

AGNES BENIDICKSON TRICOLOUR AWARD TERMS OF REFERENCE

These reviewed terms of reference were last approved on August 29, 2025.

A. Preamble

1. The Agnes Benidickson Tricolour Award (ABTA) and induction into the Tricolour Society is the highest tribute that can be paid to a Queen's University student for valuable and distinguished service, leadership, character, and community impact.
2. The Award is named in honour of Dr. Agnes Benidickson, who was Chancellor of Queen's University from 1980 until 1996.
3. Admission to the Tricolour Society shall be limited to current students at the University. The number of students to be admitted to the Tricolour Society is limited to a maximum of four students per year.
4. The Rector (or delegate) serves as the Chair and a non-voting member of the Agnes Benidickson Tricolour Award Selection Committee. The selection process follows the procedures as outlined in these Terms of Reference.

B. Authority

1. Hereinafter, the responsibility of awarding the Agnes Benidickson Tricolour Award shall be that of the third officer of Queen's University, the Rector (or delegate).
2. The Rector (or delegate) shall organize the nominations, the Agnes Benidickson Tricolour Award Selection Committee, and the Agnes Benidickson Tricolour Award presentation.
3. These terms of reference shall be subject to review and approval from time to time by the Agnes Benidickson Tricolour Award Committee.

C. Definitions

1. The University Rector, being the third Officer of the University, shall be referred to as the Rector.

2. Queen's University shall be referred to as the University.
3. The Agnes Benidickson Tricolour Award shall be referred to as the Tricolour Award or ABTA.
4. The Alma Mater Society shall be referred to as the AMS.
5. The Society of Graduate and Professional Students shall be referred to as the SGPS.
6. The Agnes Benidickson Tricolour Award Selection Committee shall be referred to as the Selection Committee or ABTASC. Members of the ABTASC shall be first required to sign an Agreement (APPENDIX A) before receiving any nomination packages. The Selection Committee consists of the President (or delegate) from each of the following organizations:
 - a. The Alma Mater Society
 - b. Society of Graduate Studies and Professional Students
 - c. Aesculapian Society
 - d. Arts and Science Society
 - e. Commerce Society
 - f. Computing Students Association
 - g. Concurrent Education Students Association
 - h. Engineering Society
 - i. Health Sciences Society
 - j. Law Students Society
 - k. Nursing Students Society
 - l. Physical Health Education and Kinesiology Students Association
7. The term "nominee" shall refer to any Queen's student who is successfully nominated by their peers and accepts that nomination, in accordance with these terms of reference for the Agnes Benidickson Tricolour Award.
8. There shall be a society called the Tricolour Society of Queen's University, comprised of ABTA recipients, which shall be referred to as the Tricolour Society.
9. The Office of the University Rector Advisory Committee shall be referred to as the RAC.
10. A Positive Disclosure refers to a nominee giving consent that the Rector may contact the University's Non-Academic Misconduct Office to verify their record.

D. Award Criteria

1. Admission to the Tricolour Society shall be limited to current students at Queen's University. The total number of students to be admitted to the Society

each year shall not exceed a maximum of four (4) recipients and is the jurisdiction of the ABTASC.

2. The ABTA shall be awarded to a student for valuable and distinguished service, leadership, character, and community impact, and whose involvement must not be limited exclusively to athletic or academic endeavours.
3. A nominee's service may be confined to a single field (excluding athletics or academics) or may have taken the form of significant contributions over a wide range of activities (may include athletic or academic activities).
4. Only current students at the University may submit a nomination, and individuals are unable to self-nominate.
5. Admission shall not be granted simply because a person holds or has held a position or office on campus.
6. As the Chair of the ABTASC, the Rector (or delegate) shall not be eligible to be nominated while they hold office.
7. In the event of an ABTASC member being nominated, they must relinquish their position on the committee to a delegate, as appointed by the ABTASC, for their nomination to proceed.
8. Students who have any sexual misconduct, sexual assault, harassment, or discrimination violations in their student file are not eligible to be considered for the Tricolour Award.

