

Awards Committee Guidelines

1. **Handle National and Symposium Awards and Maintain Manual:** The awards committee Chair is responsible for records and communication. This includes maintaining the “Award Committee Book of Procedures” and updating the information. The National Office and Computer Committee Web Master are informed of new and updated information this may include committee activities. This will ensure that future chair will have a complete file of information to refer to if necessary.
2. **Submit Budget:** of expenses and projected expenses to the President and Board of Directors at each Board of Directors meeting. This includes plaques, certificates, mailings and Memorial Award expenses. Maintain inventory list of plaques and certificates. Periodic evaluation of award plaque suppliers is suggested for competitive pricing.
3. **National Award Nomination Process:** a nomination form is submitted for each nominee with an attachment that includes supporting information and/or resume. Each form must include the signatures of at least ten members, regular or junior members, in good standing (those whose dues are paid in full.) Magazine or newspaper articles are not to be included. Only the original form is eligible and sent to the Award Committee Chair, faxed copies should not be accepted, for submission of nominee.
4. **National Award deadline** for nominations should be February 15th each year.
5. **National Award Voting – Ballot Procedure:** Prepare ballot and copy nomination forms with supporting information of nominees and mailed to National Office for distribution to all eligible voters of the National Awards. This ballot may include names recommended for the Memorial Scroll. Each packet will include the deadline date when ballots are to be returned to the Awards Chair. Eligible voters are responsible to return those ballots by the stated deadline. Votes must be returned in writing by courier or e-mail. Telephone votes should not be accepted.

In the event of a tie vote between three or more nominees, the President, President-Elect, and the Awards Committee Chair would be required to select a recipient from the tied nominees.

- 7c. **The Memorial Award:** If only one nominee is presented to the committee, the number of votes required should be more than fifty percent of the eligible voters. For two or more nominees a simple majority will suffice. In the event of a tie vote between two nominees, both should receive the award: one plaque for each winner.

In the event of a tie vote between three or more nominees, the President, President-Elect, and the Awards Committee Chair would be required to select one recipient from the tied nominees.

8. **Ballot results:** The results of ballots should be verified by the President and president Elect and recorded as such at the symposium Board of Directors meeting each year.

The Awards Committee Chair is responsible for contacting winners for all National Awards. The Chair contacts the National Office to inform them of the Memorial Award winner. This is necessary to release funding and automatically enroll recipient in the junior seminar session and reserve an awards banquet ticket for the award recipient and spouse at the annual symposium.

If an eligible voter has not received an awards ballot by April 15th each year, that person should contact the Awards Chair immediately.

9. **President Notification:** The Awards Committee Chair informs the president of the National Award recipients as soon as possible. This should be done in a timely matter prior to the symposium for the award winners to notify employer for advance planning to attend the symposium. The Award Chair will supply the address of award recipients and possibly additional names of manager or supervisor of ASGS member.

10. **National Award Plaques:** The Awards Committee Chair is responsible for keeping a supply of all plaques with the award plaque supplier, presently

Lachman & Company. Plaques are ordered and awarded each year with the preferred spelling of names of recipients to be engraved:

- The J. Allen Alexander Award
- The Helmut E. Drechsel Award
- The Memorial Award Certificate plaque
- The Past Presidents plaque
- The Symposium Chairman's plaque

The Chair is also responsible to arrange for delivery and location of said plaques at the Symposium in time for the presentation.

The Awards Committee is not responsible for the funding of the Symposium related awards. They are required to supply the sponsor pertinent information needed for their award plaque.

10a. **Additional Awards:** may be considered for presentation at the annual awards banquet but not necessarily awarded on annual bases. This may include: President Emeritus, Treasurer Emeritus and Lifetime Achievement Awards. The president before consideration of such award must approve these awards.

