

GUELPH WOMEN IN NETWORKING
BY-LAW #2:
SCHOLARSHIP

PART ONE

1 Guelph Women in Networking shall maintain a scholarship fund, offering a \$1,000.00 scholarship to one female college or university student each year.

2 The scholarship fund shall be administered by the Scholarship Committee. The Scholarship Committee shall be chaired by the Vice-President. Should the Vice-President become unavailable due to unforeseen circumstances, a temporary alternate chair shall be selected by the Executive Committee.

3 The purpose of the scholarship is:

- (a) to promote the next generation of women in business and the professions;
- (b) to acknowledge women who strive for excellence, show responsibility and leadership, and are involved in their local and scholastic community; and
- (c) to promote the mission and purpose of GWIN.

Amendments

4 An amendment of this by-law may be effected in accordance with the following:

- 4.1 If the amendment affects Part One of the By-Law, such amendment may be made only by a majority vote of the general membership, in accordance with the rules for amending the Constitution.
- 4.2 If the amendment affects Part Two of the By-Law, such amendment may be made only by a two-third majority vote of the Executive Committee, or alternatively in accordance with paragraph 4.1 hereof.
- 4.3 If the amendment affects Part Three of the By-Law, such amendment may be made by a simple majority vote of the Executive Committee, or alternatively in accordance with paragraphs 4.1 or 4.2 hereof.

PART TWO

Administration of the Scholarship

5 The Vice-President shall form a Scholarship Committee of a minimum of three (3) members, which may include General Members or Executive Members. The Scholarship Committee shall be responsible for the selection of the successful candidate for the scholarship.

6 The Treasurer shall maintain an account, separate and distinct from the General Fund, or any other funds which may be in existence, known as the Scholarship Fund. The Treasurer shall maintain separate records for the Scholarship Fund, and ensure that any income or growth generated by the Scholarship Fund is accounted for and maintained in that Fund.

Non-Third Party Candidates

7 A candidate shall not be considered ineligible on the basis only of being related to a General Member or Executive Member, or because she has been employed by, or is currently employed by a General Member or Executive Member.

8 No member, either a General Member or an Executive Member, may sit on the Scholarship Committee when a candidate has applied for the scholarship who is a familial relation to the Member, or who has been in an employer/employee relationship with a candidate. In such circumstances, the Member must resign from the Scholarship Committee.

9 Should a Member fail to resign, as set out in paragraph 8, any or all of the following may occur:

9.1 The Member may be expelled from GWIN.

9.2 The candidate may be deemed ineligible to receive the scholarship. Such determination may be made at any time up to the presentation ceremony at the October general meeting.

10 If a member is required to resign from the Scholarship Committee, as a result of paragraph 8, and the Scholarship Committee is reduced to less than three (3) committee members, the Chair of the Scholarship Committee shall obtain a new committee member. If the Scholarship Committee is not reduced to less than three (3) committee members, the Chair may seek a new committee member in her sole discretion.

PART THREE

Eligibility Requirements

11 The eligibility requirements to be considered as a candidate for the scholarship are as follows:

11.1 The candidate must be female;

11.2 The candidate must be a full-time college or university student;

11.3 The candidate must be in a program of study over thirty (30) weeks in duration;

11.4 The candidate must be enrolled in her first (1st) year of studies or have completed at least one (1) year of studies;

- 11.5 The candidate must be a permanent resident of Wellington County, or registered at a College or University in Wellington County;
- 11.6 The candidate must fully complete the submission requirements; and
- 11.7 The candidate must attend the presentation ceremony at the October General Meeting.

Submission Requirements

- 12 The submission requirements for the scholarship are as follows:
 - 12.1 The candidate must submit an Application Form, completed in full and signed;
 - 12.2 The candidate must submit two (2) letters of recommendation, which may include, but are not limited to academic, employer or community service organization sources.
 - 12.3 The candidate must submit responses, to a maximum of three (3) pages, to the following questions:
 - 12.3.1 What are you planning to do upon graduation?
 - 12.3.2 What activities have you participated in (either inside or outside of school), that have helped you reach your personal and professional goals? Please include information about volunteer work and other extracurricular activities.
 - 12.3.3 How will you advocate, promote, or enhance the success of women through your business, personal or professional development.
 - 12.4 If the candidate is enrolled in, or currently attending, her first year of study, she must submit her secondary school transcript(s) (good quality photocopies are acceptable). The candidate must also submit transcripts from all of the post-secondary institutions they have attended (good quality photocopies are acceptable). The transcript from her current post-secondary institution must be current as of February 1st of the current school year and must verify the following:
 - 12.4.1 Current program of study;
 - 12.4.2 Length of course;
 - 12.4.3 Percentage of the course completed;
 - 12.4.4 Full-time student status;
 - 12.5 The candidate must submit a current resume or *curriculum vitae*.

Application Form

- 13 The format and content of the Application Form may be decided upon by the Scholarship Committee.

Timelines

14 All submissions must be received by, or post-marked for, April 15th to be considered for the October scholarship presentation.

15 The Scholarship Committee shall select the successful candidate, and notify the successful candidate of same, on or before June 1st.

16 The formal introduction of the successful candidate to the general membership, and the presentation ceremony of the scholarship, shall occur at the October General Meeting. The successful candidate must attend the presentation ceremony to receive the scholarship.

17 All applications shall be kept for a minimum of six (6) months and a maximum of twelve (12) months. Interested candidates must submit a new Application, and comply with all submission requirements, each year that they wish to be considered for the scholarship.

Ineligible Candidate

18 Should a successful candidate become ineligible, or should the Scholarship Committee become aware of ineligibility, after the successful candidate is notified but prior to the presentation ceremony, the scholarship shall not be presented to the ineligible candidate. In such circumstances, the Scholarship Committee shall determine whether to select an alternate candidate to receive the scholarship or to forego the presentation of the scholarship in that year.