Authority

The Committee on Awards and Scholarships (CAS) reports to the President of the First Nations University of Canada (FNUniv) under the delegated authority of the Board of Governors.

Mandate

The Committee on Awards and Scholarships will review, oversee, recommend, and celebrate student success in their educational endeavors through awards and scholarships.

Composition

A. The Committee membership shall be comprised of eight (8) voting members, consisting of the following:
   - Five (5) permanent full-time faculty members, consisting of representation from each campus and each department. A voting process to determine membership will be conducted by the office of the Vice President Academic.
   - Three (3) members consisting of representation from each of the following departments: 1) Student Success Services, 2) Registrar’s Office, and 3) Finance.

B. Committee Structure:
   - The Committee shall be chaired by the Director of Student Success Services who shall fulfill the role of the representative member from that department and shall only cast a vote in the case of a tie.
FIRST NATIONS UNIVERSITY OF CANADA

- A Vice-Chair will be elected from among the committee membership to a one-year term at each September meeting.
- Ex Officio Committee Members: President and VP Academic (non-voting)

Resource People

- Student Success Services Executive Assistant
- Executive Administrator to the President

Term of Office

- Half of the committee members will be appointed for two-year terms, and half for three-year terms. Committee members’ appointments shall be renewable for a second-term. Efforts will be made to ensure that not all members of this committee are obligated to rotate off at the same time.
- Individuals may be considered for reappointment after being off the committee for at least one year.
- Terms of office shall be based on the academic year – September 1 – August 31
- If a vacancy occurs, based on the committee composition criteria, someone may be appointed to fill the vacancy for the remainder of the term.

Duties

a) Undertake ongoing review of all policies as they relate to university scholarships, bursaries and awards;

b) Abide by established policies such as those for Fundraising and Scholarships;

c) Oversee the management of the Scholarship fund, including all accounts, balance transfers and allocations.

d) Approve the terms of reference for each scholarship, bursary, and award available to FNUniv students.

e) Oversee the process associated with the application, screening and selection for each scholarship, bursary, and award in accordance with the terms of reference associated with each award;

f) Decisions shall be decided by a simple majority of votes from a quorum of voting members. In a situation of a tie, the Chair shall be given full right to vote on all issues;
g) Hold a bi-annual event to recognize recipients of all scholarships, bursaries, and awards at FNUniv – one event will be held in April and the second will be held in December;

h) Review selection criteria for student awards at least every two (2) years and advise the President of suggestions for amendment to the terms of reference for award; and

i) Review any written statement of concern that may have been submitted by members of the University community about particular awards on the basis of social responsibility. Upon review, the Committee will make a recommendation to the President.

Meetings and Quorum

- The committee shall meet in-person at least five times per year as follows:
  - Second week in September to conduct committee business
  - Second Week in November to select Fall award recipients
  - Second week in February to conduct committee business
  - Second week in March to select Spring award recipients
  - Second week in June to conduct committee business

- Additional meetings may be called as required.
- Quorum shall consist of half plus one of the voting committee members.

Email Voting

The Chair of the Committee shall determine the necessity for an e-mail vote in between regularly scheduled meetings of the Committee.

- Each committee member shall have one vote except the Chairperson who shall have a casting or deciding vote in the event of a tie.

- Decision by e-mail votes shall require an eighty percent (80%) return of responses and a three quarters majority (6 or more members) of those voting.

- Five days from date of e-mailing shall be allowed to complete the poll, from date of notification by e-mail.

- Decisions taken by Committee via e-mail are deemed approved and will be announced by e-mail and documented through motion by the Committee Secretary in the official minutes.
Member Responsibilities

- It is expected that each Committee member will attend each meeting or provide advance notice of absence. After absence from two consecutive meetings, the Chair will request replacement of non-attending members.
- Committee members are required to disclose any real or perceived conflict of interest in the decision making process of selecting students for scholarships, bursaries, and awards.

Reporting Requirements

- The Committee on Awards and Scholarships (CAS) shall be accountable to the President of the First Nations University of Canada (FNUniv).
- The Chair of the Committee shall provide a written report on the outcome of each committee meeting at the next regular meeting of Academic Council.

Amendments

- The Terms of Reference for the Committee on Awards and Scholarships shall be reviewed annually in September and any recommendations for amendments shall be brought forward to the President for approval.