

Ruth Armel Scholarship Chairman and Committee

September 2016

Section 7A

Bylaws: Article VIII, Section 1

The special appointed officers shall be Ruth Armel Scholarship Chairman, ... appointed by the LWML district President.

She shall:

- A. serve a term of four (4) years, or until her successor is appointed, and be eligible for reappointment;
- B. be voting member of the LWML district Board of Directors.

Section 2

The standing committees of the district LWML shall be . . . Ruth Armel Scholarship,

- A. The Standing Committee members shall serve a term of four (4) years or until their successors are appointed.
- B. Committee meetings may be called by the chairman in cooperation with her assigned coordinator on the LWML district Executive Committee.
- C. The chairman of each standing committee shall keep notes and operational material pertinent to the responsibilities of the committee and forward them to her successor; maintain officer guidelines.
- D (10) **RUTH ARMEL SCHOLARSHIP COMMITTEE**
The Ruth Armel Scholarship Committee consisting of the chairman and two (2) members shall:
 - (a) publicize information concerning the scholarship in the LWML Indiana District *Good News* and on the website: lwmlindiana.org;
 - (b) provide application forms to zones and societies;
 - (c) receive and review the application forms and select the recipients;
 - (d) inform scholarship recipients of their acceptance in the program;
 - (e) coordinate payment with the lodging facility;
 - (f) present a report to each meeting of the LWML district Board of Directors and LWML district convention.

Standing Rules:

1. The mileage allowance shall be \$0.30 per mile, effective 04/01/02. (2/23/02)
9. The district shall pay lodging for district LWML Board of Directors and committee members on the basis of four (4) per room for district conventions. The deadline for submitting vouchers shall be 10 days from close of convention. Waivers shall be determined by the Executive Committee. (9-20-2014)
17. LWML Indiana District members and husbands who use their personal vehicles when transporting LWML guests and speakers must possess a valid driver's license, drive a licensed and insured vehicle, be covered with appropriate liability and personal injury insurance, and have no history of accidents or serious moving violations over the past three years. (3-13-2015)
18. Any expenditure over \$100 within the LWML Indiana District requires approval by the EC prior to purchase. The request should be submitted to their overseeing officer for approval by the EC. (11-17-2015)

Meetings:

1. Attend District BOD meetings. Prepare and give a report. Send copy of report to Recording Secretary by deadline noted by President.
2. Meet with committee members following the District Convention.
 - Review how things went at the convention.
 - Discuss any changes that need to be made to the application form or the application process.

3. Meet with committee members following the application deadline.
 - Make a decision on each application.

Publicity:

1. Write articles for the Indiana District Good News, ~~SRD Express~~, and the News and Notes. A list of deadline dates should be in the materials given to you at the BOD meetings.
2. Make sure the District President has current copies of the RA application form and guidelines to give Zone Presidents at BOD meetings and make sure current or updated forms are posted on the Indiana District website.
3. In the spring of convention years, send an email or reminder note to Zone Presidents along with another application form and guidelines. The Communications Coordinator can send this information to all the zone presidents, with approval of the district presidents.

Applications and Conventions:

1. When applications come in, make copies of the forms along with copies of their attached letters and send them to committee members.
2. Notify recipients of their scholarship award and make sure they are registered. Discuss their roommate arrangements.
3. Make the housing arrangements with the hotel.
4. Contact the convention registrar and give her a list of scholarship recipients
 - Ask the registrar to inform you when all of the registration forms from the RA recipients have been received.
 - Inform her how payment will be made for the recipient's registration fees and meal packages.
5. Send an expense voucher for the total cost of the registrations and meal packages for the scholarship recipients to the District President for approval.
 - The vouchered expense is payable to the LWML Indiana District Convention.
 - After her approval, the Dist. President will forward the voucher to the District Treasurer for payment.
 - The District Treasurer will be instructed to send the check to the Convention Registrar or directly to the Convention Treasurer.
6. Make arrangements with recipients to meet as a group at the convention site on Friday or Saturday of the convention and give each recipient a response form.
7. Make arrangements with the District Treasurer to pay for the housing.

Other:

1. Keep and maintain a file of current forms and information relating to the Ruth Armel Scholarship