E. Nomination Packages

1. The nomination package must be fully complete, consisting of a nomination form and letters of support, for an individual to be eligible. The package will be submitted electronically to the Office of the Rector through the online nomination portal made available on the Rector's webpage.
2. Each nomination must have a completed nominee information form with a primary and secondary nominator, both of whom must be current students.
3. Letters of support must accompany the nomination form and be a maximum of two pages using a size 12 Times New Roman font and standard margins. No less than three (3) and no more than five (5) letters of support are permitted. Letters should include the nominee's name and describe the nominee's contribution(s) to and impact at Queen's University.
 - a. Letters may be authored by those who can directly speak to the exemplary contribution a nominee has made, i.e., faculty, staff, student, community member, etc.

- b. Letters of support may be co-authored and/or co-signed.
- c. Letters must include the name, faculty, role/function, and contact information of the submitter.
- d. Each nominator must either write an individual letter of support or co-sign a letter.

E. Nominee Steps

1. Upon receiving nomination packages, the Chair will contact the nominees to accept or decline their nomination. Those who accept are required to give consent for a positive disclosure and provide a resume relevant to the Tricolour Award criteria, typically within one (1) week of notice.
 - a. The resume must be completed using a provided template by the Chair. The resume prioritizes Queen's activities but will also provide the opportunity to record other community involvement that demonstrates service, leadership, and character during the student's years of study at Queen's.
 - b. No GPAs should be included in the resume, but nominees can share information about their research impact and academic publications if applicable.
 - c. The positive disclosure form (APPENDIX B) allows the Chair to confirm that the nominee has not been found responsible for violations under the [Queen's Policy on Sexual Misconduct and Sexual Violence Involving Students](#) and the [Queen's Harassment and Discrimination Prevention and Response Policy](#).

F. Selection Process

1. The Rector (or delegate) serves as the Chair, and non-voting member, of the Agnes Benidickson Tricolour Award Selection Committee (ABTASC).
 - a. The Chair shall be the main point of contact for all nominees/nominators.
2. Using the information provided in the nomination package, the ABTASC will select no more than 10 nominees to interview.
 - a. Once the successful nominees are chosen to progress to the interview stage, the Chair will inform all candidates of the status of their

nomination and will invite the selected nominees to schedule interview times.

3. Interviews will be held in person, unless otherwise stated.
4. At the beginning of the interview, the Chair shall:
 - a. Facilitate a round of introductions.
 - b. State that everyone interviewed will be asked the same core set of questions and that follow-up questions may differ between candidates.
 - c. Provide a printed copy of the questions for the nominee to reference and return at the end of the interview.
5. At the conclusion of the interview, the Chair shall provide the nominee an opportunity to:
 - a. Ask any questions or offer comments.
 - b. State that the nominee may direct any questions or concerns relating to the selection process to the Chair.
6. The interview procedure for the ABTASC is as follows:
 - a. Each member of the ABTASC shall complete a written evaluation of the applicant while the interview is taking place. These documents shall be kept confidential and stored with the Office of the Rector.
 - b. Responding to questions from applicants shall be the responsibility of the Chair.
 - c. Evaluations on individual nominees may occur during the interview process; however, no comparisons shall be made between nominees until all interviews have concluded.
7. Selection of the successful nominee(s) shall be made holistically and unanimously, based on nomination packages, interviews, and resumes.
8. ABTASC members are asked to identify any conflicts of interest in reviewing nominations. Should an ABTASC member feel unable, for any reason, to speak to a nomination, the member will be asked to leave the room before the deliberations on that nomination begin.
9. Decisions of the Tricolour Awards Selection Committee are final.
 - a. To uphold the integrity of the Award and selection process, nominees and nominators will not be granted tailored feedback on letters, resumes, or interviews.

G. Award Recognition

1. Emblematic of the high honour of the ABTA, recipients shall be recognized by
 - a. An Awards presentation organized by the Rector (or delegate), with the support of campus partners. The AMS and SGPS shall financially support the presentation per the terms of both Memorandums of Understanding (Appendix C and C)
 - b. The Rector and Chancellor presenting a plaque at their convocation.
 - c. Their names being engraved on a plaque in the John Deutsch University Centre (JDUC).
 - d. Being admitted into the Tricolour Society.

