



Brock University Students' Union

---

## **BROCK UNIVERSITY STUDENTS' UNION (BUSU)**

### **Policies and Procedures AWARDS AND NAMING POLICY (Regulations)**

---

#### **1. Listing of Awards**

The following list constitutes the officially sanctioned awards of the Brock University Students' Union, Inc.:

- 1.1. **BOC Coordinator of the Year**  
Awarded to an individual that has provided guidance and leadership to other coordinators throughout the year and went above and beyond the requirements of a BOC Coordinator.
- 1.2. **BOC Most Dedicated Coordinator**  
Awarded to an individual that has wholly committed and devoted to operations of BOC throughout the year.
- 1.3. **Bonnie Neuman Award**  
Awarded to an outstanding staff member who devoted their time in some capacity as a volunteer for the Brock University Students' Union.
- 1.4. **BUSAC Member of the Year**  
Awarded to the individual who has shown the true meaning of excellence, commitment and initiative to the Brock University Students' Administrative Council.
- 1.5. **BUSAC Committee of the Year**  
Awarded to the Committee which has effectively followed its mandate and in doing so had a positive impact on the Students' Union.
- 1.6. **Club of the Year**  
Awarded to the club who has shown enthusiasm and commitment by contributing to the overall life of Brock students. This club has brought awareness through involvement, special events and charitable initiatives at Brock and within the community.
- 1.7. **David & Terry Atkinson Award**  
Awarded to an individual that has demonstrated excellence in leadership, dedication to the organization and support of other members. This individual has provided energy, vision and had a positive impact on the Students' Union and the University community.
- 1.8. **Elisabeth Walker Award**  
Awarded to a varsity athlete who volunteered or worked in some capacity for the Brock University Students' Union.

- 1.9. Employee of the Year  
Awarded to an employee from any department who has shown outstanding work, initiative and dedication on a continual basis within the workplace.
- 1.10. Graduate Award  
Awarded to a graduating student for dedicated commitment to the serving of students.
- 1.11. President's Award  
Awarded to the individual who best represents the true meaning of the Students' Union, through unsurpassed involvement, genuine care, respect, commitment and concern in all they do for both staff and students.
- 1.12. Volunteer of the Year  
Awarded to a student who has made numerous contributions to student life through dedication, participation and involvement in all facets of the Students' Union.
- 1.13. ADS Employee of the Year  
Awarded to an employee who has shown outstanding work, initiative and dedication on a continual basis within the workplace.

## **2. Naming**

- 2.1. Awards that have been named in honour of an individual cannot be renamed.
  - 2.2. The only exception to 2.1 is where events or information available subsequent to the naming mean that identification with the named individual constitutes a significant and continuing challenge to the reputation of the Students' Union or the University.
  - 2.3. Any exception to 2.1 must be presented in a motion to the Board of Directors. If such a motion to alter a named award is passed, the original namesake of the award must appear on the plaque in the form of the following notation: "This award formerly known as the [original namesake] Award."
  - 2.4. Awards without a namesake can be petitioned for alteration. Such a petition must be made to the President indicating:
    - 2.4.1. the proposed name change;
    - 2.4.2. evidence of the necessity of the name change;
    - 2.4.3. in cases where the proposed change is to rename the award in honour of an individual, sufficient evidence of that individual's contributions to the Brock University community and BUSU.
- All petitions shall be subject to scrutiny by the President in consultation with the Business Manager, and brought to the Board for final approval.
- 2.5. BUSU may, from time to time, name buildings or other assets after individuals who have made significant contributions to the life of the University, BUSU or the community at large. These naming opportunities will be presented to the Board of Directors for review, and subject to their approval.

## **3. Creating New Awards**

- 3.1. Any individual listed in 4.2 may present a request to the President to create a new award. Such a request must be accompanied by a package containing the proposed award's: name, description, criteria for selection, and must demonstrate the need for its institution.
- 3.2. The President, in consultation with the Executive Assistant, will scrutinize the request package. If the President deems the request justifiable, the President will present a motion to the Board of Directors to create the new award. The President has the authority to deem a request ineligible for consideration by the Board.

#### **4. Nominations**

- 4.1. Nominations for award recipients will be opened during the month of March for a period of no less than 10 business days. The closing date of nominations will be subject to the discretion of the President to align with the date of the annual awards ceremony in April.
- 4.2. Individuals who are eligible to be nominated are:
  - a) any full-time employee of BUSU;
  - b) any part-time employee of BUSU;
  - c) any member of BUSAC;
  - d) any recognized volunteer (i.e. S.W.A.T., Foot Patrol, First Aid Responder or other recognized service volunteers to the exclusion of community service workers)
- 4.3. Individuals who may complete a nomination form for another individual shall be any member of the Corporation.

#### **5. Selection of Recipients**

- 5.1. Awards shall be bestowed, as appropriate, on an annual basis at the close of each fiscal year in an awards ceremony held in April. If no suitable candidate exists for an individual award, the Awards Committee can elect not to bestow the award in that year.
- 5.2. Recipients shall be selected from the nominations received by the President by the closing date of the nomination period according to section 4 of this policy. Nominations that are received after the closing date shall not be considered.
- 5.3. Recipients shall be selected by an ad-hoc committee of BUSAC that must include the President, the Business Manager, and the Executive Assistant.

#### **6. Display and Storage**

- 6.1. The Executive Assistant shall be responsible for having the plaques engraved each year with the names of that academic year's winners.
- 6.2. The award plaques shall be permanently displayed in a prominent location within the Alumni Students' Centre with the exception of the period during which the awards are being engraved each year.
- 6.3. Reasonable exceptions to 6.2 shall be:

- 6.3.1. if vandalism or theft occurs to the awards;
  - 6.3.2. if no prominent location in the Alumni Students' Centre can be deemed secure;
  - 6.3.3. if construction limits the availability of secure public space.
- 6.4. In any occurrence of 6.3, the awards shall be securely stored with one (1) of the President, the Business Manager or the Executive Assistant.