Guideline for Selection of Candidates of NAJUA Recognition Awards (2010/05/13)

Each year, NAJUA presents a **NAJUA Outstanding Member Award(s)** that recognizes outstanding individual members and a **NAJUA Board of Directors Award(s)** that honors individuals, teams or organizations for their contributions to NAJUA or profession.

Administration:

a). Each year, the Board of Directors (BOD) and Executive Committee (TC) appoint a Director to lead the formation of NAJUA Recognition Committee (RC) as the head of RC. The RC shall be formed by a total five active members;

b). Subjected to the approval of BOD and ET, the RC can review and revise, if necessary, the Guideline for Selection of Candidates of NAJUA Recognition Awards;

c). The head of RC announces the formation of RC and calls for award nominations (30 days minimum prior to the nomination deadline);

d). The RC collects and reviews all nomination materials, selects up to two candidates for each award category, and presents the recommendations to EC and BOD;

e). The EC will approve (or disapprove) the recommended award recipients for the **Outstanding Member Award**; the BOD will approve (or disapprove) the recommended award recipients for the **Board of Directors Award**;

f). The RC will prepare plaques and inform awardees;

g). The RC will announce the results at NAJUA's Annual Member Assembly;

h). The President will present the Outstanding Member Award to awardees;

i). The Chairperson of BOD will present the **Board of Directors Award** to awardees;

j). The awards shall be publicized through NAJUA newsletter and website. Publicity is the responsibility of the EC;

k). The RC will submit a work report to EC and BOD, and then dissolve automatically.

NAJUA Outstanding Member Award

1. Purpose:

To honor NAJUA members who have made outstanding contributions and services to NAJUA.

2. Number of Awards:

One to two Awardees each year.

3. Form of Award:

A plaque to each awardee presented by EC at the NAJUA Annual Meeting.

4. Eligibility:

a). Nominees have been an active member, in either a professional or a student status, for at least one year (by the day the nomination is submitted).

b). Must not have receive the same NAJUA Award within the prior three years, or any other NAJUA award in the same year.

5. Procedures:

a). The nominee must be nominated by minimum two active members, at least one nominator is from a different NAJUA division.

d). The nomination must be submitted to NAJUA Recognition Committee (RC) two month prior to the NAJUA Annual Member Meeting.

e). No self-nomination is allowed.

f). Unsuccessful nominations will be returned and may be resubmitted in subsequent years for reconsideration.

Board of Directors Award

1. Purpose:

To honor NAJUA members and nonmembers, teams, and organizations who have made outstanding contributions to NAJUA and the advancement of NAJUA's mission.

2. Number of Awards:

One to two Awardees each year.

5. Form of Award:

A plaque to each awardee presented by BOD at the NAJUA Annual Meeting.

3. Eligibility:

a). Candidates can be NAJUA members or nonmembers, teams, and organizations;

b). Must not have receive the same NAJUA Award within the prior three years, or any other NAJUA award in the same year.

4. Procedures:

a). The nominee must be nominated by minimum two active members, at least one nominator is from a different NAJUA division.

d). The nomination must be submitted to NAJUA Recognition Committee (RC) two month prior to the NAJUA Annual Member Meeting.

e). No self-nomination is allowed.

f). Unsuccessful nominations will be returned and may be resubmitted in subsequent years for reconsideration.