

# Policy on Bursary Distribution

**Oversight Body:** CSU Sustainability Committee, Council of Representatives, CSU Executive Team

**Date Passed by Council:** 2020-05-28

**Date of Next Review:** March, 2023

**Related policies, bylaws, legislation:** CSU By-Laws, CSU Code of Conduct, Positions Book, Concordia Undergraduate Admissions, other Policy Books in Standing Regulations.

## Definitions

“By-Laws”- the By-Laws of the Concordia Student Union;

“Consensus-based decision making” means a decision-making process that reflects non-hierarchy and seeks agreement among the group, leading to decisions that will best reflect the opinions of all members before taking action, rather than simple-majority voting.

“Council” - the Council of Representatives of the Student Union;

“Executives” means a member of the Executive of the Student Union;

“General Meeting” means an annual, special, or informational general meeting of the Student Union, as defined in the By-Laws;

“member” means a person who fulfils the conditions of membership under section 3.1 of the By-Laws;

“office” means the office of a Coordinator or the office of a Representatives for a particular faculty, as the case may be, unless otherwise specified;

“ordinary resolution or regulation” means a regulation or resolution requiring a majority vote at Council to be adopted;

“Position” means a resolution that provides a binding directive to the officers of the Union on what the Union’s stance is in regards to an issue or topic of importance to its members;

“referendum committee” means a group recognised as such by the Chief Electoral Officer for the purpose of promoting a particular option in a referendum;

“regular meeting” means a regular meeting of Council as defined in the By-Laws;

“Representative” means a duly elected member of Council who has taken office;

“special meeting” means a special meeting of Council, as defined in the By-Laws;

“Student Union” means the Concordia Student Union;

“University” means Concordia University;

## Purpose

This policy document should serve to provide information on the bursary distribution program, including how many bursaries are to be distributed to select groups and what eligibility requirements exist.

## Scope

1. This policy applies to the Concordia Student Union and the annual bursaries it distributes.
2. Any ordinary motion, resolution or regulation that deviates from these regulations can only be adopted with a clause stating that the motion operates regardless of the Code of Standing Regulations. The clause must state which article(s) are not to be applied towards the motion. Such a motion requires a 2/3 majority vote and will cease to have effect four months following its approval.
3. The following is a list of general provisions to apply to this policy:
  - 3.1. English and French can be used equally in any Student Union Meetings and elections materials.
  - 3.2. Any individual, club or student association who wish to use the Student Union logo must get permission from the CSU.
  - 3.3. In the case of any discrepancy between these regulations and the By-Laws, the latter shall prevail.
  - 3.4. In the case of any discrepancy between these regulations and any other regulations, these regulations shall prevail.

## Policy Statement

### Section 1: Mission Statement

- 1.1. The Concordia Student Union (CSU) is mandated to distribute Thirty-five (35) bursaries, valued at \$650.00 each, to Concordia Undergraduate students selected by the Sustainability Committee. This is an effort to realize the committee’s mandate to work towards social and economic sustainability efforts.
- 1.2. The goal of bursary distribution is to help students who are members of the CSU with demonstrated financial need alleviate some of the pressures associated with the high costs of post-secondary education, and to recognize their achievements (whether academic or extra-curricular).

## Section 2: Duties of the Coordinator

- 2.1. The Sustainability Coordinator, or the member of the executive responsible for the Sustainability portfolio (henceforth known as the “Coordinator” for brevity), shall oversee bursary distributions.
- 2.2. The Coordinator is responsible for adhering to the guidelines set out in these regulations.
- 2.3. The Coordinator shall review this policy with the incoming Coordinator no later than May 15th of every year. If there is no incoming Coordinator, the newly elected Finance Coordinator shall review instead.
- 2.4. The Coordinator shall advertise to the members that the CSU will select students to receive bursary awards, including the criteria in section 6, and keeping in mind the posting procedures listed in the policy on Appointments and Equitable Hiring Practices.
- 2.5. The Coordinator shall inform Council by the regularly scheduled September meeting if and when bursaries will be distributed.
- 2.6. The Coordinator will be responsible for contacting, informing, and distributing bursaries to all successful bursary applicants.

## Section 3: Eligibility Requirements

- 3.1. Bursaries will be awarded to current Concordia Undergraduate students with demonstrated financial need.
- 3.2. Applicants must have completed at least one (1) semester of study and/or received a minimum of three (3) credits at Concordia.
- 3.3. Where necessary, additional eligibility requirements may apply at the discretion of the Coordinator, and are subject to the approval of the Sustainability Committee.
- 3.4. In order to avoid potential conflicts of interest: Councillors, executives, members of the Judicial Board, employees of the CSU, as well as the chair and Minute Keeper of Council are deemed ineligible to receive bursaries.

## Section 4: Advertisement

- 4.1. All advertisements will clearly outline where, when and how applications can be submitted. Advertisements should also clearly state what criteria and eligibility requirements will be considered when selecting bursary recipients.
- 4.2. A minimum of 100 posters must be visible for at least 30 days before the application deadline. Posters must be placed in highly visible locations of all Concordia buildings and facilities that students frequent on both campuses
- 4.3. Advertisements should be included on the CSU Website, e-newsletter, social media and through any other media the Coordinator sees appropriate.

