

Resolution 275-3

A Resolution to Approve the Revised GUAA Awards Committee Guidelines

WHEREAS, the GUAA Awards Committee has reviewed and analyzed its current Awards Committee Guideline and discussed revising those Guidelines; and

WHEREAS, the Awards Committee has determined after such review and discussion that it is in the best interests of the GUAA to better define the individual awards, and to further to streamline the awards process;

WHEREAS, the Awards Committee has revised its Awards Committee Guidelines and recommends that the Executive Committee and the GUAA Board of Governors approve the same for use by the Awards Committee;

WHEREAS, the Executive Committee has reviewed and approved the revised Awards Committee Guidelines for use by the Awards Committee;

WHEREAS, the revised Awards Committee Guidelines are attached to this Resolution as Attachment "A";

NOW THEREFORE BE IT RESOLVED: That the GUAA Board of Governors acting through its Executive Committee, hereby approves the revised Awards Committee Guidelines attached as Attachment "A" for use by the Awards Committee.

Motion by _____

Seconded by _____

ADOPTED by the Executive Committee on behalf of the Board of Governors of the Georgetown University Alumni Association at its meeting of March 22, 201 held via phone.

William G. Reynolds, Executive Director

ATTACHMENT A

Proposed Changes 3/22/16

Awards Committee Guidelines

Awards bestowed by the Georgetown University Alumni Association are intended to honor and provide recognition for the stewardship and generosity of those who have given of themselves to others and to alma mater. The conferral of these awards recognizes and encourages leadership, service and giving back to Georgetown by alumni, parents and friends of the University. These awards seek to honor those who are most deserving from among the diversity of schools, generations, gender and geographic location.

Committee Composition

All Members of the Awards Committee serve at the pleasure of the President of the Alumni Association.

The President of the Alumni Association shall make appointments to the Awards Committee each year. However, it is recommended to the sitting President that the committee be composed of an uneven number of members, and:

- The President of the Alumni Association and the Executive Director of the Alumni Association shall be members of the committee; and
- It is strongly suggested that a Senator and a Past President of the Alumni Association be included in the committee.

Roles & Responsibilities of Members

Members of the committee are expected to participate in all regularly scheduled committee meetings. Members are required to participate in the annual awards selection meeting in person when the selection of awardees takes place. The meeting is typically held in Washington, DC. If for some reason, a standing member of the committee is not able to participate in person, then the individual will not participate in the selection of awardees. That individual may be replaced by another appointee should the President so choose. Conference call participation in this particular meeting is **not** permitted.

In addition to committing adequate time for the thorough review of nominations materials (approximately 3-5 hours during the month preceding the selection meeting), committee members are expected to participate in the solicitation of nominees. This could include the preparation of nominations materials, completion of nominations, and outreach via to other alumni leaders and members of the university community that lead and engage with alumni volunteers.

Conference calls may be held between the Board meetings at the discretion of the Awards Committee Chair, and/or the President of the Alumni Association. It is expected that all committee members participate in so far as possible.

Awards Overview

Nominations for awardees may be accepted from any alumnus, volunteer, friend, parent, staff or University Administrator within the time period established that year for nominations. Certain awards may stipulate a narrower group of allowable nominators, but efforts should be made to be as inclusive as possible and still be appropriate at the same time.

Apollonian Alumni Award – Established 1997

Named for St. Apollonia, the patron saint of Dentistry, and is conferred upon an alumnus who has demonstrated exceptional efforts on behalf of the alumni of the School of Dentistry. A maximum of one award is conferred annually.

Founders Alumni Award – Established 1992

Named for the founders of Georgetown University School of Medicine and is conferred upon a maximum of four alumni from the Medical School. Doctors Noble Young, Flodoardo Howard, Charles Lieberman and Johnson Elliott approached President James Ryder, S.J. and requested the establishment of a medical department under the auspices of Georgetown College. In 1851, instruction officially began in the newly established department with Young, Howard, Elliot and Lieberman as the first faculty appointments. Together, these four founding faculty provided the leadership and vision to sustain the fragile enterprise of the Medical Department throughout its early years. The award is conferred upon those alumni leaders whose efforts and dedication to the School of Medicine have been truly remarkable.

