

## **AGNES BENIDICKSON TRICOLOUR AWARD – TERMS OF REFERENCE**

### **A. Preamble**

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.

The Award is named in honour of Dr. Agnes Benidickson who was Chancellor of Queen's University from 1980 until 1996.

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.

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**

Hereinafter, the responsibility of awarding the Agnes Benidickson Tricolour Award shall be that of the third officer of Queen's University, the Office of the Rector (or Delegate).

The Office of the Rector (or delegate) shall organize the nominations, the Agnes Benidickson Tricolour Award Selection Committee, and the Agnes Benidickson Tricolour Award presentation.

These terms of reference shall be subject to review and approval from time to time by the Agnes Benidickson Tricolour Award Committee.

These reviewed terms of reference were last approved in March 2023.

## **C. Definitions**

- I. The Office of the Rector, being the third Officer of the University, shall be referred to as the Rector.
- II. Queen's University shall be referred to as the University.
- III. The Alma Mater Society shall be referred to as the AMS.
- IV. The Society of Graduate and Professional Students shall be referred to as the SGPS.
- V. The Agnes Benidickson Tricolour Award shall be referred to as the Tricolour Award or ABTA.
- VI. The Agnes Benidickson Tricolour Award Selection Committee shall be referred to as the ABTASC.
- VII. The term "nominee" shall refer to any Queen's student who is successfully nominated by their peers in accordance with these terms of reference for the Agnes Benidickson Tricolour Award.
- VIII. There shall be a society called the Tricolour Society of Queen's University comprised of ABTA winners, which shall be referred to as the Tricolour Society.
- IX. The Office of the University Rector Advisory Committee shall be referred to as the RAC.

## **D. Award Criteria**

- I. 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).
- II. The Agnes Benidickson Tricolour Award 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.
- III. 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).
- IV. Only current students at the University may submit a nomination and individuals are unable to self nominate.
- V. Admission shall not be granted simply because a person holds or has held a position or office on campus.

- VI. As the Chair of the ABTASC, the Rector (or delegate) shall not be eligible to be nominated while they hold office.
  - i. In the event of a 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.

## **E. Nomination Packages**

- II. The nomination package will consist of a nomination form and letters of support and must be complete for an individual to be eligible. The package will be submitted electronically to the Office of the Rector through the online nomination portal.
- III. Each nomination must have a completed nominee information form with a primary and secondary nominator, both of whom must be current students.
- IV. Letters of support must accompany the nomination form. 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.
  - i. These 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.
  - ii. Letters of support may be co-authored and/or co-signed.
  - iii. Letters must include the name, faculty, role/function, and contact information of submitter.
- V. Upon receiving nomination packages, the Office of the Rector will confirm acceptance of the nomination and request any additional information (CV, list of extracurriculars, contact info, etc.).

## **F. Selection Process**

- I. The Rector (or delegate) serves as the Chair, and non-voting member, of the Agnes Benidickson Tricolour Award Selection Committee (ABTASC).
- II. Using the information provided in the nomination package, the ABTASC will select no more than 10 nominees to interview. Once the successful nominees are chosen to progress to the interview stage, the Office of the Rector will inform all candidates of the status of their nomination and will invite the selected group to schedule interview times.

- III. Interviews will be held in-person, unless otherwise stated.

At the beginning of the interview the Chair shall:

- I. Facilitate a round of introductions.
- II. State that everyone interviewed will be asked the same core set of questions and that follow-up questions may differ between candidates.

At the conclusion of the interview the Chair shall provide the nominee an opportunity to:

- I. Ask any questions or offer comments.
- II. State when and how the nominee prefers to be notified regarding the decision of the ABTASC.
- III. State that the nominee may direct any questions or concerns relating to the selection process to the Office of the Rector (or delegate).

Interview procedure for the ABTASC is as follows:

- I. 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.
- II. Responding to questions from applicants shall be the responsibility of the Chair.
- III. Evaluations on individual nominees may occur during the interview process, however no comparisons shall be made between nominees until all interviews have concluded.

Selection of the successful nominee(s) shall be made holistically, based on nomination packages, interviews, and submitted CV.

ABTASC members are asked to identify any conflicts of interest in reviewing nominations. Should a 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.

All members of ABTASC shall first be required to sign a ABTASC Agreement. The agreement can be found in appendix A of the terms of reference.

- I. The Rector (or delegate) shall be the main point of contact for all nominees/nominators for Agnes Benidickson Tricolour Award to inform them of the progress and decisions of the ABTASC.

Decision of the Tricolour Awards Selection Committee are **final**.

## **G. Award Recognition**

Emblematic of the high honour of the ABTA, recipients shall be recognized by

- I. 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 (Appendices B and C).
- II. The Rector and Chancellor presenting a plaque at their convocation.
- III. Their names being engraved on a plaque in the John Deutsch University Centre (JDUC).
- IV. Being admitted into the Tricolour Society.

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

All decisions made by the Agnes Benidickson Tricolour Award Selection Committee are final subject to the provisions of this Article H.

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.

An ABTA nomination may be rescinded on any of the following grounds:

- I. The nominee has been convicted of a criminal offence.
- II. 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.

Membership in the Tricolour Society may be revoked on any of the following grounds:

- i. The member has been convicted of a criminal offence,
- ii. 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,
- iii. the member's behaviour otherwise has the potential to impair the reputation of the Tricolour Society.

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.

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.

APPENDIX A

**Agnes Benidickson Tricolour Award Selection Committee Agreement**

In seeking to fulfill my duties as a member of Agnes Benidickson Tricolour Award Selection Committee I agree to act in full compliance with the Agnes Benidickson Tricolour Award – **Terms of Reference.**

I understand that all information I access as a member of this committee, including, but not limited to, written and oral assessments of nominees, resumes, and nomination packages shall be treated as **confidential.**

**Conflict 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 to a candidate’s nomination, the member will be asked to leave the room before the deliberations on that nominee begins. The following guidelines governing conflicts of interest apply to the evaluation of the Agnes Benidickson Tricolour award. Guidelines of this nature cannot foresee all possible situations, and the Office of the Rector relies on the judgment of committee members when identifying conflicts and reserve the right to determine where a conflict exists. In making this assessment, the following considerations, among others, apply:

- a. The member has been, or continues to be a colleague in services with the nominee
- b. The member is or has been a partner, family member, or in a relationship/significant association with the candidate.

I agree not to share any such information with anyone other than fellow Selection Committee members unless agreed to by the committee.

If you have any questions or concerns, please contact the Chair of the Selection Committee.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_