Prizes and Awards Guidance Document

General

1) The Committee shall comprise of:

i. Accommodation and Community Officer

ii. Activities Officer

iii. Athletic Union Officer

iv. Democracy and Communications Officer

v. Education Officer

vi. Eight non-Executive, full members of the Union, who nominate themselves and are then drawn randomly at Union Council. Four of these at the final meeting of Union Council each year and four in the first to fourth Council of the following year.

2) The Committee shall elect its Chair from amongst its members.

3) In the event of a person filling more than one role on the Committee, no replacement shall be made and the person shall have only one vote in the meeting.

4) The committee may, where it feels necessary, co-opt any student or staff member to advise it. Co-option will be by two-thirds majority of the committee. Co-opted members will be non-voting.

Definitions

5) There shall be two categories of Prizes and Awards of the Union:

i. Awards to Graduating Students

ii. Awards to Non-Student Individuals

Awards to Graduating Students

6) Awards to Graduating students shall be presented to graduating students of the University of Nottingham.

7) The following shall be Awards to Graduating Students:

i. The Ordo Caligulae, which shall be presented to graduating students of the University of Nottingham who have given outstanding contribution to the Union. It shall be the highest award and it shall include Honorary Life Membership of the Union.

ii. Honorary Life Membership, which shall be conferred on graduating students of the University of Nottingham who have furthered the achievements of the aims of the Union through their outstanding...
effort and contribution of time and resources most often over a prolonged period of time.

iii. Union Prize, which shall be presented to graduating students of the University of Nottingham in recognition of contribution of time and resources to the benefit of the Union which may include but is not limited to taking on one responsibility and doing it exceptionally or taking on a number of different responsibilities over a prolonged period of time.

iv. Student Experience Prize, which shall be in recognition of the contribution of time and resource to the benefit of the Union or its membership over the course of an academic year.

Awards to Non-Student Individuals

8) Awards to Non-Students shall be presented to individuals who are not students.

9) The following shall be Awards to Non-Students:

i. The Don Varley Award, which shall be presented to those individuals (not students) who have served or contributed to the Union in the achievements of the aims of the Union through their outstanding effort and contribution of time and resources most often over a prolonged period of time.

ii. Mary Marsh Prize which shall be presented to those individuals (not students) who have made an outstanding contribution to student life at the University, but who may not qualify for the Don Varley Award.

Procedure

10) Nominations for Prizes and Awards of the Union shall be returned to a relevant member of the Executive Committee by the date fixed by Prizes and Awards Committee.

11) The Prizes and Awards Committee shall:

i. Consider all nominations returned to relevant member of the Executive Committee by the closing date.

ii. Make recommendations on graduating nominees to the last Council of the year.

iii. Make recommendations on non-graduating nominees to the next year's Prizes and Awards Committee.

iv. During debate of nominations and recommendations go into closed session.