11. **Memorial Scroll:** The Awards Committee Chair updates the Memorial Scroll annually and arranges for delivery to the symposium each year. A deceased member can be nominated by its regional section to be added to the memorial scroll at anytime throughout the year. This individual is recognized for lifetime contributions to the mission and advancement of the ASGS and the field of scientific glassblowing. More than one member can be recommended and added to the memorial scroll. Names for consideration to be added to the Memorial Scroll must notify the National Office and supply an obituary to be published in the FUSION. The National Office informs the Awards Chair of the member(s) for consideration and supplies this information to the executive committee and board of directors for voting and approval prior to be added to the scroll.

12. **Award Recipient List:** The award recipients and nominees are recorded and updated annually. The award recipient list is published once a year in the FUSION magazine. The National Office, Website and directors are informed of the current information.
13. **Award Certificates:** The Awards Committee Chair is responsible for handling the appreciation certificates for all Committee and Symposium Chairs. The President and president-elect sign these certificates and are distributed by the president each year at the annual symposium business meeting.

The president is requested to confirm names for all certificates to be presented. Once confirmation of names is complete the list is forwarded to the National Office for printing of the certificates.
14. **Winner Notification of Symposium Awards:** Following the symposium the Awards Chair is responsible for contacting the winners of each category and president of award recipient. All necessary information needed for the plaque is requested from the recipient including preferred spelling of name.
15. **Sponsor Notification:** The Chair informs the sponsors who present awards at the annual symposium awards banquet. This includes the Andrews Glass Award, the Wale Award and William A. Wilt Sr. Award. The Chair will supply the complete information to the sponsor about the recipient including name, title of presentation and employer. A social security number will be required for the award recipient of all awards required on a savings bond. Only exception is the event the award recipient does not have a social security number, such as a non United States ASGS member (i.e. Canadian ASGS Members.) The award gift will be decided between the sponsor and the award recipient of equivalent value.
15. **Judges for Symposium Awards:** Prior to the annual symposium, The Awards Committee Chair is responsible for recruiting five members including the Awards Chair. These members will be responsible for

judging, Technical papers, posters and workshops. You will need five members for each category, a total of fifteen.

Conflict of interest: Ineligible judge: If a member is participating in a presentation of a technical paper, technical poster or workshop demonstration, they are not eligible to judge that category. They are allowed to judge other categories where there is no conflict of interest. The results of judging should be reported at the fall Board of Directors meeting.

16. **Update Symposium Award Recipient List:** maintain list of award recipients for the symposium-sponsored awards.
17. **Submit Presidential Reports:** The Awards Committee Chair submits Board of Director two reports for the Fall & Spring annual meeting.
18. **Fusion Reports:** The Awards Committee Chair is recommended to submit quarterly reports to the Fusion editor to publish in the next issue of Fusion. No matter how brief the reports need to inform members of committee activities and encourage nominations for all award categories. Once a year the list of National Award recipients are published in the FUSION.
19. **Update information for Fusion and Website:** The names of past award recipients will be published on the Website and once a year in the FUSION. Awards committee is responsible for providing the computer committee with new and updated information of award recipients for the Website.
20. **Solicitation of National Awards:** The Executive Committee and Section Directors are responsible to encourage their Sections to search for nominees for national awards.

I would respectfully request that deceased members not be nominated for National Awards. Such individuals should be considered for the Memorial Scroll.
21. **ASGS Section Awards:** An important but optional responsibility concerning regional ASGS sections and Exhibitor group sponsored

awards should be documented. It is the responsibility of the individual section and/or group, not the Awards Committee to keep these records current. Those sections/groups are encouraged to inform the Awards Committee of these awards for historical purposes. These awards are not always awarded on a yearly basis and may be presented at the next symposium awards banquet or at a section meeting. These awards include:

Exhibitors Group – “Junior/Student Sponsorship Award”

Delaware Valley – Sponsor a junior member attendance at the National Symposium

Midwest – “Midwest Section Award”

Northeast Section – “Karl Walther Award” formerly “ Best Technical Article in Fusion”

Pacific Northwest Section-

Southeast Section – “Dana Sampson Award”

22. **Information Packet:** is distributed at the annual June board of directors meeting of awards committee information. This ensures all officers have current information that includes qualifications, requirements of all awards, nomination forms and award recipient list.