H. Rescinding an Agnes Benidickson Tricolour Nomination, or Revoking Membership to the Tricolour Society

1. All decisions made by the Agnes Benidickson Tricolour Award Selection Committee are final, subject to the provisions of this Article H.
2. The Rector may request that a review of a nomination for the Agnes Benidickson Tricolour Award (ABTA) or membership in the Tricolour Society be opened by the University Rector Advisory Committee where it appears that grounds, based on the criteria below, exist that may merit rescission or revocation, respectively, of either.
3. An ABTA nomination may be rescinded on any of the following grounds:
 - a. The nominee has been convicted of a criminal offence.
 - b. The conduct of a nominee:
 - i. Constitutes a significant departure from the Queen's University Student Code of Conduct;
 - ii. undermines or is contrary to the basis of their nomination; or,
 - iii. the nominee's behaviour otherwise has the potential to impair the reputation of the Tricolour Society.
4. Membership in the Tricolour Society may be revoked on any of the following grounds:
 - a. The member has been convicted of a criminal offence,
 - b. The conduct of a member constitutes a significant departure from Queen's core values: Truth, Responsibility, Respect, Freedom, and Wellbeing or is contrary to or undermines the original basis for the award, or,
 - c. the member's behaviour otherwise has the potential to impair the reputation of the Tricolour Society.

5. The Rector, on any of the aforementioned grounds, may request the University Rector Advisory Committee to open a review of a nomination or membership. In the event of a review being initiated by the Rector and accepted by the RAC, the committee may use all resources available to the University it deems necessary to reach a recommendation. The RAC will provide a recommendation, in writing, to the Office of the Rector, who will take their recommendation under advisement and ultimately make a final decision.
6. Following receipt of a recommendation from the University Rector Advisory Committee, the Rector may rescind a nomination for the ABTA or revoke a membership in the Tricolour Society if, in the opinion of the Rector, grounds for same exist in accordance with this article. The decision of the Rector in this regard shall be final and shall not be subject to review or appeal by any person or body.



Agnes Benidickson Tricolour Award Selection Committee Confidentiality and Conflict of Interest Responsibilities

Confidentiality | I recognize that I will have access to personal and confidential information and materials related to the award and selection process as a member of the Tricolour Award Selection Committee. With full knowledge that maintaining strict confidentiality is critically important to the integrity and success of the selection process:

1. I acknowledge that Committee members must be able to freely express their opinions within the Committee about the issues they have been asked to review and consider. Similarly, those who communicate their views to the Committee must be able to do so in confidence
2. I will maintain in strict confidence:
 - All documents submitted by, and all personal information about, every nominee that I receive while carrying out my responsibilities as a member of the Committee;
 - all documents relating to the process and the work of the Committee;
 - all discussions and deliberations of the Committee and all information relating to such discussions and deliberations;
 - all written and verbal information furnished to the Committee by any person or group;
3. I will not use, discuss, or disclose any information to any person or entity on my own initiative and I agree that all communications on behalf of the Committee will be solely through the Chair of the Committee;
4. I will retain all committee-related documents and records in a manner which protects their confidentiality and the privacy of the person(s) to whom such documents and records pertain, as directed by the Committee Chair.
5. I will not dispose of any such documents or records except in accordance with the direction of the Committee Chair.
6. If I am uncertain about confidentiality obligations, I will consult the Committee Chair.
7. I agree to maintain the confidentiality described above during the period that the Committee is active and thereafter once the Committee has completed its work.
8. I acknowledge that I may be removed from the Committee, at the discretion of the Committee Chair, if I breach any of my confidentiality obligations.
9. If I am removed from the Committee, I acknowledge that I remain bound by the confidentiality obligations described above.

Conflicts of interest | Selection Committee members are asked to identify any conflicts of interest in reviewing nominations. Should a selection committee member feel unable, for any reason, to speak about a candidate's nomination, the member will be asked to leave the room before the deliberations on that nominee begin. The following guidelines governing conflicts of interest apply to the evaluation of the Agnes Benidickson Tricolour award. Guidelines of this nature cannot foresee all situations, and the Office of the Rector relies on the judgment of

committee members when identifying conflicts and reserves the right to determine where a conflict exists. In making this assessment, the following considerations, among others, apply if a committee member is placed in a situation where:

- The interests of an immediate family member (spouse, partner, and natural or step-parent, child or sibling) or of a person with whom the Committee members has or has recently had, a personal, club, business, intimate or financial relationship, conflict with, or could appear to conflict with, their responsibilities as a member of the Committee, or, could improperly influence their obligation to provide unbiased and objective feedback about any nominee or about any information received from any other person or group concerning a nominee.

