

Colours Policy (first approved by Council December 2008)

A Regulation created under Bye-Law 3: Membership

Next review: By 31 July 2016

Jurisdiction

1. This policy shall have two areas of jurisdiction:
 - a. The recognition by the Union of service, contribution and dedication by an individual over the course of the year to Birkbeck College Students' Union, and
 - b. The recognition by the Executive of the Union of service, contribution and dedication by an individual over the course of the year to Birkbeck College Students' Union.
2. The policy in no way rules out the recognition by the Union of an individual or group's contribution to the Union over some period of time in a manner not prescribed in this policy.

Eligibility and nomination

3. Any individual, unless explicitly stated elsewhere policy, may be nominated by any Ordinary Member of the Union for any of the awards described in this policy.
4. Details of the awards, their descriptions and nomination procedure shall be first published at Council and in All Student Emails at least fifteen days before the close of nominations. It should also be made explicitly clear that nominations received after the close of nominations shall not be accepted.
5. Each nomination must contain in addition to the name of the nominee, the name of the award for which the nominee is nominated and a citation of 240 words (or fewer) detailing the candidates suitability for that award, the name, department, year and signature of the proposer. No individual may propose themselves.
6. The date of the close of nominations shall be determined by the Colours Committee in order that the nominations may be circulated to the members of the Colours Committee in accordance with regulation 5.

Consideration and confirmation

7. The nominations duly received will be considered by the Colours Committee, who shall, on behalf of the Council, approve the final list of Awards. The final ordinary meeting of the Council shall receive the final report and list of Awards. The Council shall be required to formally vote on the final report and the list of Awards made in its name.
8. At this meeting of the full Council, those persons awarded Colours (of second and third degree only) may be considered for elevation to the Fellowship (which shall be conducted following the procedure outlined later in the policy).
9. The Colours Committee will consider each nomination on its individual merits. Consideration should not be given to target numbers for each category of awards save that historical numerical precedence implies the grounds for that award. Equally if no nominations fulfil the stipulations of a particular award then there should be no necessity to present the award in that year.
10. Nominations for a particular award should not be considered simply on the basis that the individual gained, in previous years, a lower award for similar good work. Any individual may be

awarded with any of the categories of award any number of times, unless otherwise stipulated elsewhere in policy.

11. The confirmed list of Awards shall be published to the Members on the website towards the end of the academic year. The Executive, at its discretion, may organise a suitable opportunity to publish elsewhere or present some or all of the confirmed Colours.

The Colours of the Union

12. The Colours of the Union shall be the Half Colour (the first degree), the Full Colour (the second degree) and Outstanding Full Colour (the third degree). Each individual presented with an award shall receive a certificate, stating the appropriate details, and such other items or privileges as are detailed elsewhere in this policy.
13. **Half Colour:** The recipient of the Half Colour will have made a positive contribution to the general life of the Union or the College in at least one area of activity over the course of the academic year. Each individual, so awarded, will have the opportunity to purchase a tie and or pin, the design of which shall be defined by the Executive Committee or by a policy detailing the corporate identity of the Union at such time as one is approved.
14. **Full Colour:** The recipient of the Colour will repeatedly, through consistent dedication and achievements, over the course of the year, have made a significant contribution to the life of the Union or the College. Each individual, so awarded, will have the opportunity to purchase a tie and or pin, the design of which shall be defined by the Executive Committee or by a policy detailing the corporate identity of the Union at such time as one is approved.
15. **Outstanding Full Colour:** Any recipient of the Outstanding Full Colour will have displayed continuous outstanding achievement across a broad spectrum of Union or College activities, and normally over the course of more than one academic year. Each individual, so awarded, will have the opportunity to purchase a tie and or pin, the design of which shall be defined by the Executive Committee or by a policy detailing the corporate identity of the Union at such time as one is approved. It is envisaged that fewer Outstanding Full Colour awards will be awarded than Colours in a year.
16. **Elevation to the Fellowship Procedures:** At the final meeting of the Council, the confirmed list of recipients of Full Colours or Outstanding Full Colours, will be open to a secret ballot in which all voting members **present in person or by proxy** of the Council may participate:
 - a. The Secretary shall read, in an order determined by random draw, the name of each recipient of a Full Colour. If two members of the Council do consent to propose a second, the recipient shall be added to the following secret ballot to bestow Union Fellowship. Once this is concluded, the same shall be done for those awarded Outstanding Full Colour, who shall be added to a separate ballot for Union Distinguished Fellowship.
 - b. Each voting member of the Council shall then be issued with two ballot papers, one listing the candidates for Union Fellowship and a second listing those for Union Distinguished Fellowship.
 - c. The Secretary shall announce the total number of valid ballot papers issued (to those voting members present and represented by proxy). This number shall be the total number of votes that each voting member may cast.
 - d. Voting members of Council shall then cast votes (using X voting) by marking their ballot papers, placing an X next to each candidate whom they believe should be elevated to the Fellowship. Voters need not use all of their votes – for instance, if there are 24 votes, a member can place up to 24 X's, one next to each candidate they support. There shall be no options to “re-open nominations” or vote for “none of the above” and there shall be no option to “write in” a name.
 - e. The Chair of Council shall then invite all voting members (including proxy representatives) to participate in a Countdown Threshold Vote. The Chair shall start with the number that represents 100% of the voting members (M) and shall count to zero, inviting at each reduction of M-1, M-2, M-3...M-M, voting members to indicate the level

