UW-Marathon County
Scholarship and Awards Committee – Bylaws
(as approved April 1, 1993; amended October 2011)

**Duties of the Committee**

1. The Committee shall meet and elect a chair.
2. In the Fall Semester the Committee should appoint a Newberry Creativity Award sub-committee.
3. In the Fall Semester the Committee should appoint a Liberal Arts Essay Scholarship Competition sub-committee and forward the sub-committee’s student nomination by the UW Colleges administration’s deadline.
4. The Committee should recommend to the Dean potential speakers for the Spring Awards Ceremony by February 1.
5. The Committee shall solicit, from the faculty, contributions to the University of Wisconsin-Marathon County Foundation.
6. The Committee shall review the Scholarship Information Form, and inform students of its availability and submission deadline.
7. The Committee should solicit from the faculty and staff nominations for awards.
8. After notification from the Dean regarding funds available for scholarship and awards distribution, the Committee shall award the funds available in a prudent manner so as not to over-award and decrease the UWMC Foundation’s Unrestricted Fund. The Committee shall follow, as closely as possible, all criteria established when awarding Restricted and Designated Scholarships. Scholarships will be awarded to the following groups:
   1) Entering freshmen
   2) Continuing students
   3) Leaving students
9. The Committee shall find an individual to host the Awards Ceremony as well as presenters of the awards.
10. By the end of the spring semester, the Committee shall work with the University Relations department to set the date for the Spring Awards Ceremony and reserve the appropriate rooms.

9. The Committee shall provide to the UWMC Foundation by October 1 a report containing the amounts of accepted awards from the previous Spring awards.

Duties of the Chair

1. The Chair will call meetings to carry out Committee business in a timely manner or at a Committee member’s request.

2. The Chair will keep and distribute to the Committee members minutes of all meetings.

3. The Chair shall prepare, in collaboration with Committee members, an annual report of the Committee. This report shall be presented to the Steering Committee Chair within one month of the completion of duties of the Committee for the academic year (UWMC Constitution 1.07).

Duties of Dean

1. The Dean may attend Committee meetings as a non-voting participant when invited by the Committee.

2. The Dean shall solicit potential speakers, as approved by the Committee, for the Spring Awards Ceremony.

3. The Dean will inform the Committee what resources are available from specific funds for scholarship and awards.

4. The Dean shall assist the Committee in finding individuals to host and present awards at the Awards Ceremony.

Duties of the Newberry Creativity Award Sub-committee

1. The Newberry Committee shall advertise the award in campus publications.

2. The Newberry Committee will coordinate the display and/or presentation of potential applications for the award.
3. The Newberry Committee should inform the Scholarship and Awards Committee of the recipient of this award two weeks prior to the awards ceremony.
4. The Chair of the Newberry Creativity Award Sub-Committee should reserve a room for the following year’s Committee to use for displays.

**Duties of the Liberal Arts Essay Scholarship Competition Sub-committee**

1. The Liberal Arts Essay Competition Sub-committee shall set a campus deadline for judging submissions and advertise the competition across campus, including campus publications.
2. The Liberal Arts Essay Competition Sub-committee shall inform the Scholarship and Awards Committee of the campus nomination by the nomination deadline.
3. The subcommittee will also seek opportunities to share results of the contest with the broader UWMC community and encourage discussions about liberal education and writing across the curriculum.