

1) The Award:

- a) Shall be named the “**Young Alumni Excellence Award**”;
- b) Need not be awarded annually

2) The Nominee:

- a) Must be a member (a “*Member*”) of the University of Saskatchewan Alumni Association (the “*Alumni Association*”), as defined in the Alumni Association Bylaws;
 - i) Must be a graduate holding a degree, certificate or diploma from the University of Saskatchewan (all graduates with a degree, certificate or diploma are automatically considered members of the University of Saskatchewan Alumni Association)
- b) Must have graduated from the University of Saskatchewan within the past 5 years and be 35 years of age or younger;
- c) May be a current student;
- d) May receive the Young Alumni Excellence award only once.

3) Award criteria to be met by recipient:

- a) Has been actively engaged with the U of S and their community since graduation either in Saskatoon or around the world;
- b) Actively promotes the U of S and the U of S Alumni Association and/or helps foster lifelong relationships between fellow alumni and the U of S;
- c) Has shown characteristics that indicate future success and significant contributions to their community;

4) Nominations and Nominators:

- a) A Call for Nominations will be sent out by the end of November each year;
- b) Nominations must be received **no later than mid February (tbd each year)**;
- c) Nominators can be any U of S alumni, faculty, staff and/or students
 - i) Must submit 1 electronic copy of nomination to the Alumni Office
 - ii) It is recommended, but optional, to include up to 3 different letters of support
- d) If no nominations are received, or the Selection Committee (as defined herein) feels it would be appropriate, qualifying nominations received in prior years can be considered and/or the Selection Committee can submit its own nomination
 - i) Nominations will be kept on file and be eligible for consideration for up to (2) two years, if the applicant still meets the specific eligibility requirements for the award. If the nominee does not receive the award in that period, the nomination will be placed in an inactive file for consideration by the Selection Committee, in its discretion in any subsequent year, provided that the nominee continues to satisfy the award criteria;

5) Selection Committee:

- a) The Selection Committee (the “*Selection Committee*”) will be the ***Achievement and Engagement Committee*** of the Alumni Association Board of Directors (the “*Board*”);
- b) The Selection Committee will be responsible for reviewing all nomination materials received and selecting a winner

6) Selection Process:

- a) The U of S Alumni Office will receive all nomination material for the USSU Young Alumni Excellence Award and will provide a compilation of this information to each member of the Selection Committee;
- b) Each committee member will independently review and then rank each nominee on a criteria-ranking form according to an Evaluation Guidelines and Matrix document provided to committee members beforehand;
- c) Results are submitted in confidence to University Advancement and Community Engagement (“*ACE*”) for compilation and ratification;
- d) In no case will an individual committee member’s ranking be revealed;
- e) The highest aggregate score will determine the recipient of the USSU Young Alumni Excellence Award;
- f) The recipient will be determined **no later than the first week of March** of each year; and
- g) Should the proposed recipient reject the award, the award will be given to the nominee with the next highest aggregate score

7) Recognition of the Recipient:

- a) The recipient will be recognized at the annual USSU Excellence Awards ceremony (the “Ceremony”);
- b) If the recipient is unable to attend the Ceremony, the recipient can identify a designate to accept the award on his or her behalf;
- c) The recipient will be presented with a certificate and a commemorative gift not to exceed \$100.00; and
- d) Publicity will appear in the *Green & White*, *Beyond the Bowl* and the USSU will distribute a News Release to local media

8) The Board reserves the right, in its discretion and on approval of a simple majority of Board members, to:

- a) Revoke an award granted to a recipient should circumstances arise that, in its opinion, could unfavorably impact the reputation and/or image of the University of Saskatchewan and/or the Alumni Association;
- b) Make changes to these Terms of Reference on the recommendation of the Achievement and Engagement Committee; and
- c) Authorize the deviation from these Terms of Reference, from time to time, on the recommendation of the Achievement and Engagement Committee.