

UNIVERSITY OF MANITOBA POLICY

Policy:	DISTINGUISHED SERVICE AWARD
Effective Date:	March 22, 2005
Revised Date:	March 20, 2013; September 10, 2013
Review Date:	March 20, 2023
Approving Body:	Board of Governors
Authority:	
Responsible Executive Officer:	University Secretary
Delegate:	
Contact:	Governance Specialist, Office of the University Secretary
Application:	Board of Governors Members; Senate Members

Part I Reason for Policy

- 1.1 To establish an award that celebrates and recognizes public service and community building activities by individuals, groups, and organizations in the Province of Manitoba.

Part II Policy Content

- 2.1 The Distinguished Service Award is the highest honour bestowed by the Board of Governors. Distinguished Service Awards are awarded to individuals, groups, and organizations whose contributions improve the social or cultural well-being of the people of Manitoba. It is intended to recognize those whose service efforts build a better province for us all. The focus of the award is the recognition of distinguished community service to the University, the City of Winnipeg, and the Province of Manitoba, as opposed to individual achievements.
- 2.2 The Board of Governors shall decide the recipients of Distinguished Service Awards after considering the recommendations of the Distinguished Service Awards Selection Committee.

- 2.3 Normally, no more than two (2) Distinguished Service Awards shall be awarded in one academic year.
- 2.4 All residents of Manitoba who are not current employees of the University of Manitoba are eligible for nomination for the Distinguished Service Award.
- 2.5 Normally Distinguished Service Awards shall be presented at Convocation, but the Chair of the Board of Governors may authorize presentation at another suitable occasion.
- 2.6 Recipients of the Distinguished Service Award shall receive a University of Manitoba Distinguished Service Medal. A citation shall be read at the presentation ceremony.
- 2.7 The University will not normally offer a Distinguished Service Award to anyone who is not in a position to accept it in person.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the University Secretary that a formal review of this Policy is required.
- 3.2 The University Secretary is responsible for the implementation, administration and review of this Policy.
- 3.3 Board of Governors members and Senate members are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Board of Governors may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is March 20, 2023.
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the University Secretary or Approving Body deems it necessary or desirable to do so;

- (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this policy is revised or repealed, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) Policy 230 Distinguished Service Awards, approved January 12, 1982;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Distinguished Service Awards Procedures](#)
 - (b) [Distinguished Service Award Committee Bylaws](#)