

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.