

Council
30 April 2013

Union Awards Policy

POLICY

A. Jurisdiction

1. This policy shall have two areas of jurisdiction:
 - 1.1. The recognition by the Union of service, contribution and dedication by an individual, with the sole exceptions of all holders of the Sabbatical Officers and the Felix Editor, over the course of the year to Imperial College Union, and
 - 1.2. The recognition by the President of the Union of service, contribution and dedication by an individual or group over the course of the year to Imperial College Union.
- 1.2.2. The Student Academic Choice Awards shall be delegated to the Deputy President (Education) to oversee, manage and award on behalf of the Union Council.
- 2.3. The policy in no way rules out the recognition by the Union of an individual or group's contribution to the Union over some period of time in a manner not prescribed in this policy.
- 3.4. The policy does not cover Colours Awards awarded by Management Groups or Constituent Unions to their members for service to that Management Group or Union. Management Group and Constituent Union Colours Awards shall be decided by along a timetable and within a framework defined by each particular Management Group and Constituent Union.

B. Eligibility and nomination

- 4.5. Any individual, unless explicitly stated elsewhere in this policy, may be nominated by any Full Member of the Union for any of the awards described in this policy, save the President's awards.
- 5.6. Details of the awards, their descriptions and nomination procedure shall be first published at Council and in Felix at least fifteen clear College Days before the close of nominations. It should also be made explicitly clear that nominations received after the close of nominations shall not be accepted.
- 6.7. Each nomination must contain:
 - 6.1.7.1. The name, department and year of the proposer;
 - 6.2.7.2. The name of the nominee;
 - 6.3.7.3. The name of the award for which the nominee is nominated for;
 - 6.4.7.4. A citation of less than 200 words detailing the candidate's suitability for that award.
- 7.8. The date of the close of nominations shall be determined by the President in order that the nominations may be circulated to the members of the Colours-Union Awards Committee in accordance with Regulation 5 of the Union Constitution as set out below.

C. Consideration and confirmation

9. The Union Awards Committee shall be an advisory committee to the Union Council. The Committee shall meet to fulfil the duties set out below, and shall be comprised of the President (who shall chair the committee), the Deputy Presidents, and six other members of Council, appointed by the Council. The Quorum for meeting shall be eight.

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Comment [PJB1]: Felix is a sabbatical office. This also used to exclude ICSMSU President. Now all sabbs are treated equally.

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~~8-10.~~ The nominations, with the exception of those for the President's Awards will be considered by the Colours-Awards Committee, which shall report the result of its deliberations to the final scheduled Council of the academic year. Council may choose to accept or amend, in part or in whole, the recommendations of the Colours-Awards Committee. The decision of Council in this respect is final. ~~However,~~ Council may not refuse or amend the list of individuals nominated by the President for the President's Awards.

~~9-11.~~ The Colours-Awards Committee will consider each nomination on its individual merits. Consideration should not be given to target numbers for each category of award. If no nominations fulfil the criteria of a particular award, then there should be no necessity to present the award in that year.

~~10-12.~~ Nominations for a particular award should not be considered simply on the basis that the individual gained, in previous years, a 'lower' award for similar good work. Any individual may be awarded with any of the categories of award any number of times, unless otherwise stipulated elsewhere in this policy.

~~11-13.~~ The confirmed Colours-awards shall be published in the final Felix of the academic year and in the Annual Report. The Executive, at its discretion, may organise a suitable opportunity to publish elsewhere or present some or all of the confirmed Coloursawards.

D. The Union Awards

~~12-14.~~ The Awards of the Union shall be the Union Colour, Outstanding Service Award, and the Imperial College Union Fellowship. Each individual presented with an award shall receive a certificate ~~and pin~~, stating the appropriate details, and such other items or privileges as are detailed elsewhere in this policy. ~~The design of the pin shall be decided by the Executive.~~ Each individual will also be allowed to purchase a tie.

~~13-15.~~ **Union Colour:** The Union Colour should be awarded to those individuals who have given significant and repeated outstanding contributions to the student experience at Imperial and the life of the Union throughout the year.

~~14-16.~~ **Outstanding Service Award:** The Outstanding Service Award should be awarded to those individuals who have, in addition to the requirements for a Union Colour, gone above and beyond their role, repeatedly, to enhance the student experience and life of the Union across a broad spectrum of areas during the year.

~~15-17.~~ **Imperial College Union Fellowship:** The Imperial College Union Fellowship shall only be awarded to those individuals who have continuously served the Union and/or enhanced the student experience in an exceptional manner, usually over a number of years. Each individual, so awarded, will be granted Honorary Life time Associate Membership of the Union, and given a pin and pewter tankard with the year engraved.

