# **Bylaw 11/A – Honour M Award**

1. Criteria for Granting the Honour M Award

* 1. The Honour M Award shall be the highest award the MSU can bestow on its members, and it shall be granted in recognition of outstanding leadership, volunteer service, contribution, and/or special achievement in undergraduate extra-curricular activities.
	2. In granting the Honour M Award, the Committee shall consider those who:
		1. Have completed at least two (2) years of MSU membership within a year prior to the time of nomination and are normally in the final year of their degree programme;
		2. As an MSU member, have rendered outstanding and valuable service to the McMaster community or the McMaster Students Union by any or all of the following: university government, student government, departments, clubs, societies, and/or university athletics;
	3. Barring special circumstances, it is recommended that no more than three (3) awards may be granted each year.

2. Selection Committee

* 1. The Committee shall be appointed annually at the first SRA meeting in November for the purpose of considering nominations for the Honour M Award.
	2. Members of the Committee shall be:
		1. The Speaker, who shall be named chair and call the first meeting;
		2. One (1) person appointed by the President of McMaster University;
		3. One (1) SRA member, elected by the SRA;
		4. One (1) non-SRA MSU member, elected by the SRA;
		5. One (1) previous recipient of the Honour M Award, who shall have been a member of the Society for at least four (4) years, chosen by the Honour M Committee;
		6. The previous year’s recipient of the MSU Lifetime Achievement Award for Teaching, or if they decline, a member of the University’s Teaching staff, appointed by the McMaster University Faculty Association.
	3. Vacancies on the Selection Committee shall be filled by the body that appointed the original member.
		1. Should the Speaker resign or relinquish their seat, the vacant seat shall be filled by and from the SRA or Executive Board, whichever meets first.
	4. The Chair of the Selection Committee shall:
		1. Co-ordinate the activities of the Selection Committee;
		2. Be responsible for setting the format of the Honour M Award nomination form;
		3. Arrange for public announcement of award recipients through local and campus media;
		4. Work with the Marketing and Communications Director to promote the Honour M Award;
		5. Work with the Administrative Assistant to make arrangements for presentation of the Honour M ring and framed certificate to those selected;
		6. File a year-end report with the Administrative Assistant in the MSU Office, in accordance with the records retention requirements set out in **Bylaw 11 – Awards & Distinctions**.
	5. The total membership of the committee minus one (1) shall constitute quorum.