# **Operating Policy – Rudy Heinzl Award of Excellence**

1. Criteria for Granting the Rudy Heinzl Award of Excellence

* 1. The Rudy Heinzl Award of Excellence shall be granted in recognition of an outstanding one-year achievement that improves the lives of McMaster students.
	2. In granting the Rudy Heinzl Award of Excellence, the Selection Committee shall consider those who:
		1. Are a member of the McMaster community: (e.g. students, staff, faculty, administrators, alumni);
		2. Have shown an outstanding one-year achievement (e.g. the year in which the award is to be presented).
	3. No more than one (1) award 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 Rudy Heinzl Award of Excellence.
	2. Members of the committee shall be:
		1. The Speaker, who shall be named chair and call the first meeting;
		2. One (1) member of the McMaster University Alumni Association, elected/appointed by its Executive body;
		3. One (1) member of the Graduate Students Association, elected/appointed by its Executive body;
		4. One (1) member of the McMaster Association of Part-Time Students, elected/appointed by its Executive body;
		5. One (1) member of the McMaster University Faculty Association, elected/appointed by its Executive body;
		6. One (1) member of the McMaster University Staff Association, elected/appointed by its Executive body;
		7. One (1) non-SRA MSU member, elected by the SRA.
	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 Rudy Heinzl Award for Excellence 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 Rudy Heinzl Award of Excellence;
		5. Work with the Administrative Assistant to make arrangements for presentation of the Rudy Heinzl Award of Excellence framed picture and engraved plaque to the selected recipient;
		6. 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.