

**POLICY NUMBER 2002-08-03**  
**POLICY ON AWARDING SOCIETY AWARDS**  
**UNIVERSITY OF TORONTO ENGINEERING SOCIETY**

ADOPTED: February 27, 2016



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## POLICY ON AWARDING SOCIETY AWARDS

### 0. General

- 0.1. Purpose: To describe the process for selecting recipients of Engineering Society awards.
- 0.2. The Awards Committee is an ad-hoc committee and is *not* a committee of the Board of Directors. Awards are considered part of the executive authority of the Officers; this policy serves to suggest how that authority should be exercised.

### 1. Awards Committee

- 1.1. The Awards Committee will consist of a maximum of twenty members, including:
  - a. One Member from each year, including PEY;
  - b. One Chair of each Discipline Club, or a member of their discipline designated by them;
  - c. The Officers of the Society; and
  - d. The Business Manager.
- 1.2. The President shall chair the committee. Alternatively, he may designate any other person as Chair. If that person is not otherwise a member of the committee, they will be a non-voting member.
- 1.3. There shall be an open call for applications to fill the year representative positions on the committee. The application period should last at least one week. Committee members will be selected by the Officers in a method that they shall determine.

### 2. Awards

- 2.1. The committee will be responsible for awarding the following awards:
  - a. Engineering Society Centennial Award (2 awards);
  - b. Engineering Society Semi-Centennial Award;
  - c. Engineering Society Award;
  - d. Skule Cannon Award;
  - e. Affiliated Club or Ex-Officio Club of the Year;
  - f. Joe Club Award;
  - g. Discipline Club of the Year;
  - h. Director of the Year (1-3 awards); and
  - i. Representative of the Year (2 awards).
- 2.2. A description of each award and the criteria required to receive the award are attached in Appendix A.

### 3. Nominations

- 3.1. The committee shall only consider candidates for awards that have been duly nominated.
- 3.2. The nomination period shall begin no later than the Monday of the first week of March and stay open for at least 2 weeks.
- 3.3. Notice regarding the opening of the nomination period shall be sent out via mass mail and at least one other form of communication (news posting on the website, posted notice, or plasma screen graphic) two days prior to the opening of the nomination period.
- 3.4. Nomination forms will be made available in the Society office and online throughout the nomination period.



- 3.5. All complete nominations must include the name of the nominator, the name of the nominee, the award for which they are being nominated and the reasons supporting the nomination.
- 3.6. Nominees may be nominated for multiple awards if they meet the criteria.
- 3.7. All nominations will be kept confidential. The chair of the committee will make available nominations with the nominator's name redacted for the committee's consideration, and destroy all nomination forms after the committee's work is complete.

#### **4. Award Selection**

- 4.1. The committee will meet after the close of the nomination period to select the recipients of awards. Absentee voting or voting by proxy is not permitted.
- 4.2. The chair of the committee will only vote to break a tie, unless they are a non-voting member in which case they will not vote.
- 4.3. No member of the committee will vote or be present for the discussion on any award for which they or a group for which they are an executive are nominated.
- 4.4. At least 50% of committee members who are eligible to vote must be present to make any decision.
- 4.5. Awards shall be determined by a majority vote of those present. If a majority cannot be achieved on the first ballot, the nominee with the least number of votes shall be eliminated and the members supporting them shall vote again until a majority is achieved.
- 4.6. Committee members must agree to maintain the confidentiality of award recipients until the awards ceremony.
- 4.7. All Society members will be entitled to speak at committee meetings.
- 4.8. Notice shall be given to the members of the Society of the time and place of the committee meeting at least one week prior.



## **APPENDIX A – AWARD DESCRIPTIONS**

### **Engineering Society Centennial Award**

The Centennial Award is given annually to one (1) person in first year and one (1) person in second year who demonstrate commitment and dedication to the Engineering Society through involvement in the Society's activities.

### **Engineering Society Semi-Centennial Award**

The Semi-Centennial Award is given annually to one (1) person in third year who demonstrates commitment and dedication to the Engineering Society through involvement in the Society's activities.

### **Engineering Society Award**

The Award is given annually to one (1) person in fourth year who demonstrates commitment and dedication to the Engineering Society through involvement in the Society's activities.

### **Skule™ Cannon Award**

The Award is given annually to one (1) person in fourth year who has demonstrated commitment and dedication to Skule life through extra-curricular involvement over the course of their years at Skule.

### **Discipline Club of the Year**

The award is given annually to the best Engineering Society Discipline Club. Criteria for evaluation includes the quality and organization of their dinner/dance, level of student involvement in the club, quality and organization of the Iron Ring Party, contributions to the Engineering Society at large, and the quantity and quality of any other events undertaken by the club itself.

### **Affiliated Club of the Year**

The award is given annually to the best Engineering Society Affiliated Club or Ex-Officio group. Criteria for evaluation includes the quality and organization of their events, amount of membership, inclusiveness of all Engineering Society members and their contribution to the improvement of the quality of student life.

### **Director of the Year**

Awarded annually to one to three (1-3) Engineering Society Project Directors deemed to have done the best job with their respective positions. Criteria for this evaluation of nominees for this award includes improvement over the work done in the previous year, the overall success and organization of their respective committee and their personal contribution to the development of the Engineering Society through involvement at meetings and other general contributions.

### **Representative of the Year**

The award is given annually to one (1) Class Representative and one (1) Board of Directors or Faculty Council representative for outstanding dedication and effectiveness in representing their constituency to the Engineering Society, the Faculty and the broader University community.



**Joe Club Award**

Awarded annually to one graduating individual who has demonstrated commitment and dedication to their respective discipline club over the course of their years at Skule.



## **APPENDIX B – AMENDMENTS**

The following changes were made from the previous version (Revised on February 6, 2016):

1. Appendix A was amended as per February 2016 Board decision