

 University College of the North Policy & Procedures Manual	# Pages: 2	Policy Reference: LC-01-02
	Approved by: UCN Learning Council	
Section: Committee Terms of Reference Title: AWARDS COMMITTEE	Effective Date: December 6, 2022	
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These Terms of Reference define the scope of possible committee activities. Committee business will vary and will not necessarily include all nor be limited to the following activities at any one time or during any given year.

1. Purpose

- 1.1 To approve and inform the Learning Council of new offers and amended offers of awards that are congruent with the mission and vision of UCN. Offers that are considered incongruent with the mission and vision of UCN may be submitted to the Learning Council for consideration.
- 1.2 To review periodically the terms of awards and offers or re-offers of scholarships, bursaries, medals, and prizes.
- 1.3 To review regularly the composition and operation of the awards committee.
- 1.4 To recommend to the Learning Council changes in the Terms of Reference for the Awards Committee.
- 1.5 To ensure the selection of awardees and distribution of awards.

2. Authority

- 2.1 The Awards Committee is accountable to the Learning Council.
- 2.2 The Committee Chair shall report on the Committee's activities to the Learning Council and submit written recommendations as required for the Learning Council's consideration.

3. Composition

- 3.1 The Committee shall be composed of a maximum of thirteen members and shall include three college faculty, three university faculty, two members at large, Dean of Students, Financial Awards Officer - one designate from The Pas Campus and one designate from Thompson Campus, one student, and one Elder.
- 3.2 The Committee has the discretion to invite resource persons to sit on the Committee as non-voting members for a term to be determined by the Committee.
- 3.3 Appointment of Committee members shall be ratified by motion of the Learning Council.
- 3.4 The Committee shall select its Chair from/through the Committee's membership for a one-year renewable term.

4. Term of Office

- 4.1 Student members shall be appointed for a one-year term renewable for up to three years; three-year terms renewable once for faculty members; and two-year terms renewable once for members at large.

- 4.2 Upon completion of second term, faculty members and members-at-large must wait one year before being nominated to serve on the committee again.

5. Committee Operations

- 5.1 The Committee shall operate in a manner consistent with the Learning Council's Rules of Governance.
- 5.2 The Committee shall adhere to the guidelines in the FI-01-07 Finance Policy – Recording and Maintaining the Student Awards and Endowment Funds.
- 5.3 The Committee shall ensure a record of all decisions and discussions of the Committee is maintained in good order.
- 5.4 Committee minutes shall contain three sections on attendance: present, regrets, and absent.
- 5.5 All Committee minutes are considered to be records of the Learning Council and shall be maintained in a central file managed by the Tri-Council Office.
- 5.6 The Committee may strike sub-committees as required in order to do its business.
- 5.7 The Committee shall meet as often as necessary to conduct its business, but no less frequently than once per year.
- 5.8 An annual schedule of meetings shall be drawn up at the commencement of each academic year.
- 5.9 Notice of Meetings:
 - a) In addition to scheduled meetings, such other meetings as may be required to conduct the business of the Committee may be called by the Committee Chair. Notice provisions of 48 hours shall apply.
 - b) Notice of the time, date, and location of the subsequent meeting shall be given at the conclusion of each Committee meeting. In addition, notice of meetings shall be mailed, e-mailed, or otherwise delivered in such a manner that, under normal circumstances, the members receive notice at least 48 hours before the meeting.
- 5.10 Quorum of Meetings:
 - a) Quorum for the transaction of business shall be constituted by the majority of the seats filled by voting members on the Committee.
 - b) Ex-officio members are considered voting members.
 - c) For purposes of determining quorum, those Committee members on approved leave not exceeding one year shall not be considered.
- 5.11 The meeting venue of the Committee shall be by means of telephone or other means of communication that permits all members in attendance to hear each other; and a member so participating is considered to be present at the meeting.
- 5.12 Robert's Rules of Order shall govern the conduct of all meeting procedures. Such matters on which the Learning Council's Rules of Governance (LC-01-01) lay down specific procedures shall be excepted from the foregoing.
- 5.13 Where the Committee Chair decides that it is desirable for a business item to be voted on before the next scheduled meeting, an e-mail, fax, and/or telephone vote may be held.
- 5.14 Members shall exercise due diligence in the performance of their duties, maintain respect for confidentiality, comply with UCN's Code of Ethics, follow Committee procedures for disclosing and dealing with conflict of interest (see Awards Committee - Scoring Spreadsheet Guidelines), and act at all times in the best interests of UCN rather than in the interests of particular constituencies.
- 5.15 Committee members are required to advise the Committee Chair, in advance, of their inability to attend a meeting.
- 5.16 Committee members are expected to attend all meetings, including any extraordinary meetings. If a member fails to attend two consecutive meetings, a vacancy may be declared at the discretion of the Committee Chair.