

Faculty of Arts Students' Association Scholarship Policy

UNIVERSITY OF CALGARY FACULTY OF ARTS STUDENTS'
ASSOCIATION

PROPOSED: October 18, 2021

PASSED: November 15, 2021

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Purpose & Scope

- 1 (1) This policy exists to expand upon the rules governing selection of the FASAAS (Faculty of Arts Students' Association Arts Scholarship) recipient each year.
- (2) This policy exists to ensure free and fair selection and procedures for the winner and participants of the FASAAS, allowing for equal opportunity of all Arts students.
- 2 This policy applies to all Scholarship Procedure Participants, comprising at least:
 - a) All members of the Association who apply (“applicants”);
 - b) All members of the Executive Committee;
 - c) All members of the Policy Review and Amendment Committee (PRAC);
 - d) All members of the Sponsorship and Grants Committee (SAGC);
 - e) Members of faculty, staff, or administration in the Faculty of Arts or the University of Calgary who seek to engage with the Association’s Scholarship Process

Suggested Timeline

- 3 (1) Applications will open on November 1st of each year, and close on December 31st of the same year.
- (2) In January PRAC and SAGC will review applications and submit 15 finalists to council.

- (3) In January FASA Council will review the 15 finalists and vote on a recipient.
- (4) The Recipient of the FASAAS will be named and awarded the first week of February.

Eligibility

- 11 (1) Voting members must be on FASA Council, or sit on PRAC and/or SAGC
 - (2) Applicants must:
 - a) Be enrolled in the Faculty of Arts at the University of Calgary.
 - b) Be in good academic standing and not on Academic Probation.
 - c) May be in any year of study
 - d) Be able to provide an academic reference upon request.
 - (3) Applicants must complete their application, on their own, in their own words and produced by themselves.
- 12 (1) Accordingly, any Undergraduate student enrolled in the Faculty of Arts is eligible to apply.
 - (2) Notwithstanding ss. 11(1), 11(2), and 12(1), persons shall be ineligible to apply, or hold a voting membership;
 - a) Have been impeached from a position on the Executive Committee within 2 years of the given awards;
 - b) Have outstanding fines or dues to the Association; and/or,
 - c) Have breached the Code of Conduct of the Association and been formally notified of the breach by the Executive Committee within 2 years of the award.
 - d) Is currently on academic probation.

Voting Procedures

- 42 (1) PRAC and SAGC members will meet and collectively discuss and vote on applications to present a top 15 to FASA Council
- 43 (1) FASA Council will vote on the top 15 via ballot at an in person voting night.
- (2) The SAGC Director will keep track of:
- a) The total number of votes cast for each applicant;
 - b) The winning applicant.
- 44 (1) At the end of the event, the SAGC Director will announce the results of the vote.
- a) The total number of valid votes for each applicant and the winning applicant.
- 45 (1) The SAGC Director shall collaborate with the Vice President Communications to release official results:
- a) If no active complaints or appeals procedures are in effect, after one week following the announcement of scholarship results; or,
 - b) If active complaints or appeals procedures are in effect, after the conclusion of those procedures.

Complaints & Appeals

Complaints

- 46 (1) Any member of the University community may file a complaint against an individual member thereof by contacting the SAGC Director.
- (2) A complaint shall require:
- a) The name of the individual being complained about;

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- b) Details regarding the incident being complained about; and,
 - c) Contact information of the complainant for the SAGC Director to follow up.
- (3) Upon the receipt of a complaint, the SAGC Director shall:
- a) Acknowledge receipt of the complaint in writing to the complainant;
 - b) Review all provided details and evidence in the complaint; and,
 - c) Review all relevant policy or regulations that may pertain to the complaint.
- (4) Complaints submitted against a Candidate or voting member, regardless of their merit, for the sole purpose of harassing or subduing the candidate (i.e., “vexatious complaints”) shall not be allowed.
- a) A Candidate or voting member who submits vexatious complaints against another member may, at the SAGC Director discretion, be subject to sanctions.
- (4) The SAGC Director may, upon the receipt of a complaint:
- a) Dismiss the complaint;
 - b) Request additional information from the complainant;
 - c) Request additional information from relevant parties; or,
 - d) Apply sanctions to the individual being complained about as a member of.

Appeals

- 47 (1) Candidates may, by contacting the SAGC Director, request an appeal of:
- a) Sanctions;
 - b) SAGC Director decisions; and,
 - c) Results of an election.
- (2) A request for appeal shall require:
- a) Cause for the appeal (i.e., misinterpretation of policy; unfair sanctions; or vote tampering/fraud; etc.); and,

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- b) Supporting evidence or information.
- (3) Upon the receipt of an application for appeal, the SAGC Director shall:
- d) Acknowledge receipt of the application in writing to the appellant;
 - e) Review all provided details and evidence in the application; and,
 - f) Review all relevant policy or regulations that may pertain to the appeal, as well as relevant precedent.
- (4) The SAGC Director may:
- e) Dismiss the appeal;
 - f) Request additional information from the appellant;
 - g) Request additional information from relevant parties;
 - h) Grant a partial appeal (i.e., reducing a sanction, but not removing it entirely); or,
 - i) Grant an appeal for a decision.
- 48 (1) Appeals may be subsequently appealed to a vote at a meeting of the Council. For the meeting to address the appeal:
- a) The SAGC Director shall provide to the Council in advance of the meeting all relevant information used in the initial decision(s);
 - b) The SAGC Director shall provide a written statement explaining their rationale for any previous decisions;
 - c) The appellant and defendant (or SAGC Director) shall be allowed to make verbal statements of no longer than 5 minutes each; and,
 - d) The Council shall vote whether to grant the subsequent appeal or deny it.
- (2) Decisions of the Council are final, and may not be further appealed.

Sanctions

- 49 (1) The SAGC Director may, in accordance with this policy, apply sanction(s) to any Candidate(s) or Voting member(s) in contravention of this policy by the judgment of the SAGC Director or by valid complaint.

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- 50 (1) Sanctions available to the SAGC Director shall be applied in a manner respective of the gravity of the breach of policy.
- (2) The SAGC Director may consider, in addition to any given breach, complaint or appeal being considered at any given time:
- a) A candidate's behavioural history throughout the scholarship process;
- 51 (1) Sanctions available to the SAGC Director include:
- a) A formal, written warning;
 - b) Financial penalties in \$5.00 or \$10.00 increments, respective of the severity of the breach of policy, up to a maximum of \$50.00 per sanction;
 - c) Disqualification of a candidate; or,

Amendments

- 52 (1) This policy may be rescinded, altered or added to by:
- a) A super-majority vote of the Council; or,
 - b) A majority vote of the Council, when changes to the policy have been duly reviewed and recommended by the Policy Review and Amendment Committee.
- (2) Notwithstanding ss. 52(1), this policy may not be amended during the period beginning 2 weeks before any Scholarship application Period and ending after the later of either the end of the subsequent Appeals Period, or the conclusion of any Appeals processes.
- (3) A record of any such amendments will be kept by the Policy Review and Amendment Committee.