- 4.4. Ample efforts will be made by the Coordinator to spread knowledge of the bursaries to a diverse audience of potential recipients. The Coordinator will do their best to ensure there are applications from students who may face additional barriers (beyond finances) to postsecondary education.

## **Section 5: Standing Bursary Awards**

- 5.1. There are nine (9) Standing Bursary Award categories distributed by the CSU, namely: Arts and Science Student Bursary; Gina Cody School of Engineering and Computer Science Student Bursary; Fine Arts Student Bursary; Independent Student Bursary; John Molson School of Business Student Bursary; Concordia Student Athlete; Outstanding Contribution to Concordia Student Life; Outstanding Academic Achievement; and Outstanding Contribution to an External Community; and Student-Parent Bursary.

## **Section 6: Distribution Guidelines**

- 6.1. In an attempt to distribute the bursaries in a fair and equitable manner the bursaries will be awarded as follows:
- 6.1.1. Bursaries will be awarded in either the fall or winter semester.
  - 6.1.2. Bursaries awarded must conform to the principles of gender parity.
    - 6.1.2.1 The Coordinator shall make efforts to ensure that Gender Non- Conforming and Transgender students are included in considerations of gender parity and diversity in bursary distribution.
  - 6.1.3. At least three (3) bursaries will be awarded per faculty.
  - 6.1.4. At least two (2) bursaries will be awarded to students with Mature Status.
  - 6.1.5. At least two (2) bursaries will be awarded to Students with Disabilities, as recognized by the Access Centre for Students with Disabilities of Concordia University.
  - 6.1.6. At least two (2) bursaries will be awarded to Canadian out-of-Province students.
  - 6.1.7. At least two (2) bursaries will be awarded to student-parents.
  - 6.1.8. At least one (1) bursary awarded to students with Independent Status.
- 6.2. The above guidelines shall only be disregarded in the event that following these guidelines would cause less than 15 bursaries to be distributed in a given semester. In addition if there are not sufficient applications to fill the quota for a category and the applications are not sufficient, the committee can disregard the above guidelines, preparing a short report about why the quotas were not respected.

## **Section 7: Candidate Submissions**

- 7.1. Applications must include contact information, a copy of the applicant's current student record and/or transcript, curriculum vitae (CV) and a motivation letter. This letter should introduce the student to the Sustainability committee, and include a short summary of their financial situation demonstrating their financial need, as well as a section highlighting their academic or extracurricular achievement.
- 7.2. Reference letters are required in order to be considered for: Concordia Student Athletes, Outstanding Contribution to Concordia Student Life, Outstanding Academic Achievement, Outstanding Contribution to an External Community.
- 7.3. Applicants will be required to make declarations regarding their personal and/or financial situation. The information provided will be considered when evaluating their submission.
- 7.4. All claims made by applicants must be accompanied by supporting and/or explanatory documents. Potential bursary recipients will be contacted in a timely manner to provide documentation supporting their claims when deemed necessary. Failure to submit the necessary documents will make their application ineligible.
- 7.5. Supporting documents must be submitted in a sealed envelope addressed to the Coordinator. This envelope should be given to the receptionist during normal business hours at the CSU offices.
- 7.6. The Coordinator must inform receptionists to stamp the date on the envelope and place the contents in the mailbox of the Coordinator.
- 7.7. Supporting documents must be received no later than November 15<sup>th</sup> for fall semester bursary awards, and no later than March 15<sup>th</sup> for winter semester bursary awards.

## **Section 8: Decision Making Process**

- 8.1. The Sustainability Committee shall meet to evaluate all applications within the time period stipulated.
  - 8.1.1. A holistic approach will be taken when reviewing each application. The applicant's academic achievement, extra-curricular activity, curriculum vitae (CV), and statement of merit will all be considered when selecting award recipients. The Sustainability Committee may choose to interview candidates if needed. This interview will be reviewed with equal weight to all other application components.
- 8.2. Decisions made by the Sustainability Committee should be made using consensus-based decision making possible. When consensus is not possible, a majority vote will decide on the successful candidates.
- 8.3. In the eventuality of a tie, the Coordinator will cast a vote to select the bursary recipient.
- 8.4. Sustainability Committee members must remove themselves from reviewing any applicants with whom they have a pre-existing relationship.
- 8.5. Sustainability Committee members must remove themselves from any decisions where a conflict of interest exists.

- 8.6. Bursary applications are confidential. Committee members and the Coordinator should treat this information as highly sensitive, any breaches of personal information found within applications will be considered a severe infraction.
- 8.7. Notwithstanding the above, the names of bursary recipients may be released, with consent, for the purpose of future promotion.

## **Section 9: Distribution of Bursaries**

- 9.1. Bursaries must be distributed no later than December 10th for submissions made in the Fall semester, and no later than May 5th for submissions made in the Winter.
- 9.2. If a successful candidate cannot be located 45 days after the selection period has ended, the undistributed money must be used to create an additional bursary for the following semester