

# Awards Policy

## **A. Jurisdiction**

1. This policy shall have two areas of jurisdiction:
  - a. The recognition by the Union of service, contribution and dedication by members of the Union over the course of the year to Imperial College Union.
  - b. The recognition by the Union of the impact on student experience of clubs, societies, projects, and other activities such as events and representation, over the course of the year.
  - c. 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. Awards recognizing college staff 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**

1. 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. To be eligible for an award, the members must be nominated during an official nominations period laid down by the Union President or their proxy, outside of which no other nominations can be accepted.
  - a. Members may not nominate themselves for any of the Union Awards.

- b. 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. The awards panel may use their own knowledge of the nominee to correct or clarify the contents of any nominations, but not to introduce supplementary information which may affect the panel's decision.

### **C. The Union Awards**

1. The General 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.
  - a. These awards recognise 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. There are three main criteria that count towards an award: depth (significance of contributions), breadth (range of contributions and how widespread their effect is), and time commitment. The greater the volume of all three dimensions together, the higher the award received.
  - b. Colour: For the award of Union Colour, at least one of the above criteria must be present (though normally this would not be time).
  - c. 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. Thus, at least two of the above criteria (depth, breadth, and time) should be present above a certain area threshold.
  - d. 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. Outside of exceptional circumstances, all three of the above criteria should usually be met. Normally, not more than 5 Fellowships are awarded each year. 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.

2. The area-specific Awards of the Union shall be:
  - a. Outstanding Enterprise
  - b. Outstanding Event
  - c. Outstanding Club, Society & Project
  - d. Outstanding Academic Representation Network Team
  - e. Outstanding Wellbeing Representation Network Team

#### **D. Consideration and Confirmation**

1. The Union Awards Committee shall consider the nominations for General Awards. The Committee shall meet to fulfil the duties set out below, and shall be comprised of the Council Chair (who shall normally chair the committee), the President, the Deputy Presidents, and five other members drawn from Union Council.
  - a. The five members will be selected by the Council Chair from the members of Council in a way that ensures a broad representative mix (e.g. at least one member from each faculty, and at least one member from each kind of volunteer role (liberation, clubs/socs, representation), and at least one postgraduate).
2. For the area-specific awards, a distinct panel shall be drawn for each of the awards from the membership of Union Council, under the responsibility of the most relevant Officer Trustee.
  - a. The responsible Officer Trustees for the awards panels shall be as follows:
    - i. Outstanding Enterprise - DPW
    - ii. Outstanding Event – DPFS & DPCS
    - iii. Outstanding Club, Society & Project - DPCS
    - iv. Outstanding Academic Representation Network Team - DPE
    - v. Outstanding Wellbeing Representation Network Team – DPW
3. The nominations, with the exception of those for the President's Awards will be considered and decided upon by the Awards Committees. For the General Awards, the decision of the Awards Committee must be presented to the final scheduled Council of the academic year for official ratification.
4. The Awards Committees will consider each nomination on its individual merits. If no nominations fulfil the criteria of a particular award, then there should be no necessity to present the award in that year.

5. 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.
6. Nominations for a particular award should not be considered simply on the basis that the nominee gained, in previous years, a 'lower' award for similar good work. Any nominee may be awarded with any of the categories of award any number of times, unless otherwise stipulated elsewhere in this policy.

#### **E. The President's Awards**

1. The President shall have the option of presenting, not normally more than, five awards to individuals whom 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.
2. 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.
3. 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**

1. 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.
2. 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.
  - a. Therefore the Management Group and Constituent Union Awards Committee should sit before the close of Union Awards nominations.

## **G. Full time sabbatical roles**

1. The Union President, Union Deputy Presidents, Felix Editor and ICSMSU President, as Sabbatical Officers shall not normally be considered for any of the Union awards.
  - a. The Council shall, after awarding Awards, consider and vote separately on conferring Honorary Lifetime Associate Membership upon holders of all full time Sabbatical Offices in the Union that year.
  - b. The Sabbatical Officers are considered in this way because their work during a full time role cannot be fairly compared with the work of those volunteering alongside their academic workload. Honorary Lifetime Associate Membership is conferred not only as a show of appreciation of the time and effort that has gone into the role, but more so to distinguish the accomplishments and achievements of this officer for having gone above and beyond their role during the year.
  - c. The Council Chair shall prepare nominations for each Officer in consultation with volunteers with whom that Officer works.
  - d. Council Chair will present a paper with the nominations and the description of how the nominations were collated to the last Union Council meeting of the academic year.
  - e. The Sabbatical Officers shall not normally be present during the consideration of their own Honorary Lifetime Associate Membership.

### **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.