

Resolution Regarding Award of Distinction Bylaw Amendment

WHEREAS The Awards of Distinction currently have two incongruous sets of by-laws governing them, and;

WHEREAS these by-laws are in two different by-law books, and;

WHEREAS it does not make sense to have fund by-laws in By-Law Book III.

THEREFORE LET IT BE RESOLVED that the "BY-LAW III-4 – STUDENTS' SOCIETY AWARD OF DISTINCTION" be removed from by-law book 3, and;

BE IT FURTHER RESOLVED that Article 29 in By-Law Book II be rewritten to read:

BY-LAW II-2 – Article 29- STUDENTS' SOCIETY AWARD OF DISTINCTION

29.1. Origin

The Students' Society Award of Distinction Fund was established in May 1990 by the Executive Committee according to the recommendations of the Task Force on Priorities Report (January 1990). The scholarship fund was made possible by the Society's food suppliers - Scott's Catering Services and Coca-Cola Bottling - endowment contribution of \$100,000. Since its inception, Marriott, Miraval and currently Tiki-Ming Enterprises Inc. contribute to this fund.

29.2. Purpose

29.2.1. The Students' Society of McGill University (SSMU) affirms that student excellence must embrace both the extra-curricular and academic aspects of a student's life. As a result, SSMU has created a unique scholarship, *The Students' Society Award of Distinction* (SSAD) for outstanding student contributions to the McGill community. These scholarships shall be awarded to students who have demonstrated leadership in the University through significant contributions to students' activities and organizations coupled with outstanding academic achievement.

29.3. Administrative Information

29.3.1. The SSAD is administered under the jurisdiction of the Vice President, University Affairs.

29.3.2. The total sum awarded from the Fund in any given year shall not exceed eighty (80) percent of the total interest earned from the investment of the Fund from February 1st of the prior academic year to January 31st of the current academic year. The Vice-President University Affairs shall inform themselves on the amount of interest available to be disbursed from the SSMU Comptroller, in any given year, before beginning the application process. Twenty (20) percent of the interest from the fund shall be added to the value of the endowment to ensure the long-term security and commitment of the Society to the Award. Up to four (4) awards may be given in any academic year. The size of the awards is at the discretion of the committee, within the parameter of the amount of money available in the Award of Distinction

fund account.

- 29.3.2.1. If, in any given year, the Selection Committee should determine that there are fewer suitable candidates than number of awards available, it is not obliged to issue all the Awards.
- 29.3.2.2. If, in any given year, the Selection Committee should determine that there are no suitable candidates, it is not obliged to issue the Award.
- 29.3.2.3. Recipients of the Award shall receive their scholarship in two equal instalments at the beginning of the Fall and Winter semesters upon submitting proof of their registration to the Vice-President University Affairs. The Vice-President University Affairs shall then submit a request to disburse the funds.
- 29.3.2.4. If, at some future date, the Society deems for whatever reason, that the Award is no longer desirable or practical, consideration should be given to establishing or supplementing a bursary fund with the Fund's endowment and interest.
- 29.3.2.5. All current assets of Award of Distinction Fund shall be kept in the form of low risk investments, separate from the Society's operating account.
- 29.3.3. The minimum publicising of the SSAD shall be:
 - 29.3.3.1. One (1) ad no smaller than 10.25" x 7" in each the *Tribune and the Daily*;
 - 29.3.3.2. One (1) ad no smaller than 10.25" x 7" in the *Le Délit Français*; and
 - 29.3.3.3. All of these advertisements shall be paid for out of the Vice President, University Affairs's budget, so as not to diminish the amounts available for the SSAD.

29.4. Eligibility- The following shall establish the guidelines for eligibility for the award:

- 29.4.1. Members of the SSMU, who are also full-time or part-time students registered and continuing in degree programs.
- 29.4.2. Undergraduate students must complete a minimum of 12 credits by the conclusion of the current academic year.
- 29.4.3. Awards may be given to those students currently attending McGill University who will pursue academic work at another school in the coming year.
- 29.4.4. Out-standing academic merit shall be evaluated on an applicant's entire performance at McGill.
- 29.4.5. Student members of the Selection Committee and Executives (past and present) of the SSMU are ineligible.

29.5. Assessment of Applications

- 29.5.1. Financial need may be a consideration should the number of qualified applicants exceed the number of scholarships.
- 29.5.2. A self-assessment of financial need, similar to that used by the McGill University Department of Financial Aid, shall be submitted with the application.
- 29.5.3. All candidates must submit two letters of reference. One (1) must come from someone who can attest to the significance of the applicant's contributions to student life, for example the president of an organization. The other one (1) must be written by an instructor at McGill University.
- 29.5.4. All applicants must provide a factual list in chronological order of their principal extra-curricular activities.
- 29.5.5. Applicants must arrange for complete, official transcripts from McGill to be sent to the SSMU. No transcripts will be accepted from applicants.
- 29.5.6. Any applicant who may have transcripts from another university must submit those as well.
- 29.5.7. Two essay questions shall be asked in the application:
 - 29.5.7.1. "What have been your most significant contributions to the quality of student life at McGill University? Why?"
 - 29.5.7.2. "What are your long-term goals? How have your academic endeavours contributed to the achievement of these objectives?"
- 29.5.8. At the discretion of the Selection Committee these essay questions may be altered or additional essay questions may be asked.
- 29.5.9. An affirmation of authenticity will be required, in which the student will sign and date the following text: "To the best of my knowledge, I certify that the information on this form is accurate and correct."
- 29.5.10. The contents of a candidate's file shall initially be held in strict confidence and shall be reviewed only by the members of the Selection Committee.
- 29.5.11. Once the candidates are notified as to who has been successful, candidates' files will be given to the SSMU Administrative Assistant to be archived.

29.6. **Deadline**

- 29.6.1. The application period must begin no later than March 1st of the academic year.
- 29.6.2. Full Applications and all letters of reference must be received no later than 5:00 p.m. on a due date to be set and publicized by the Vice

President, University Affairs of the SSMU. That date must be no later than March 31st of the academic year.

29.7. Method of Selection

29.7.1. A Selection Committee will review the applications. The composition of the Selection Committee will be as follows:

29.7.1.1. President (ex-officio, voting)

29.7.1.2. Vice President, University Affairs (ex-officio, voting)

29.7.1.3. At least two (2) Councillors

29.7.1.4. At the discretion of the Selection Committee, up to three (3) members-at-large from the membership of the Society may be added to the Selection Committee.

29.7.1.4.1. The number of members-at-large shall not exceed the number of members stipulated in 5.1.

29.7.1.5. The Selection Committee may also consult with qualified individuals including past and present SSMU executives, past winners of the SSAD, the Registrar and Director of Admissions, McGill Admissions or Registrar's staff, members of the Senate Committee on Scholarships and Student Aid, the Dean of Students or the Associate Dean of Students, and the Deans of the various Faculties.

29.7.1.6. All members of the Selection Committee must be present in order to make the final selections.

Respectfully submitted,

Rebecca Dooley, VP University Affairs