

SECTION VI – AWARDS

A. PREFACE

This Guide has been prepared to assist the Region Awards Committee, Chapters, and members to determine the individuals and organizations to whom rewards may be given and the procedures involved.

B. REGION AWARDS PROGRAM

1. Purpose

a. The Region must be alert to remember the efforts and conscientious work of members or organization within our area. Many members give of themselves beyond the call of duty. It is important that appreciation be shown for these efforts.

A gracious and grateful recognition of extraordinary efforts in the form of an award may encourage continuing contributions. The Institute encourages an Awards Program at the Region Level.

b. If local contributions have a reaching effect outside the Region, they may be recognized by the Institute's Awards Program.

2. Composition of the Committee: Chairman, Associate Chairman and Awards Chairmen from each Chapter.

4. Confidentially: Nominees selected for awards shall be held in strict confidence.

5. Meeting Format: At the present time, all communications are by telephone or correspondence, no face-to-face meetings are authorized.

C. REGION AWARDS CHAIR (RAC)

1. Chapter Activities

a. [M] Establish and maintain a direct communication link with Chapter Awards Committee Chairs; provide guidance for them. Document contacts made and direction given. Utilize the Region website whenever possible to maximize communication.

b. Advise members and Chapters regarding awards activities and resources available from the Institute. Assist in the selection of appropriate subjects and in the preparation of the activity.

2. Region Activities

a. [M] Identify and establish contact and relationships within the Region to aid in the development of awards programs. Document contacts made and direction given.

b. Assist the Southwest Region Institute Directors and Institute Awards Committee in identifying potential recipients of various Region and Institute Awards. Educate and encourage each Chapter to submit for at least one Region Award and one Institute Award each year, in addition to the Institute "Outstanding Chapter Commendation Award".

- c. [M] Review and make revision suggestions to your Chair's goals, as listed. Transmit all recommendations to the Southwest Region Directors.
 - d. Review nominations for Region Awards and make recommendations to the Southwest Region Institute Directors for approval. Prepare Award Certificates and order Award plaques to be presented at the Southwest Region Conference, assisting the incoming Awards Chair. Assist in presenting Awards at the Region's conference.
 - e. [M] By the second year of your term, establish a Vice Chair position. The Vice Chair would become Chair the following year.
 - f. [M] Review and make revision suggestions to the Southwest Region Awards Guide, as needed.
 - g. [M] Attend the Southwest Region Conference, and conduct a workshop and make appropriate presentations on awards programs at this Conference.
 - h. [M] Prepare at least two articles on awards programs and activities for Southwest Breezes.
 - i. [M] Transmit all records to the succeeding Awards Chair at the end of your second year.
3. Institute Activities
- a. [M] Attend the Institute orientation session for Region Awards Chairs.
 - b. Promote awards programs to encourage greater participation at all levels within CSI.
 - c. Submit by January 1st and May 1st reports on the status of Region awards activities to the Institute Awards Committee through a designated Awards Committee member, with copies to Southwest Region Institute Directors. Detail in particular progress on all measurable items, as indicated by [M], above.

(Note: items marked [M] indicate that they are measurable.)

D. NOMINATION PROCEDURES

- 1. Nominations shall be submitted in writing in required format (See Appendix D).**
2. Nominations may be made by individuals or Chapters.
3. Nominees may be from another (?) Chapter in Region.
4. Submit nominations no later than 3 months prior to Conference.
5. Obtain approval of the Institute Directors on nominees selected no later than 45 days prior to Conference.

E. REGION AWARD CATEGORIES

- 1. *Individual Certificate of Appreciation (highest award to an individual)***
 - a. Criteria: Individual CSI member of Region who has rendered distinguished service to the Region in the advancement of its objectives or in its administration. Award may be bestowed posthumously.
 - b. Nomination: Nomination can only be made by a CSI chapter or individual CSI member in the Southwest Region.

