



**JAMES COOK
UNIVERSITY**
AUSTRALIA

AWARDS AND CEREMONIES COMMITTEE CHARTER

**Last Approved by Council on 1 September 2020
Last Reviewed by the Committee via Circulating Resolution (3/20), confirmed 19 August 2020**

AWARDS AND CEREMONIES COMMITTEE – CHARTER

1. Establishment

- 1.1 There is an Awards and Ceremonies Committee (*'the Committee'*) reporting to the Council. The establishment of this Committee is under Division 2, Section 11 of the JCU Act 1997. The Ceremonial and Honorary Degrees Committee was first established by Council on 4 June 1998 and it became a Sub-Committee of the Human Resources Committee on 10 April 2014 before being re-named the Awards and Ceremonies Committee and merged with the Professores Emeriti Advisory Committee on 8 December 2016.
- 1.2 The purpose of this charter is to outline the role, responsibilities, composition and operating guidelines of the Committee in accordance with the *James Cook University Act 1997*, other relevant legislation and other appropriate University Policies and Procedures and has been approved by the Council of James Cook University.
- 1.3 The charter will be reviewed annually by the Committee to ensure it remains consistent with the Committee's authority, objectives and responsibilities. The Committee or Chair may propose to the Council, following that review and from time to time, amendments to this charter for approval.

2. Authority, Independence and Relationships

- 2.1 The Committee has no authority, unless delegated to it by the Council of the University.

The Committee is a Committee of the University and is directly responsible to the Council of the University. In discharging its responsibilities the Committee has the authority to:

- Conduct or authorise investigations into matters within its scope of responsibility.
- Access information, records and personnel of the University for such purposes.
- Request the attendance of any employee, including executive staff, and contractors to the University to appear before the Committee.
- Conduct meetings with any relevant Division/College/Directorate, as necessary.
- Seek advice from external parties and independent experts, as necessary, which the Committee reasonably considers necessary to execute its duties and responsibilities; obtaining the necessary funding approvals should this be necessary.
- The Committee will liaise with other Committees of Council as required, to ensure:
 - its statutory and operational responsibilities are met;
 - there is no material overlap between the functions and duties of the Committees; and
 - frank and meaningful interchange of information.

3. Purpose, Functions, Duties and Responsibilities

- 3.1 The purpose of the Committee is to:

- (a) maintain the highest standards for all ceremonial activities involving the University;
- (b) make recommendations on nominations received in relation to Honorary Awards offered by the University;
- (c) make recommendations on nominations received in relation to Emeritus and Distinguished Professorships;
- (d) ensure the appropriate use of the University's corporate identifiers; and
- (e) to make decisions in relation to the naming of facilities to honour people, companies or organisations.

- 3.2 The Committee will:

- (a) perform the duties and responsibilities specified in Schedule A;
- (b) make decisions on behalf of the Council in line with the delegations specified in the [JCU Delegations Schedule](#);
- (c) act on behalf of the Council on such other matters as are required of it from time to time by the Council;
- (d) advise the Council on such other matters that are within its duties and responsibilities (Schedule A), as referred by the Council or as it deems appropriate.

4. Membership

- 4.1 The Committee shall comprise the following members:

- (a) *ex officio*
 - (i) Chancellor
 - (ii) Vice Chancellor
 - (iii) Chair of the Academic Board

(b) Appointed – by the Council

Minimum of three members appointed by and from the Council whose appointment shall be based on their appropriate skills and/or experience in relation to the business conducted by the Committee.

(c) Additional

Council shall have the power to co-opt one additional member external to the University who has the appropriate skills and/or experience in relation to the business conducted by the Committee.

4.2 The Chair will be appointed by the Council from amongst its members and the Committee will have a Deputy Chair elected by the Committee. Whenever a vacancy occurs in the office, the Committee will elect a Deputy Chair. The Chair and Deputy Chair will be neither a member of staff nor a student of the University nor a Co-opted Additional member.

4.3 The Co-opted Additional members will have appropriate qualifications/experience and will be from outside the University.

4.4 Appointments including appointments of Co-opted Additional members will be for a period of up to four years and will be recorded in a membership list for appending to the Charter. For Co-opted Additional members their appointment will be until their term of office expires or until they resign from the Committee, and for Council members until their successors are appointed or they cease to be members of the Council.

