

WLAQ Beryl Donkin Memorial Scholarship Fund Management Guidelines

1 General overview

- 1.1 The Women Lawyers Association of Queensland Inc. (the **WLAQ**) is a not-for-profit incorporated association that is registered as a charitable institution with the Australian Charities and Not-For-Profit Commission (the **ACNC**).
- 1.2 WLAQ is governed by its Constitution, the ACNC Governance Standards, the *Associations Incorporations Act (Qld)* (the **AIA**) and other State based legislation. All Committee Members are required to comply with the Constitution, ACNC Governance Standards, the AIA and other State based legislation as relevant and should familiarise themselves with same.
- 1.3 The Beryl Donkin Memorial Scholarship Fund Deed (**Deed**) in its current form was executed by members of the then WLAQ Executive Committee on 18 June 2020.
- 1.4 WLAQ is the Trustee of the Beryl Donkin Memorial Scholarship Fund (**Fund**). WLAQ members can apply for a Scholarship from the Fund.
- 1.5 This document forms the guidelines on which the Scholarship can be applied for and paid, as allowed under clause 42 of WLAQ Constitution and as required under clause 6.3(b) of the Deed.
- 1.6 Definitions used in these Management Guidelines are as provided in the Deed or the WLAQ Constitution unless otherwise stated.

2 Beryl Donkin Memorial Scholarship Fund Management Committee

- 2.1 Under the Deed, the Beryl Donkin Memorial Scholarship Fund Management Committee (**Fund Management Committee**) comprises five fully financial members of WLAQ.
- 2.2 The Fund Management Committee, and unless otherwise determined by the WLAQ Management Committee, includes the President, both Vice-Presidents, the Secretary and the Treasurer.
- 2.3 Should a Patron be appointed for the Fund, she will be invited to join the Fund Management Committee.
- 2.4 The Fund Management Committee will meet by 25 March and 25 October of each year to ensure that the timeframes of Clause 5.2, and the requirements of Clauses 6.4 and 6.5 can be met.
- 2.5 A quorum and requirements of a meeting of the Fund Management Committee are the same as required for a meeting of the WLAQ Management Committee as provided under clause 26 of the WLAQ Constitution.

3 Annual Budget

- 3.1 The Treasurer will provide a monetary figure to the WLAQ Management Committee which she proposes is allocated, from the Fund, for Scholarships in any given calendar year. The WLAQ Management Committee will ratify this monetary figure at the November meeting each year.
- 3.2 Management of the Fund and receipt of Gifts to the Fund shall be for the Sole Purpose and invested as required under the Deed.

4 Scholarship Criteria

- 4.1 Clause 6.3(b) of the Deed requires that the Fund Management Committee have these Guidelines setting out the criteria for Scholarships under the Fund.
- 4.2 A WLAQ member is eligible to apply for payment of a Scholarship from the Fund provided they meet the requirements for Eligible scholarships, bursaries and scholarship prizes, namely that they:
- (a) are an Australian citizen or permanent resident at the time of applying, receiving and while in benefit of a Bursary;
 - (b) reside in Queensland and hold an LLB or an equivalent qualification as recognised by the Queensland Law Society Incorporated, or are studying an LLB at a university in Queensland;
 - (c) are a fully financial member of WLAQ, and this includes those who may be part of a Corporate Membership, at the time of application but cannot be Advocate Members; and
 - (d) are applying for a Scholarship which to be used for promoting their professional development or education in an Australian approved course or at an educational institution overseas by way of study as a component of an Australian approved course (**Course**).
- 4.3 The Course:
- (a) must be held within twelve (12) months of the time the WLAQ member makes the application;
 - (b) cannot be a Course that the WLAQ member has already commenced participating in, or has completed, at the time of making the application; and
 - (c) cannot be the Australian Women Lawyers Biannual Conference as WLAQ runs the AWL Delegate initiative for such purpose.
- 4.4 The Scholarship application can include costs related to travel and accommodation to attend a Course or may be solely related to travel and accommodation for a Course.