Committee members are required to avoid actual conflicts and apparent conflicts of interest. Committee members are required to disclose to the Committee Chair, immediately upon discovery, any actual or potential conflict of interest relative to their responsibilities on the Committee. This requirement is a continuing one that exists for the duration of each Committee member's participation on the Committee.

Declaration | Conflicts of interest may evolve as the work of the Committee progresses. I undertake that I will, as a condition of my service and continued service on the Committee, declare any potential or actual conflict of interest to the Committee Chair immediately upon discovery. I understand that any conflict or potential conflict I disclose will be reviewed and considered by the Committee Chair and that the Chair may determine that the disclosed conflict renders me ineligible to continue as a member of the Committee.

I further understand that if I fail to disclose any actual, potential conflict of interest, I may be removed from the committee at the discretion of the Chair of the Committee.

I confirm that the information provided above is complete and accurate. I have read, understand, and agree to abide by all the terms set out above as a condition of my service as a committee member

Committee member name: _____ Date: _____

Signature: _____



Agnes Benidickson Tricolour Award Positive Disclosure

I _____ certify that I have not been found responsible for any violation(s) under the Policy on Sexual Violence Involving Queen's University Students or the Harassment and Discrimination Prevention and Response Policy, and agree the Office of the Rector may verify this with the Student Conduct Office.

Signature

Date



Memorandum of Understanding

This Memorandum of Understanding (hereinafter referred to as the "Agreement") sets forth the terms and understandings between (The Office of the Rector) and the Alma Mater Society (AMS), pursuing the funding of the Agnes Benidickson Tricolour Award (hereinafter referred to the ABTA).

Background | The ABTA is the highest tribute paid to a Queen's student for service, leadership, and character. The Office of the Rector is solely responsible for the coordination of the nomination, selection, and recognition of inductees, as well as all administrative aspects of conferring such an award. Eligible individuals will be students belonging to the Alma Mater Society (AMS) or the Society of Graduate and Professional Studies (SGPS). The budget for the Award and event is housed within the Office of the Rector, but it is customary for financial contributions to be received from the AMS and SGPS. The budget will then be allocated at the discretion of the Rector (or Designate). The partnership between the Office of the Rector, AMS, and SGPS has been essential in the pursuit of selecting and recognizing the extraordinary work of students at Queen's.

Purpose | The purpose of this agreement is to outline the funding provided by the AMS in partnership with the Office of the Rector. The agreed-upon amount will be contributed by the AMS no later than February 1 of the next Award year for distribution by the Office of the Rector. This memorandum is valid for 1 year.

Funding | The Alma Mater Society contributes \$2,000.00

University Rector

AMS President

Date

Date



Memorandum of Understanding

This Memorandum of Understanding (hereinafter referred to as the "Agreement") sets forth the terms and understandings between (The Office of the Rector) and the Society of Graduate and Professional Students (SGPS), pursuing the funding of the Agnes Benidickson Tricolour Award (hereinafter referred to the ABTA).

Background | The ABTA is the highest tribute paid to a Queen's student for service, leadership, and character. The Office of the Rector is solely responsible for the coordination of the nomination, selection, and recognition of inductees, as well as all administrative aspects of conferring such an award. Eligible individuals will be students belonging to the Alma Mater Society (AMS) or the Society of Graduate and Professional Studies (SGPS). The budget for the Award and event is housed within the Office of the Rector, but it is customary for financial contributions to be received from the AMS and SGPS. The budget will then be allocated at the discretion of the Rector (or Designate). The partnership between the Office of the Rector, AMS, and SGPS has been essential in the pursuit of selecting and recognizing the extraordinary work of students at Queen's.

Purpose | The purpose of this agreement is to outline the funding provided by the SGPS in partnership with the Office of the Rector. The agreed-upon amount will be contributed by the AMS no later than February 1 of the next Award year for distribution by the Office of the Rector. This memorandum is valid for 1 year.

Funding | The Society of Graduate Studies and Professional Students contributes \$1,000.00

University Rector

SGPS President

Date

Date