4.5 Before appointing a member, the Committee will:

(a) undertake consultation as appropriate; and

(b) give consideration to the principle that members not be entirely of the same gender or from the same campus.

4.6 Any person assuming a role in Committee business on behalf of another person as a consequence of an acting or nominee arrangement (e.g. acting as an *ex officio* member, Deputy Chair assuming the chair) will as far as practicable consult and report through that other person.

4.7 Attendance by others at Meetings – the Committee or its Chair may invite other University staff members and persons external to the University, as required for the purposes of the Committee, to attend meetings as advisers.

The following internal advisers are to be invited to attend meetings and shall have rights of audience and debate:

(i) Director, Student Services; and

(ii) the Ceremonies Officer, Marketing

5. Secretariat

5.1 The University Secretary [or nominee] will be the Secretary to the Committee. There may be an Assistant or Minutes Secretary to assist the Secretary and to take minutes.

5.2 The Secretary, in consultation with the Chair, will prepare and send notices of meetings, agendas, will accurately transcribe all decisions of the Committee and table all correspondence, reports and other information relevant to the Committee's activities and operations. The University Secretariat will provide the resources necessary for the performance of the Committee.

6. Convening a Meeting

6.1 The Committee will meet as often as necessary in order to perform its functions. The number of meetings may vary in accordance with the volume of business that falls within the remit of the Committee. However, it is recommended that the Committee meet a minimum of four times per year and the schedule of meetings will be agreed in advance.

6.2 Meetings will be convened by either the Chair or the Secretary and the Secretary will send a notice of a meeting in reasonable time to all members of the Committee. For the purposes of accountability and meeting efficiency, all meetings will be run according to a pre-determined agenda with items presented under an item coversheet that clearly identifies the recommended action.

6.3 The Committee should determine its own agenda, ensuring appropriate consultation to include emerging issues and emphasis on the most significant risks and threats. Proposals for agenda items from Committee members are to be submitted to the Secretary for consideration by the Chair for inclusion on the agenda. The Chair, in consultation with the Secretary, will determine the agenda. The agenda and relevant papers will be distributed to members at least five working days before the meetings.

6.4 The Committee may appoint sub-committees and working parties to report to the Committee on specific matters which are the responsibility of the Committee. The majority of members of any sub-committee or working party must comprise members of the Committee.

7. Conduct of Meeting

7.1 Except as hereinafter provided the Chair will preside at all meetings of the Committee. If the Chair is absent from a meeting, the Deputy Chair will preside. If the Deputy Chair is absent also, the members present will elect one of their number to preside.

- 7.1 A quorum exists at a meeting of the Committee if a simple majority of its members are present.
- 7.2 Questions arising at a meeting of the Committee will be determined by consensus, however when required a question will be determined by a majority of votes of the members of the Committee present and voting. The Chair at a meeting of the Committee will have a vote, and in the case of an equality of votes, a second or casting vote.

8. Rules for the Conduct of Business and Ethical Practices

- 8.1 Subject to the general control of the Council, the Committee may make its own rules for the conduct of its business that are in keeping with its charter.
- 8.2 Members are required to declare any interests, in accordance with the University's [Conflicts of Interest Policy – University Council and its Committees](#) and the [Code of Conduct – University Council](#) that could constitute a real, potential or apparent conflict of interest with respect to participation on the Committee. The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting, and be updated as necessary.
- 8.3 Confidentiality issues shall be dealt with in accordance with the University's [Confidentiality Provisions - JCU Council, Council Committees, Controlled Entity Directors and Nominee Directors of Non-Controlled Entities](#). The Committee will receive the provisions each year at its first meeting.

9. Reporting Obligations

- 9.1 As soon as practicable after each meeting, the Committee will submit minutes of the meeting confirmed by the Chair to the Council. The minutes will include:
- (a) advice, with recommendations as relevant, in respect of those matters set out in Schedule A;
 - (b) confirmation of action taken in respect of any matter for which delegated authority has been exercised; and
 - (c) advice on other matters referred to it by Council or any other Committee of Council or that the Committee wishes to draw to the attention of the Council.
- 9.2 The Committee will conduct its business in accordance with an Annual Schedule of Business for the Committee. The Schedule of Business and the Committee's membership list do not form part of the Charter.

