Operating Policy – Awards & Distinctions

# Purpose

## To define the awards granted by the McMaster Students Union (MSU);

## To outline the criteria according to which MSU awards are granted;

## To describe the procedure by which recipients are selected for MSU awards.

# Awards

## The MSU shall grant awards to:

### Foster an environment that encourages members of the McMaster community to grow in their leadership roles;

### Recognize members who have made outstanding contributions to improving the experience at McMaster University.

## The MSU shall grant the following awards:

### Honour M Award;

### Rudy Heinzl Award of Excellence;

### J. Lynn Watson Award for Community Service;

### MSU Spirit Award;

### MSU Merit Scholarship Award;

### MSU Students of Distinction.

# Procedure

## The following procedures shall govern the process by which awards listed in **Operating Policy – Awards & Distinctions, Sections 2.2.1–2.2.5** shall be bestowed;

### Nominations for the award shall be open during normal business hours for a period of no less than fourteen (14) business days;

#### 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 to any applicable Operating Policies.

### The Selection Committee shall determine the award recipient(s) according to the criteria for granting the award;

#### The Selection Committee shall hold its first meeting no later fifteen (15) school days into February of each academic year;

#### The recipient(s) shall be selected no later than March 1 of each academic year;

##### Deliberations shall be held in closed session and the recipient(s) shall be determined by a two-thirds (2/3) affirmative vote;

##### All nominees shall be invited to the awards presentation.

#### The Selection Committee’s decision shall not be disclosed to the public until the award is presented to the recipient(s).

##### A news release honouring the award recipients shall be issued following the award’s presentation.

### The Chair of the Selection Committee shall:

#### Be the Macademics Student Recognition Awards Coordinator;

#### Coordinate the activities of the Selection Committee;

#### Work with the Marketing & Communications Director to promote award nominations and arrange for the public announcement of award recipients over any media deemed appropriate;

#### Work with Administrative Services Coordinator to order and distribute the award;

#### Work with the Executive Assistant to arrange for presentation of the award;

#### File a year-end report with the Executive Assistant in accordance with the records retention requirements set out in **Operating Policy – Awards & Distinctions, Section 5**.

## Vacancies on the Selection Committee shall be filled by the body which elected/appointed the original member;

### Should the Macademics Student Recognition Awards Coordinator resign or be forced to relinquish their seat, the vacant seat shall be filled in the following order of priority:

#### First, by the Macademics Coordinator; and

#### Second, by an alternative Executive member of MSU Macademics.

## Procedures for the presentation of the MSU Students of Distinction award shall be conducted in accordance with **Operating Policy – MSU Students of Distinction Award**.

# Conflict of Interest

## In cases of a conflict of interest, any members involved shall relinquish their seats on that Selection Committee for as long as the conflict of interest remains valid;

## For the purposes of this Operating Policy, the following circumstances shall constitute conflicts of interest:

### Any member of a Selection Committee who has been nominated for an award granted by that Selection Committee and accept the nomination; or

### Any member who has nominated someone for the award granted by that Selection Committee whose nomination is accepted.

## Any members of the Executive Board shall be in conflict of interest and remove themselves from all discussions pertaining to the award if:

### Said member has been nominated for the MSU Students of Distinction Award and accepts said nomination; or

### Said member has nominated someone else for the MSU Students of Distinction Award who accepts said nomination.

# Records Retention

## Records of all MSU awards shall be retained and transferred to the MSU’s archives no later than April 1 of the year in which the awards are distributed;

### Such records shall include, but not be limited to:

#### Year-end reports from each Selection Committee;

#### The background package provided to each Selection Committee, including a complete set of the nominations for the year;

#### Presentation citations;

#### A copy of all notices and advertisements;

#### A copy of all relevant correspondence.