

Committee: Awards Committee
Committee Chair: Vice-President (Academic)
Committee Classification: Internal Committee

1. Preamble

CSA's Awards of Excellence recognize student leaders, clubs, and academic staff for their dedication to the University of Guelph community, and for making our campus a great place to live, learn, and work. These awards are managed by students, and their recipients represent the values, needs, and aspirations of undergraduate students at the University.

2. Purpose

2.1. Policy

- a) To provide oversight of policies and procedures related to the CSA Awards of Excellence and provide recommendations to the Board of Directors;
- b) To regularly review and approve criteria, terms, and qualifications for new or updated CSA Awards;
- c) To make recommendations to the Board of Directors concerning approval of new awards or modifications to these Terms of Reference.

2.2. Selection

- a) To annually select the recipients for all CSA Awards of Excellence, including:
 - i. The Leadership Excellence Award;
 - ii. The Emerging Leader Award;
 - iii. The Campus Catalyst Award;
 - iv. The Board Impact Award;
 - v. The Club of the Year Award;
 - vi. The New Club of the Year Award;
 - vii. The CSA Club Spirit Award;
 - viii. The Faculty Teaching Champion Award;
 - ix. The TA Teaching Champion Award.



2.3. Outreach

- a) To coordinate outreach for the Awards of Excellence program to encourage a diversity of nominations from throughout the University community;
- b) To participate in organizing the annual awards recognition ceremony with the President and VP (Academic).

3. Membership

3.1. Voting Membership

The voting membership of the Awards Committee shall consist of 7 members, including:

- i. the Vice-President (Academic), who shall chair the Committee;
- ii. the CSA President;
- iii. the Clubs Coordinator;
- iv. 3 members appointed by and from the Board of Directors, including at least 1 college representative (elected or appointed) and 1 student organization representative, with a preference for 1 to be a past award recipient;
- v. 1 General Member of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.

3.2. Conflict of Interest

Active members of the Awards Committee are ineligible to receive any awards that are selected by the Awards Committee for the duration of the year that they serve on the Committee.

Members are expected to declare any real, potential, or perceived conflict of interest with a nominee of any award prior to deliberations. Declarations will be recorded in the meeting minutes.

- i. Members who have declared a conflict of interest with a nominee will be excluded from any deliberations for awards that the nominee was nominated for.

Concerns regarding conflict of interest may be brought to the Chair at any time. The committee may request that a Member who fails to disclose a real, potential, or perceived conflict of interest resign from the Committee. Following the Committee's request:

- i. General Members may be removed from the Committee by a majority vote of the remaining members;
- ii. Staff, Executives, and Directors will be dispensed with in accordance with Human Resources procedure.



3.3. Selection of General Members

Interested General Members must apply in writing to the Chair, including a 150-word statement outlining their interest in being a part of the Committee.

- a) A call for General Members shall be circulated in the Fall semester;
- b) The Board will select and ratify one General Member to be on the Committee.

4. Responsibilities of Members

4.1. All Members

- a) Uphold the mandate of the Awards Committee;
- b) Make fair and unbiased decisions on the selection of individuals for awards, in line with the award criteria;
- c) When making decisions, uphold the principles of equity, diversity, inclusion, and accessibility;
- d) Maintain the confidentiality of deliberations, as instructed by the Chair.

4.2. Chair (VP Academic)

- a) Responsible for facilitation of Awards Committee meetings;
- b) Act as a primary contact and answer student and community questions regarding CSA Awards of Excellence;
- c) Manage the collection of nominations for all CSA Awards of Excellence, including communications and outreach to the student population;
- d) Act on behalf of the Committee to organize events, including the Awards Presentation;
- e) Maintain the record of past award recipients for archival on the CSA website;
- f) Act as a liaison between the Committee, CSA Staff, and the Board of Directors;
- g) Coordinate recruitment, review, and selection of General Members to the Committee.

5. Meetings

5.1. Scheduling

The Committee shall meet at least two times per semester in the Fall and Winter semesters.

- a) Meetings in the Fall semester will be primarily for committee orientation, revisions to award criteria and procedures, and planning outreach for the year;



- b) Meetings in the Winter semester will be primarily for review of nominations and deliberation on the year's award recipients;
- c) Additional meetings may be scheduled as needed at the request of the Chair.

5.2. Quorum

Quorum for meetings of the Committee shall be 4 members, including at least 1 CSA Executive.

5.3. Voting

The Awards Committee will work on a consensus-based model where possible. When the group cannot reach consensus, decisions must be passed by a simple majority vote. The Chair may vote.

5.4. In-Camera

Meetings of the Awards Committee are considered in-camera and shall be subject to the in-camera policies and procedures as outlined in the CSA Rules of Order, section 6.

- a) The names of award recipients, nominees, nominators, and the content of nomination statements will be considered strictly confidential, until each recipient has been notified via a letter from the Vice-President (Academic);
- b) The details of committee deliberations on nominations will be considered strictly confidential.

6. Reporting

6.1. Annual

The Committee shall submit an annual report to the Board of Directors by the end of the Winter semester, containing (at minimum):

- i. the current membership of the Awards Committee;
- ii. the names and award citations for each recipient;
- iii. the date, time, location, and any other relevant details about the awards presentation;
- iv. the number of nominations received for each award.

7. Policy

7.1. The Committee shall report any changes that are made to the nomination criteria or process to the Board as information by the end of the Fall semester.

7.2. Changes to the Committee Terms of Reference, or the addition of new award categories, require approval from the Board of Directors.