(the threshold) at which they believe should represent the minimum number of votes a candidate needs to receive in order to be elected to the Fellowship.

- f. The Secretary shall then count the ballots and announce those who have met or exceeded the threshold agreed by the Council. There shall not be a re-vote.

The Executive's Awards

17. The Executive shall have the option of presenting, not normally more than five awards, to individuals who they personally feels have made a significant contribution to the affairs and fortune of the Union over the course of the academic year.
18. The exact terms of reference of the Executive's Award shall be at the discretion of the Executive. Nonetheless, and only in truly exceptional circumstances, is it envisaged that the Executive will award the Executive's Award to a sabbatical Officer.
19. The recipient of the Executive's Award will receive a small, but not insignificant, token of the Executive's appreciation.
20. The Executive shall present as an oral report, the details of the Executive's Awards, to the final scheduled Council of the year as the last scheduled item of business. The Executive if they so choose may also present the individuals with their award at this time.

The Council's Award for Clubs and Societies

21. There shall be an award each year to the club or society of the Union which has performed in an exceptional manner for its members and contributed significantly to the Union's aims and objects.
22. The club or society must:
 1. be a Union club or society,
 2. have existed for a reasonable length of time as a functioning society, or if a new society, a solid foundation with a likely long-term future, and
 3. not be suspended for incomplete documentation or in any way in default with the Union.
23. The award will be made by the Chair of Council, who will take advice from the Executive and the Sabbatical Officer responsible for clubs and societies.
24. The Chair of Council shall table a verbal report to the Council with details of the recipient immediately before the Executive's Awards for individuals.

Sabbaticals and Honorary Life Memberships

25. The Council shall, after awarding Colours and any other awards, consider and vote separately on conferring Honorary Life Membership upon each holder of sabbatical office in the Union that year. Only those who served as a Sabbatical Officer during the year, who are not re-elected to sabbatical office the following year, shall be on the ballot.
26. The ballot shall be a secret ballot (at the final ordinary meeting of the full Council of the academic year), with the option for voting members of the Council (including proxy voters) to indicate whether the vote "FOR" or "AGAINST" each eligible sabbatical officer being elected to Honorary Life Membership of the Union.
27. To be elected to Honorary Life Member, an eligible sabbatical officer must receive more "FOR" votes than "AGAINST" votes.

The Jason Gillie Award

28. In perpetual recognition to the memory of Jason Gillie, an outstanding volunteer for the Union and champion of the ethos and values of Birkbeck, University of London, the Chair of Council shall by acclamation of the Council, bestow The Jason Gillie Award to a Birkbeck student who shall have demonstrated:
 - a. A selfless dedication to the work of the College and the Union in the furtherance of the support and camaraderie of fellow Birkbeck students
 - b. An extraordinary desire to inclusivity and devotion to the integration of and participation of Birkbeck students in the life of the College and the Union

29. No person who is in the employ of the Students' Union, is a trustee or sabbatical officer or is a staff member of the Union shall be eligible to be a recipient of the award.
30. The recipient shall be elected to Honorary Life Membership and shall be awarded Distinguished Union Fellowship.