ~~When airfare is required for travel to meetings or conferences, every attempt should be made to secure the lowest coach fare rate possible.~~
4. ~~Completed scholarship applications must be received a minimum of four (4) weeks prior to meeting/conference registration deadline. by the following deadlines:- Applications received beyond this deadline will be considered on an individual basis.~~
 - ~~a.) Non-Board Members: prior to conference registration~~
 - ~~b.) Board Members: a minimum of four (4) weeks prior to meeting/conference registration~~
5. Applications should be submitted to International Headquarters and the International Secretary, who will see if funds are available. ~~If there are insufficient funds to meet the request, the International Secretary will approach the Chapters and Regions to inquire about donations or other assistance.~~

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Opportunities

1. AWWMI Conferences – As offered by the Association. All Conference related expenses (such as registration, hotel and travel) will be reimbursed directly to the applicant upon receipt of ~~an~~ a completed AWWMI Expense Form and proof of payment (due within 15 days of event).
2. Members are limited to receiving funds to once per calendar year. However, if sufficient funds are available, this restriction may be waived pending a vote by the International ~~Executive Committee Officers~~.
3. Funds will be provided to the financial extent that the International Scholarship Fund permits.
4. In the case of multiple ~~non-board member~~ applications, approvals will be based on ~~(in the following order):~~ the sole discretion of the International Executive Committee Officers.
 - a.) ~~First come, first serve (per envelope postmark or email date)~~
 - b.) Length of AWWMI membership
5. Board Members that have previously received scholarship funds will only be considered after other non-board member and first-time board member applicants are awarded and if sufficient funds are available.
6. In the event that board member requests are in excess of funds available, the International ~~Executive Committee Officers~~ may choose to award a portion of funds requested and would approach other chapters for their assistance in donating to the fund in order to cover a portion of or the remaining balance of requests. If the ~~Committee Officers~~ receives multiple applications and must select the recipient(s), but deny others due to insufficient funds, approvals would then be made based on ~~the following:~~ review by the International Officers.
 - a.) ~~First come, first serve (per envelope postmark or email date)~~

Notification

1. Applicants will be notified two weeks prior to registration deadline.
2. In the event of insufficient funds, the applicant's request will be denied with a letter from the International Secretary.
3. Applicants must follow the letter's instructions to obtain reimbursement from Headquarters.

Guidelines

1. The International ~~Executive Committee Officers~~ may consider certain criteria when approving non-board member applications. This criteria is as follows, but not limited to:
 - a.) Length of AWWMI membership
 - b.) Applicant previously awarded International Scholarship funds within same calendar year