

## ARTICLE 2 – STUDENTS’ SOCIETY AWARD OF DISTINCTION

### Purpose

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

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### Administration

2.2 The Vice-President (University Affairs) shall be responsible for administrating, publicizing, and disbursing the Award.

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2.3 The Award shall be financed by the interest earned by the SSAD Fund.

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2.4 The total sum awarded from the SSAD Fund shall follow these parameters:

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2.4.1 The total sum awarded from the SSAD Fund in any given year shall not exceed eighty (80) percent of the total interest earned from the investment of the SSAD Fund from February 1st of the prior academic year to January 31st of the current academic year.

2.4.2 The amount of the total interest earned shall be determined no later than February 15<sup>th</sup> by consulting with the SSMU Comptroller.

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2.5 All current assets of the SSAD Fund shall be kept in the form of low risk investments, separate from the SSMU’s operating account.

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2.6 The value of the Award(s) is at the discretion of the Selection Committee.

2.7 Up to four (4) Awards may be given in any academic year.

2.7.1 If there are less than four (4) suitable candidates, the Selection Committee is not obliged to issue all the Awards.

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2.8 Award recipients shall receive their scholarship in two equal installments at the beginning of the Fall and Winter semesters upon submitting proof of their registration and their Social Insurance Numbers to the Vice-President (University Affairs).

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2.9 The SSAD’s advertisement shall be allocated to the Vice-President (University Affairs) budget. The publicizing campaign shall include, but is not limited to:

2.9.1 Announcements via the SSMU listserv and social media; and

2.9.2 Advertisement in *The Tribune*, *The Daily*, and *Le Délit Français*.

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2.10 The Vice-President (University Affairs) shall ensure that the application period begin no later than March 1<sup>st</sup> of the academic year.

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2.11 Full Applications and all letters of reference must be received by the due date, which must be no later than April 1<sup>st</sup> of the academic year.

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### Selection Committee

2.12 The composition of the Selection Committee will be as follows:

2.12.1 President;

2.12.2 Vice-President (University Affairs);

2.12.3 At least two (2) Councillors;

2.12.4 Up to three (3) members-at-large from the membership of the SSMU.

2.12.5 The number of members-at-large shall not exceed the number of Councillors.

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

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2.13 The Selection Committee’s primary role is to assess the applications for the SSAD. The Selection Committee shall follow the **Eligibility and Assessment of Applications** by-laws when assessing each application.

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2.14 The Selection Committee must review the SSAD application form each year and update it as necessary.

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2.15 The Selection Committee also has the power to determine the value and number of awards, as set out in By-law 2.6 and 2.7.

**Eligibility**

2.16 Eligible applicants must:

2.16.1 Be SSMU members;

2.16.2 Be full-time or part-time students currently registered and continuing in their degree programs; and

2.16.3 Have completed a minimum of 12 credits by the conclusion of the current academic year.

2.17 Awards may be given to students currently attending McGill University who will be registered at another post-secondary education institute in the coming year.

2.18 Student members of the Selection Committee and SSMU Executives (past and present) are ineligible.

**Assessment of Applications**

2.19 Outstanding academic merit shall be evaluated on an applicant's entire undergraduate performance.

2.20 Financial need may be a consideration should the number of qualified applicants exceed the number of scholarships.

2.20.1 A self-assessment of financial need, similar to that used by the McGill University Department of Financial Aid, shall be submitted with the application.

2.21 All candidates must submit two letters of reference. One (1) must attest to the applicant's contributions to student life. The other must be written by an instructor at McGill University.

2.22 All applicants must provide a resume outlining their principal extra-curricular activities.

2.23 All applicants must provide two (2) copies of their Official Transcript. No unofficial transcripts will be accepted from applicants.

2.23.1 Any applicant who has transcripts from another university must submit those as well. The Selection Committee can create any additional application requirements they see fit.

2.24 All applications shall be held in strict confidence and shall be reviewed only by the Selection Committee.

2.25 Once the SSAD has been awarded, the SSMU General Manager will archive all applications.

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