5 Applications for the Scholarship

- 5.1 A WLAQ member is to make the application in the form and manner provided by WLAQ, which at a minimum will include the information contained in Schedule 1 or as updated from time to time on the WLAQ website.
- 5.2 Applications are open from:
- (a) 1 February to 20 March, with decisions to be communicated by 15 April; and
 - (b) 1 September to 20 October, with decisions to be communicated by 15 November.
- 5.3 The Fund Management Committee will not accept applications outside of the timeframes of Clause 5.2.
- 5.4 Successful applicants, when notified of the decision, will be informed as to timing for payments.

6 Decisions of the Fund Management Committee

- 6.1 The Fund Management Committee will make a decision based on the information and documents provided by the WLAQ member at the time of making the application.
- 6.2 The Fund Management Committee can make any enquiries or request any further information from the WLAQ member as it considers necessary to make a decision.

- 6.3 The decision of the Fund Management Committee will be to accept the application in full, accept the application in part or reject the application. Reasons for the decision of the Fund Management Committee do not need to be provided.
- 6.4 Any resolution of the Fund Management Committee is to be passed in the form required under the WLAQ Constitution for a meeting of the WLAQ Management Committee, and shall be ratified in the minutes at the WLAQ Management Committee meeting held immediately after the resolution was passed.
- 6.5 The resolution of the Fund Management Committee is final once it is ratified into the minutes of the WLAQ Management Committee meeting in which it was presented.
- 6.6 A resolution of the Fund Management Committee cannot be appealed and is final.
- 6.7 Once ratified, the resolution of the Fund Management Committee will be communicated to the WLAQ member.

7 Obligations of beneficiaries of the Scholarship

- 7.1 Following successful completion of the Course, the beneficiary is to provide to WLAQ evidence of successful completion, which may include a certificate of attendance, confirmation of grade or in lieu of either of the aforementioned documents, a signed letter confirming that the Scholarship was used for its intended purpose, within 30 days of completion or a time otherwise notified by the Fund Management Committee.
- 7.2 Should the Course be delayed, the beneficiary is to immediately notify the Fund Management Committee in writing with details on the rescheduled date and reasons for the delay.
- 7.3 A beneficiary of a Scholarship is not to use the Scholarship for a purpose other than what is applied for an agreed to by the Fund Management Committee.
- 7.4 The beneficiary may be called on the Fund Management Committee to write an article or appear on a panel for WLAQ to speak of their experience as a Scholarship recipient.
- 7.5 The beneficiary acknowledges that the Scholarship may be made public by the Fund Management Committee, including the amount of the Scholarship and the Course, in order for WLAQ to meet reporting requirements and for promotional purposes.

8 Reasons the Scholarship may be withdrawn

- 8.1 The Fund Management Committee, in its sole discretion, may withdraw the Scholarship, in full or in part, or require repayment of the Scholarship for the following reasons:
- (a) if the beneficiary fails to maintain their status as a WLAQ member while in receipt of the Scholarship;
 - (b) the beneficiary provided false, misleading or incorrect information in their application;
 - (c) the Course is delayed for more than twelve months or is withdrawn;
 - (d) the beneficiary does not participate in the Course; or
 - (e) the conduct of the beneficiary while in receipt of the Scholarship is such that it could bring the reputation of WLAQ into harm or disrepute.
- 8.2 If the Scholarship is withdrawn in accordance with Clause 8.1, the beneficiary is to make repayment on the terms notified by the Fund Management Committee.

Schedule 1 – Application Form

WLAQ Member Name	
Email	
Phone Number	
Date of Birth	
Linkedin Profile Link	
Employer	
Position	
University you attended or are attending for your LLB	
Graduation date <i>If you are still studying please put expected date</i>	
Proposed Course	
Dates of Course	
Proposed Scholarship Amount	\$
Intended use of Scholarship <i>Eg costs of Course, accommodation, travel. Please provide itemised list</i>	
How will the Scholarship benefit you (maximum 400 words)	
List of supporting documents attached <i>This may include summary of the Course, your CV and any other information which may be helpful for the Fund Management Committee</i>	

By making this application, you certify that you are a current member of WLAQ and have read and considered the Beryl Donkin Memorial Scholarship Fund Deed and the Beryl Donkin Memorial Scholarship Fund Management Guidelines and that the Scholarship applied for is a Course permitted under the Fund. Furthermore, you agree to be bound by the obligations of the Management Guidelines and provide this application free of fraudulent or misleading information.

Signed: _____

Dated: _____