

UNION AWARDS POLICY: 2017 – 2020

Amendments proposed by Alex Chippy Compton, Union President 2017/18

Seconded by Fintan O'Connor, DPW 2017/18 and Matt Blackett, DPFS 2017/18

A. Jurisdiction

1. This policy shall have two areas of jurisdiction:
 - 1.1. The recognition by the Union of service, contribution and dedication by members of the Union with the sole exceptions of all holders of Sabbatical Office, over the course of the year to Imperial College Union.
 - 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.
2. This policy does not rule out the opportunity to have other categories of awards.
3. The Student Academic Choice Awards shall be delegated to the Deputy President (Education) to oversee and manage.
4. 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.
5. The policy does not cover Awards awarded by Management Groups or Constituent Unions to their members for service to that Management Group or Union. Management Group and Constituent Union Awards shall be decided along a timetable and within a framework defined by each particular Management Group and Constituent Union. Where possible, the Management Group/Constituent Union Awards should occur before close of Union Award nominations so that those awarded can be nominated for Union Awards.

B. Eligibility

6. Any member of the Union, unless explicitly stated elsewhere in this policy, may be nominated by any Member of the Union for any of the awards described in this policy, save the President's awards. Nominations are to be accepted during an official nominations period laid down by the Union President or their proxy, outside of which no other nominations can be accepted.
 - 6.1. Members may not nominate themselves for any of the Union Awards.
 - 6.2. Nominations must be open for a minimum of two weeks. Council should be informed of the nomination period at the final Council meeting of second term.

C. Consideration and confirmation

7. The Union Awards Committee shall consider the nominations for Union Colours, Outstanding Service, Fellowship and Fellowship with Distinction. The Committee shall meet to fulfil the duties set out below,

and shall be comprised of the President (who shall normally chair the committee), the Deputy Presidents, and six other members drawn from Union Council.

7.1. The six members will be selected at random from the following groups in Council:

- 7.1.1. FoE undergraduate representatives (including CGCU and RSMU)
- 7.1.2. FoM undergraduate representatives (including ICSMSU)
- 7.1.3. FoNS undergraduate representatives (including RCSU)
- 7.1.4. 2 postgraduate representatives (including GSU and Silwood Park Union)
- 7.1.5. 1 Liberation Officer or Management Group Chair

8. For any other categories of award, the panels shall be drawn from the membership and who is most appropriate to make the decision. At the discretion of the panels, shortlistees for these awards, where possible, can be put forward for considerations for Colours or other awards if no other nomination has been submitted for them for these awards.
9. The nominations, with the exception of those for the President's Awards will be considered and decided upon by the Awards Committee, which shall report the result of its deliberations to the final scheduled Council of the academic year for official ratification.
10. The 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.
11. To ensure discussion is as open as possible, the Chatham House Rule shall be enforced at all meetings discussing award nominations unless there are exceptional circumstances.
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.

D. The Union Awards

13. 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, stating the appropriate details, and such other items or privileges as are detailed elsewhere in this policy. Each individual will also be allowed to purchase a tie, appropriate garment or item in recognition of their achievement.
 - 13.1. **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.
 - 13.2. **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.
 - 13.3. **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 Lifetime Associate Membership of the Union and have the option to receive either a pewter tankard with the year engraved or a glass award.

- 13.4. **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 Lifetime Associate Membership of the Union, have the option to receive either a pewter tankard with the year engraved or a glass award.

E. The President's Awards

14. 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.
15. The exact terms of reference of the President's Award shall be at the discretion of the President. Only in truly exceptional circumstances, is it envisaged that the President will award the President's Award to a Sabbatical Officer. In any case the President will not award himself or herself with the President's Award. Each individual, so awarded, will be granted Honorary Lifetime Associate Membership of the Union and have the option to receive either a pewter tankard with the year engraved or a glass award.
16. 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.

F. Management Group and Constituent Union Awards

17. Each Management Group and Constituent Union may give awards each year to those students who have made an exceptional contribution to the Group or Constituent Union.
18. Management Group and Constituent Union Awards Committees should be encouraged to nominate by referral any student who has been nominated for their Awards to be considered for Union Awards.
- 18.1. Therefore the Management Group and Constituent Union Awards Committee should sit before the close of Union Awards nominations.

G. Sabbaticals

19. The Union President, Union Deputy Presidents, Felix Editor and ICSMSU President, as sabbatical officers shall not normally be considered for any of the awards.
20. **The Graduate Students' Union President, as a paid role, shall not normally be considered for any of the awards.**

21. The Council shall, after awarding Awards, consider and vote separately on conferring Honorary Lifetime Associate Membership upon holders of all Sabbatical Offices in the Union **and the GSU President** that year. The ~~Sabbatical~~-Officers shall not normally be present during the consideration of their own Honorary Lifetime Associate Membership.

H. Amendments

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

Definitions

Chatham House Rule - a rule or principle according to which **information disclosed during a meeting may be reported by those present, but the source of that information may not be explicitly or implicitly identified.**

In effect - anything said as part of the Union Awards panel is to remain anonymous.