~~16-18.~~ **Imperial College Union Fellowship with Distinction:** The Imperial College Union Fellowship with Distinction shall only be awarded to those individuals who have exceeded the criteria of the Union Fellowship of longevity and excellence of service to the Union. They should additionally achieve being a significant party in making an innovative development to the work of the Union such as to leave a positive legacy that will make a lasting impression for future members. Each individual, so awarded will be granted Honorary Life time Associate Membership of the Union, and given a pin and pewter tankard with the year engraved.

E. The President's Awards

~~17.~~ The President shall have the option of presenting, not normally more than, five awards to individuals who he or she personally feels have made a significant contribution to the affairs and fortune of the Union over the course of the academic year. ~~In years where the position of President is held by two or more individuals and the incumbent at the time of the presentation of nominations to Council has held office for a minority of the academic year then the individual or individuals who have held the office of President for the significant period of that academic year may petition the incumbent with their nominations for this award; however, the decision of the incumbent is final.~~

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~~19.~~
~~18-20.~~ The exact terms of reference of the President's Award shall be at the discretion of the President. Nonetheless, and only in truly exceptional circumstances, is it envisaged that the President will award the President's Award to a Sabbatical Officer or the Felix Editor. In any case the President will not award himself or herself with the President's Award.

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~~19-21.~~ The recipient of the President's Award will receive a pewter tankard engraved with his or her name and the details of the award and year.

~~22.~~ The President shall present as a verbal report, the details of the President's Awards, to the final scheduled Council of the year as the last scheduled item of business. The President, if he or she so chooses, may also present the individuals with their award at this time.

~~20.~~
~~21-23.~~ **The President's Award for Clubs, Societies & Projects:** There shall be an award each year to the club, society or project of the Union which has performed in an exceptional manner for its members and contributed significantly to the Union's aims and objectives. The award will be made by the President, who will take advice from the Deputy President (Clubs & Societies), Deputy President (Welfare) and the Presidents or Chairs of the Management Groups. The President shall table a verbal report to the Council with details of the recipient immediately before the President's Awards for individuals.

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~~22-24.~~ **The President's Award for Representation:** There shall be ~~an two~~ awards (one UG, one PG) each year to the Departments whose Representatives have performed in an exceptional manner in representing their student's academic and pastoral needs to the Union and to the College. The award will be made by the President, who will take advice from the Deputy President (Education) and the Faculty Academic Affairs Officers. The President shall table a verbal report to the Council with details of the recipient immediately before the President's Awards for individuals.

F. Management Group and Constituent Union Awards

21. Each Management Group and Constituent Union should give awards each year to those students who have made an exceptional contribution to the Group or Constituent Union.

~~22. The awards should be given in the Summer term.~~

~~23. Nominations should be open for three weeks.~~

~~1. Each nomination must contain in addition to the name of the nominee, the name of the award for which the nominee is nominated and a citation of less than 200 words detailing the candidates suitability for that award, the name, department and year of the proposer. No individual may propose themselves.~~

~~24. The Management Group Awards Committee shall be the Executive Committee of that Management Group.~~

~~1. The Committee shall meet after the close of nominations to decide who shall receive an award.~~

~~25. The nature and number of the awards shall be decided by the Management Group but it is suggested that the reasoning behind each award should mirror the reasoning behind each Union Awards:~~

~~1.—As well as the certificate of the award, each Management Group may decide to give a further item to the individual, such as a pin or scarf.~~

~~26-22.~~ Management Group and Constituent Union Awards Committees should be encouraged to nominate by referral any student who has been nominated for Management Group Awards to be considered for Union Awards.

1. Therefore the Management Group and Constituent Union Awards Committee should sit before the close of Union Awards nominations.

~~27. Lists detailing who has won Management Group Awards will be put up on the Union website.~~

~~28-23.~~ Each Management Group should award a 'Club of the year' for that Management Group. All of these clubs will go forward for consideration for the President's Award for Clubs and Societies

G. Sabbaticals

21. The Union President, Union Deputy Presidents, Felix Editor and ICSMSU President, as sabbatical officers shall not normally be considered for any of the awards.

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22. The Council shall, after awarding Colours Awards, consider and vote separately on conferring Honorary Lifetime Associate Membership upon each holders of all Sabbatical office Offices in the Union that year, as well as the Felix Editor and ICSMSU President, as sabbatical officers. The Sabbatical Officers shall not be present during the consideration of their own Honorary Lifetime Associate Membership.

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H. Amendments

23. This Policy may only be amended by a simple majority resolution of the Council.

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