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- c. Submittal: Submit all required items to Institute Director by the deadline date.
 - (1) Awards Nomination Form, D-1.
 - (2) Biographical Statistic for Award Nominee, D-2.
 - c. Selection Process: Selection will be made from submitted nominees by a selected board consisting of Region Directors and Region Awards Chairman.
 - d. Award: Inscribed gift not to exceed \$75.00 and framed certificate.
2. Organization Certificate of Appreciation (highest award to an organization)
- a. Criteria: Award to an organization which has developed documents of benefit to CSI and the construction industry OR for outstanding support of the Region and Institute by promoting, sponsoring, and backing staff employees to become active members in CSI.
 - b. Nomination: Nomination can only be made by a Southwest Region Chapter or individual CSI member in the Southwest Region.
 - c. Submittal: Submit all required items to Institute Director by the deadline date.
 - (1) Awards Nomination Form, D-1.
 - (2) Biographical Statistic for Award Nominee, D-2.
 - c. Selection Process: Selection will be made from submitted nominees by a selected board consisting of Region Directors and Region Awards Chairman.
 - d. Award: A framed certificate.
 - e. Limitation: Not more than one award given in any year.
3. ***Henry B. Baume Memorial Award (Highest award to a Professional Member)***
- a. Background: Henry B. Baume was an active member of Salt Lake City CSI Chapter.

 - b. Criteria: Awarded to a Professional CSI member within the Southwest Region who has rendered outstanding service to the Region or to the Institute in promoting CSI through outstanding business ethics and who especially upholds the CSI Code of Ethics.
 - c. Nomination: Nomination can only be made by a CSI Chapter or individual CSI member in the Southwest Region. Nomination may be from another chapter in the region.
 - d. Submittal: Submit all required items to Institute Director by the deadline date.
 - (1) Awards Nomination Form, D-1.
 - (2) Biographical Statistic for Award Nominee, D-2.
 - c. Selection Process: Selection will be made from submitted nominees by a selected board consisting of Region Directors and Region Awards Chairman.
 - d. Award: Engraved plaque.
 - e. Limitation: Not more than one award given in any year.

4. ***Rulon Edwards Memorial Award***

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- a. Background: Rulon Edwards was an active member of Denver CSI Chapter.

- b. Criteria: Awarded to an Industry/Associate CSI member within the Southwest Region who has rendered outstanding service to the Region or to the Institute in promoting CSI through outstanding business ethics and who especially upholds the CSI Code of Ethics.
- c. Nomination: Nomination can only be made by a CSI chapter or individual CSI member in the Southwest Region.
- d. Submittal: Submit all required items to Institute Director by the deadline date.
 - (1) Awards Nomination Form, D-1.
 - (2) Biographical Statistic for Award Nominee, D-2.
- c. Selection Process: Selection will be made from submitted nominees by a selected board consisting of Region Directors and Region Awards Chairman.
- d. Award: Engraved plaque.
- e. Limitation: Not more than one award given in any year.

5. Gordon E. Bosl Award for Excellence in Construction Documents

- a. Background: Gordon E. Bosl was an active member of the Albuquerque Chapter CSI from 19__ until his death in 1992. Mr. Bosl was an independent specifications consultant who earned a strong reputation for excellent construction documents. He served CSI at chapter, region and institute levels including as Institute Vice-President. Gordon's enthusiasm and warm friendship mentored many younger CSI members who later served at all levels up to and including Institute President.
- b. Criteria: Awarded to a design firm located within the Southwest Region. The design firm had primary responsibility for preparing a set of construction documents for a project constructed in the Southwest Region. The award would recognize an excellent set of construction documents consisting of a project manual, drawings and addenda that were used to construct a building, engineering project or other type of construction. The project could have been competitively bid or negotiated. Evaluation of documents would be based on utilization of CSI principals and formats, but absolute adherence would not be mandatory. Basic criteria would be successful use of construct documents to prepare a bid or a negotiated contract, as well as to construct the project. Coordination of the drawings and project manual would be essential.
- c. Nomination: Nomination can only be made by the prime contractor for the project for which the construction was developed. The contractor does not need to be a CSI member or be located in the Southwest Region.
- d. Submittal: Submit all required items to Institute Director by the deadline date.
 - (1) Award Nomination Form D-1

