



Operating Policy – Awards & Distinctions

1. Purpose

- 1.1. To define the awards granted by the McMaster Students Union (MSU);
- 1.2. To outline the criteria according to which MSU awards are granted;
- 1.3. To describe the procedure by which recipients are selected for MSU awards.

2. Awards

- 2.1. The MSU shall grant awards to:
 - 2.1.1. Foster an environment that encourages members of the McMaster community to grow in their leadership roles;
 - 2.1.2. Recognize members who have made outstanding contributions to improving the experience at McMaster University.
- 2.2. The MSU shall grant the following awards:
 - 2.2.1. Honour M Award;
 - 2.2.2. Rudy Heinzl Award of Excellence;
 - 2.2.3. J. Lynn Watson Award for Community Service;
 - 2.2.4. MSU Spirit Award;
 - 2.2.5. MSU Merit Scholarship Award;
 - 2.2.6. MSU Students of Distinction.

3. Procedure

- 3.1. 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;
 - 3.1.1. Nominations for the award shall be open during normal business hours for a period of no less than fourteen (14) business days;

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- 3.1.1.1. 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 to any applicable Operating Policies.
- 3.1.2. The Selection Committee shall determine the award recipient(s) according to the criteria for granting the award;
 - 3.1.2.1. The Selection Committee shall hold its first meeting no later fifteen (15) school days into February of each academic year;
 - 3.1.2.2. The recipient(s) shall be selected no later than March 1 of each academic year;
 - 3.1.2.2.1. Deliberations shall be held in closed session and the recipient(s) shall be determined by a two-thirds (2/3) affirmative vote;
 - 3.1.2.2.2. All nominees shall be invited to the awards presentation.
 - 3.1.2.3. The Selection Committee's decision shall not be disclosed to the public until the award is presented to the recipient(s).
 - 3.1.2.3.1. A news release honouring the award recipients shall be issued following the award's presentation.
- 3.1.3. The Chair of the Selection Committee shall:
 - 3.1.3.1. Be the Macademics Student Recognition Awards Coordinator;
 - 3.1.3.2. Coordinate the activities of the Selection Committee;
 - 3.1.3.3. Work with the Marketing & Communications Director to promote award nominations and arrange for the public announcement of award recipients over any media deemed appropriate;
 - 3.1.3.4. Work with Administrative Services Coordinator to order and distribute the award;
 - 3.1.3.5. Work with the Executive Assistant to arrange for presentation of the award;

3.1.3.6. 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.**

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

3.2.1. 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:

3.2.1.1. First, by the Macademics Coordinator; and

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

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

4. Conflict of Interest

4.1. 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;

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

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

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

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

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

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

5. Records Retention

5.1. 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;

5.1.1. Such records shall include, but not be limited to:

5.1.1.1. Year-end reports from each Selection Committee;

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

5.1.1.3. Presentation citations;

5.1.1.4. A copy of all notices and advertisements;

5.1.1.5. A copy of all relevant correspondence.