# **Operating Policy – Awards and Distinctions**

1. Purpose

* 1. To define the awards granted by the MSU, the criteria according to which they are granted, and the procedure by which recipients are selected.

2. Awards

* 1. The MSU shall grant awards so as to:
		1. Foster an environment that encourages members of the McMaster community to grow in their leadership roles;
		2. Recognize members who have made outstanding contributions to improving the experience at McMaster University.
	2. The MSU shall grant the following awards:
		1. Honour M Award;
		2. Rudy Heinzl Award of Excellence;
		3. J. Lynn Watson Award for Community Service;
		4. MSU Spirit Award;
		5. MSU Merit Scholarship Award;
		6. MSU Students of Distinction.

3. Procedure

* 1. The following procedures shall govern the process by which awards listed in section 2.2 from 2.2.1 to 2.2.5 of this bylaw shall be bestowed;
		1. Procedures for the presentation of the MSU Students of Distinction award shall be conducted in accordance with **Operating Policy – MSU Students of Distinction Award**.

* 1. The Selection Committee shall, through the Office of the Chair, announce the opening of nominations for the awards, by way of advertisement in The Silhouette, MSU website, and/or posters, and through announcements on 93.3 CFMU-FM and any other media deemed appropriate;
	2. Nominations for the award shall be accepted through the MSU Main Office during normal business hours for a period of not less than 14 business days;
		1. All nominations shall be submitted electronically and the specific criteria for the award package shall be up to the discretion of the Chair in adherence of the bylaws.
	3. The Selection Committee shall determine the award recipient(s) according to the criteria for granting the award;
		1. The Selection Committee shall hold its first meeting no later fifteen (15) school days into February of each academic year;
		2. The recipient(s) shall be selected no later than March 1 of each academic year;
			1. Deliberations shall be held in closed session and the recipient(s) shall be determined by a two-thirds (2/3) affirmative vote;
			2. All nominees shall be invited to the awards presentation.
		3. The Selection Committee’s decision shall not be disclosed to the public until the award is presented to the recipient(s).
			1. A news release honouring the award recipients shall be issued following the awards presentation.

4. Conflict of Interest

* 1. Any members of a Selection Committee who have been nominated for an award granted by that committee and accept the nomination, or any member who has nominated someone for the award, shall be in conflict of interest and shall relinquish their seats on that committee;
	2. Any members of the Executive Board who have been nominated for the MSU Merit Scholarship Award or MSU Students of Distinction Award and accept said nomination, or any member who has nominated someone for the award, shall be in conflict of interest and remove themselves from all discussions pertaining to the award.

5. Records Detention

* 1. Records retained and transferred to the MSU Archives no later than April 1 shall include, but not be limited to:
		1. Year-end reports from each Selection Committee;
		2. The background package provided to each committee, including a complete set of the nominations for the year;
		3. Presentation citations;
		4. A copy of all notices and advertisements;
		5. A copy of all relevant correspondence.