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- (2) Copy of project manual
 - (3) Set of drawings
 - (4) Copies of addenda
 - (5) Photograph of completed project
 - (6) Letter from contractor stating why the construction documents are excellent.
 - (7) Project statistics: original contract sum, total costs or change orders, original contract time and actual construction period.
 - h. Selection Process: Will be made by a majority vote by selection board consisting of Region Technical Chairman, Region Awards Chairman, and one professional CSI member appointed by Region Directors. All board members will make review of all nominated documents. Each board member will be allowed one week to review nomination prior to forwarding the documents by mail such as UPS to another selection board member. Selection will be made during a conference call with after all board members have reviewed the nominations.
 - i. Award: Framed Certificate and a desk pen set with engraved plate stating name of the recipient, name of award, date and location of the conference where award is presented. Construction documents submitted by the award winner will be displayed at Southwest Region Conference.
 - j. Limitation: Only one award will be given each year. The project for which the documents were prepared, must have been substantially completed within the past two CSI fiscal years. Neither the recipient nor the nominator needs to be CSI member. Members of the selection board or their employees are not eligible for the award.
- 6. *Region Craftsmanship Award***
- a. Criteria: Awarded to a construction firm, or sub-contracting firm or individual craftsman displaying excellent craftsmanship in a project or part of a project constructed within the Southwest Region. Consideration given to quality of workmanship, function of completed work and adherence to construction documents. Work need not be a handcraft or site built. Standard manufactured products are not eligible but the installation of such products is eligible.
 - b. Nomination: Nomination can only be made by a CSI Chapter or individual CSI member in the Southwest Region.
 - c. Submittal: Submit all required items to Institute Director by the deadline date.
 - (1) Award Nomination Form D-1
 - (2) Biographical Statistic for Award Nominee, D-2
 - (3) 35 MM slides or color prints illustrating construction in progress as appropriate and as well as completed craftsmanship
 - (4) copy of specification sections from which work was erected
 - e. Selection Process: Selection will be made by a majority vote by review board consisting of Region Awards Chairman, one professional and one industry CSI member appointed

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- by Region Directors. Each board member will have one week to review submittals before passing to another board member. Selection will be made during a conference call with all board members.
- f. Award: Framed Certificate and a polished wood and brass level or other appropriate object suitable for wall display with engraved plate slating name of the recipient, name of award, date and location of the conference where award is presented. Submitted photographic material from the award winner will be displayed at Southwest Region conference.
 - g. Limitation: Only one award will be given each year. The project must have been completed within the last two CSI fiscal years. Recipient does not need to be CSI member. Members of the selection board or their employees are not eligible for the award.

7. Region Publication Award

- a. Criteria: Awarded to an individual CSI member or CSI chapter in the Southwest Region. Would recognize an outstanding publication such as Chapter newsletter, Chapter directory, roster or guide, Chapter technical document, Region newsletter, Region technical document or other CSI publication.
- b. Nomination: Nomination can only be by one of the Southwest Region Directors.
- c. Submittal: Submit all required items to Institute Director by the deadline date.
 - (1) Awards Nomination Form, D-1.
 - (2) Biographical Statistic for Award Nominee, D-2.
 - (3) Original copy of the publication. If the publication is a monthly or other periodic basis, all editions for the previous fiscal year must be submitted.
 - (4) Written narrative describing purpose, importance, and outstanding features.
- e. Selection Process: Selection will be made by a majority vote of the selection board consisting of Region Awards Chairman, and either Region Education, Certification or Technical Chairman appointed by Region Directors.
- f. Award: Framed Certificate and a high quality dictionary with engraved inscription with name of recipient, name of award, date and location of Region Conference at which the award is presented.
- g. Limitation: Only one award will be given each year. An award winning publication will not be eligible to submit a nomination for three years. Members of the selection board are not eligible for the award.

8. Chapter Growth Award

- a. Criteria: Awarded to Chapter in Region showing in one year the greatest percentage of growth, determined from membership records of the Institute.
- b. Nomination: None.
- c. Submittal: None.

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continued

- d. Selection Process: Region Directors will determine growth using membership printouts obtained from Institute for the preceding fiscal year.
- e. Award: Framed Certificate.
- f. Limitation: To be eligible, a Chapter must have been chartered at least 18 months prior to July of the award year.

9. Region Director Citation

- a. Criteria: Awarded to a member, Chapter or organization of the Southwest Region for exceptional work performed on behalf of the Region.
- b. Nomination: None.
- c. Submittal: None.
- d. Selection Process: At sole discretion of Region Directors.
- e. Award: Framed Certificate and inscribe object at the discretion of the Awards Committee.
- f. Limitation: Limitation of number dictated only by budget considerations.