# **Operating Policy – MSU Merit Scholarship Award**

1. Criteria for Granting the MSU Merit Scholarship Award

* 1. The MSU Merit Scholarship Award shall be granted in recognition of outstanding achievement and valuable service to the McMaster community.
	2. In granting the MSU Merit Scholarship Award, the Selection committee shall consider those who:
		1. Are MSU members not in their graduating year;
		2. Have exhibited outstanding achievement and valuable service to the McMaster community through any or all of the following: university government, student government, resident student leadership, academic departments, MSU clubs, faculty societies, charity work, volunteer service, and/or university athletics.
	3. Each award shall amount to five hundred dollars ($500.00). The number of awards granted each year shall be determined on the basis of the amount of revenue generated annually by the MSU scholarship fund.
		1. In general, one half of the awards shall be granted in recognition of single year contribution(s), while the other half shall be granted in recognition of overall achievement.
		2. Each MSU member shall only be eligible to receive the award once in each category.
		3. No MSU member shall receive two awards in the same academic year.

2. Selection Committee

* 1. The committee shall be appointed annually at the first SRA meeting in November for the purpose of considering applications and awarding the MSU Merit Scholarship 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 Associate Vice-President (Students and Learning) of the University;
		3. The Clubs Administrator;
		4. One (1) SRA member, elected by the SRA;
		5. One non-SRA MSU member elected by the SRA.
	3. Vacancies on the Selection Committee shall be filled by the body which elected/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. Work with the Marketing and Communications Director to promote the MSU Merit Scholarship Award;
		3. File a year-end report with the Administrative Assistant in the MSU Main Office in accordance with the records retention requirements set out in **Operating Policy – Awards & Distinctions.**
	5. The total membership of the committee minus one (1) shall constitute quorum.