## Recognition Awards Committee

DUTIES

The Recognition Awards Committee is charged with the responsibility to select and recommend to the Council candidates for the following awards:

* Life Membership
* Unsung Heroes
* Other Awards

Membership

* The Recognition Awards Committee consists of five members, three of whom are appointed on a staggered basis, one new member each year, by the Director. None of the members is a Past Director. In addition, the Director and the Immediate Past Director serve as *ex officio* members. The senior member of the Committee (but not an *ex officio* member) shall serve as Chairman.
* The length of service and active participation of each of the three members appointed on a staggered basis shall reflect the length of service and contributions to the Old Guard expected of those members to be considered for this award. This should include great breadth and depth of service to different Committees as well as demonstrated strong commitment through participation in planning of events, programs and support activities. No member of the Committee, either regular of *ex officio,* shall be eligible for recommendation for an award until one year after their term expires.

PROCEDURES

### Life Membership Award

Life membership in the Old Guard of Summit is conferred upon recommendation of the Recognition Awards Committee with the input and concurrence of the Council. Council concurrence should occur at their meeting nearest the scheduled date of presentation.

**History:** Life Membership was first provided for in the By-Laws as amended May 26, 1959, but without provision for an administrative Committee. A Life Membership Committee with specific continuity of membership was first appointed May 28, 1963, and such Committee was provided in the By-Laws as amended March 9, 1965. The By-Laws were amended further on December 7, 1993 to reflect current practice. The Recognition Awards Committee will continue the work of the Life Membership Committee.

Assessment Principles

The Recognition Awards Committee is guided by the following considerations in making its recommendations:

1. A nominee should have been an active member for a substantial length of time – as a rule ten years or more displayed leadership. He should have served the Old Guard in various specific ways and should have participated constructively in Old Guard activities.
2. Age alone is neither a qualification nor a requirement for Life Membership, but is a factor to be considered.
3. The Committee is free to determine the number of Life Membership awards, which it will recommend in a given year, taking cognizance of the awards made in previous years. Normally, only one new Life Membership will be awarded in a year. The list of current Life Members should not exceed sixteen.
4. In recommending recipients for the Life Membership award, no preference should be given to Past Directors except as their service as such represents a significant contribution to the Old Guard.

The Committee will adhere to the following procedures in determining whom it recommends for Life Membership:

1. Review the available records showing the ways in which members have participated in the activities of the Old Guard, with special attention to those who are oldest in length of membership. The Database and Directory Committee maintains files of the members in which information is given as to date of birth, date of joining Old Guard, offices held, Committee assignments and other activities. The Recognition Awards Committee shall obtain information on candidates from the Database and Directory Committee and discreetly from existing Life Members and other active Old Guard members to ensure that a complete record of significant Old Guard contributions is obtained and subsequently used in the evaluation of the candidates.
2. Each member of the Committee shall assign numbers by the names on the list indicating his recommendation on the order in which Life Membership awards should be made.
3. The Chairman shall then make a consolidated list showing the consensus of the Committee.
4. The Chairman shall then convene a meeting of the Committee to determine whether someone should be recommended for the award and, if so, who. A quorum must be present and those Committee members absent must be consulted, and after discussion with the Chairman, vote on the Committee’s recommendation. The recommendation(s) of the Committee should be unanimous. The Chairman shall present the Committee’s recommendations to the Council.

Presentation of the Award

One of the oldest precedents of the Committee is the maintenance of secrecy so far as possible, consistent with the above procedure, and especially the avoidance of advance disclosure to the nominee.

The oral presentation of the award should be made by the Chairman of the Recognition Awards Committee, or someone agreed to by the Committee. The presentation should include a summary of the new Life Member’s participation in Old Guard activities.

The new Life Member is then presented with a framed Certificate signifying his election. The person preparing the Certificate should be made aware of the desire for secrecy and the Certificate should be delivered to the Chairman in a closed envelope.

The new Life Member is also presented with a new membership pin of silver/brushed aluminum, bearing the logo:

 **LIFE MEMBER**

 **MEMBER’S NAME**

The presentation is normally made at the Ladies Day Luncheon in October. In presenting the award, assure that the new Life Member will be present, if possible. After reading the prologue, have him brought forward for the presentation of the Certificate and the new membership pin.

### Unsung Hero Award

The Unsung Hero Award is conferred upon recommendation of the Recognition Awards Committee with the input and concurrence of the Council. Council concurrence should occur at their meeting nearest the scheduled date of presentation.

In making its recommendations for Unsung Heroes Awards, the Committee should be guided by the following considerations:

1. A nominee should normally have been an active member for a substantial length of time – as a rule five years and devoted considerable time to organization activities. Consideration should be given to members who have participated in several committees and/or let monthly programs on several occasions.
2. A nominee may have only given his time in one specific area, but made important and significant contributions.
3. Committee Chairmen, while enjoying some recognition as Chairmen of a Committee, may also be considered for an Unsung Hero Award.
4. An Unsung Hero will not automatically receive a Life Member Award. Should an Unsung Hero receive a Life Member Award, he will be removed from the list of Unsung Heroes.
5. No current or former Director may be recommended for an Unsung Hero Award. No current Council member or current Trustee may be recommended for an Unsung Hero Award.
6. Normally, one Unsung Hero Award is made each year. The Committee may recommend a maximum of two in a year, or that no Award be made. The list of current Unsung Heroes should not exceed 16.

In proposing candidates for the Unsung Hero Award, the Committee shall use the same procedures for selection as it does for Life Members.

Recognizing that many members will have made significant contributions to the organization, the Committee assumes a great responsibility in assuring that its recommendations reflect a fair comparison of the significance of the respective candidates’ contributions, the scope of their contributions and the length of time they have served the organization.

Upon completion of its review, the Committee will present its recommendations to the Council. The Council will review the Committee’s recommendations. On approval by a majority of the Council acting with a quorum, the Director will be authorized to present the award as soon as a Certificate can be produced. The award will be held in confidence until the Certificate is presented to the recipient.

Presentation of the Award

The oral presentation of the award should be made by the Director of the Old Guard at a regular Tuesday meeting. The presentation should include a summary of the Unsung Hero’s participation in the Old Guard activities. In addition, the Unsung Hero is presented with a certificate signifying his election. In presenting the award, the Director should assure that the new Unsung Hero will be present, if possible. After reading the prologue, have him brought forward for the presentation of the Certificate.



### Other Awards

From time to time, the Committee may recommend other Awards recognizing special or unusual contribution to the organization.

Presentation of the Award

Normally, the recipient of a special Award will receive a certificate certifying to the nature and importance of his contribution. The Director shall present the certificate at a regular Tuesday meeting. His presentation should summarize the recipient’s contribution to the organization. The Director should assure that the recipient will be present, if possible. After reading the prologue, have him brought forward for the presentation of the Certificate.