10. Executive Actions/Circulating Resolutions

- 10.1 Where circumstances do not allow a matter relevant to the duties and responsibilities of the Committee to be put to a meeting of the Committee, and a resolution of the Committee is required, the Chair will cause the matter to be considered by members by circulating resolution. The principles and procedures adopted by Council for managing business by circulating resolution apply.
- 10.2 Where it is not practicable for the matter in 10.1 above to be put to members by circulating resolution, the Chair or Secretary may act executively on the matter where delegated authority has been agreed (refer [JCU Delegations Schedule](#)).
- 10.3 Where it is necessary for the Chair to have a matter determined as in 10.1 or 10.2 above, the approval will be reported by the Secretary to the next meeting of the Committee and where appropriate to the Council.

Schedule A

Duties and Responsibilities of the Committee

1. The Committee is responsible for the following matters:
 - the design of a University Medal*
 - the design of Academic Dress*
 - the use of the JCU Crest for memorabilia purposes*
 - the naming of a University facility where the naming is to honour people, companies or organisations*
 - ceremonial matters of the University
 - the use of the full achievement of the University Armorial Bearings and the component parts
 - consider proposals for the awarding of an Honorary Award in accordance with the [Honorary Award Requirements Procedure](#)
 - seek and facilitate the development of nominations for an Honorary Award of the University
 - consider proposals for the granting of the title of *Professor Emeritus* to a Professor of the University
 - consider proposals for the granting of the title *Distinguished Professor*
2. The Committee will provide advice to the Council on the matters above, any matter within its remit or referred to it by the Council or any other Committee of Council.
3. The Committee may make recommendations to the Council on the matters above, any matter within its remit or referred to it by the Council or any other Committee of Council on matters relating to the advice.
4. In order to provide advice and recommendations, the Committee will:
 - a) in respect of consideration of ceremonial matters:
 - determine the order of proceedings of University ceremony, in conjunction with the appropriate University officers, subject to any specific directions by the Council;
 - consider matters into the use and reproduction of the armorial bearings and badge of the University; other matters as required, under the University's [Statement on the Use of Corporate Identifiers](#);
 - undertake study of specific questions relating to ceremonial matters referred to it by the, the Council or the Vice Chancellor;
 - consult with the Chancellor and the University Secretary and following the completion of both the Townsville and Cairns graduation ceremonies, conduct a review of all graduation and presentation ceremonies which have occurred since the previous review, including those conducted by JCU Singapore and by JCU in Brisbane.
 - b) in respect of seeking and facilitating the development of nominations for an Honorary Award of the University:
 - strengthen the links between the University and the community, organisations and other institutions;
 - actively overview the policies and procedures for an Honorary Award and provide advice to the University and the wider community on the nomination process;
 - consult appropriately on actively seeking marketing and promotional opportunities for the University through its honorary awards;
 - consider lists of potential nominees and initiate the nomination process for the appropriate honorary awards, noting that individuals who had already been honoured sufficiently or acknowledged by other means would not normally be considered for an Honorary Award of the University;
 - whilst considering members of the community to whom an honorary degree could be awarded, consider the overall balance based on community standards and the University's equity policies, and that the prime focus for searching should be based on the regions of northern Queensland and/or Singapore or people who have links with either region but which is not necessarily limited to those regions.
 - c) in respect of considering proposals for an Honorary Award of the University:
 - this is done in accordance with the [Honorary Award Requirements Procedure](#);
 - d) in respect of considering proposals for the granting of the title of Professor Emeritus to a Professor of the University:
 - this is done in accordance with the [Professores Emeriti Policy](#);
 - e) in respect of considering proposals for the granting of the title of Distinguished Professor:
 - this is done in accordance with the [Appointment of James Cook University Distinguished Professorships Policy](#);

- f) in respect of naming a University facility to honour a person, company or organisation, referred to the Committee, in confidence, by the Vice Chancellor:
- conduct such investigation as it deems necessary;
 - decide whether the University facility will be so named;
 - report to Council on any decision to name a University facility to honour a person, company or organisation;
 - this is done in accordance with the [Naming of Professorial Chairs, Facilities, Scholarships and Prizes Policy](#)
5. Nothing in the stated duties and responsibilities is intended to limit the matters on which the Committee may provide advice. However, the Committee should not go outside of the general scope of its charter without the approval of the Council.
6. *Council delegates to the Committee specific decision making powers in respect of this duty or responsibility. Please refer to the [JCU Delegations Schedule](#) as amended from time to time.