William Gaston Alumni Award – Established 1963

Named for Georgetown's first student, William Gaston, who as a member of the United States Congress helped obtain Georgetown's charter as an educational institution. He later served as justice of the Supreme Court of North Carolina. He is famous for delivering a classic oration during a Constitutional Convention in that state, which resulted in the removal of religious discrimination against members of his faith. He is admired for his personal integrity and his advocacy for religious freedom in the United States. The award recognizes outstanding service by ~~graduate and~~ undergraduate alumni who have exhibited leadership across many activities such as alumni clubs, class programs, and/or participation in other school activities. A maximum of five awards are presented each year.

1820 Graduate Award – Established 2009

Named for the year that the Graduate School was founded; recognizes outstanding leadership and service by graduate alumni to their alma mater in the Georgetown alumni community, through activities of the Georgetown University Alumni Association or through any university sanctioned alumni outreach group. Eligible for this award are alumni **graduate students including those** of the ~~The Graduate School~~ **College** of Arts & Sciences, the ~~graduate degree programs of the~~ Walsh School of Foreign Service, the McDonough School of Business, the School of Nursing and Health Studies, the Georgetown Public Policy Institute, and the Georgetown University Medical Center. **Not eligible for this Award are graduates solely with M.D., J.D. and D.D.S. degrees from Georgetown University.** A maximum of two awards may be presented each year.

Reed Alumni Award – Established 1996

Named for James Patrick Reed (C'53), who served the Georgetown University Alumni Association for 32 years, the Reed Award is conferred upon one member of the Georgetown University Board of Governors during the most recently completed fiscal year. Nominations are accepted from current governors and senators, who are asked to provide a summary of the nominee's accomplishments on behalf of the Board of Governors and the Georgetown University Alumni Association during such fiscal year.

~~The Georgetown University Alumni Association~~ **James S. Ruby Faculty Appreciation Award – Established 2008**

Named for James S. Ruby (C'27), the first Executive Secretary of the Georgetown University Alumni Association. Recognizes outstanding service to the Georgetown University Alumni Association by faculty members of Georgetown University who have exhibited leadership across the entire range of alumni activities, such as work with the Georgetown University Board of Governors, regional clubs, class programs, and/or participation in other alumni volunteer capacities. **From time to time, upon the recommendation of the Awards Committee, the Board**

may bestow this award upon a University representative other than a faculty member to recognize service of distinction to the alumni of the University. A maximum of two awards may be presented each year.

Patrick Healy, S.J. Award

Named for Rev. Patrick F. Healy, S.J., the 29th president of Georgetown University (1874-1882). Established in 1969, this award is conferred upon an individual who is not an alumnus/a, but whose achievements and record of service to Georgetown, community and professional achievements, exemplify the ideals and traditions of Georgetown. Eligible candidates for the Patrick Healy Award include recipients of an Honorary Degree from Georgetown University. A maximum number of one Patrick Healy Award is conferred annually.

John Carroll Award

Named for Archbishop John Carroll, the first Catholic bishop in North America and founder of Georgetown University. Established in 1951, this award is conferred upon alumni whose achievements and record of service exemplify the ideals and traditions of Georgetown and its founder. Eligible candidates for the John Carroll Award exclude recipients of an Honorary Degree from Georgetown University. A maximum of six awards may be bestowed annually.

Timothy S. Healy, S.J. Award

Named for Rev. Timothy S. Healy, S.J., the 47th President of Georgetown University (1976-1989). Established in 1996, this award is conferred upon an alumnus of Georgetown who has rendered outstanding and exemplary community service or public service or professional service in support of humanitarian causes and advancements for the benefit of mankind. Maximum number of 2 recipients may be selected at anytime and only one will be publicly announced. While nominations are accepted annually, the award shall be conferred at a place/time as chosen by the Association in consultation with the University befitting the stature of this award. It is expected that the award will be bestowed within 24 months of the recipient being notified; the Awards Committee will determine next steps after the 24 month period has passed.

Recommended Procedures:

Solicitation of Nominations Materials

Nominations for the John Carroll, Patrick Healy, S.J. and Timothy S. Healy, S.J. Awards should be solicited annually; at least six months prior to the next John Carroll Weekend. Nominations for the Service Recognition Alumni Awards should be solicited annually; at least six months prior to the presentation of those awards. Ideally, nominations for all awards can be solicited at the same time. It may be desirable to set the deadlines for submission to a date after Reunion weekend, so that those that have contributed significantly to Reunion planning and activities will be more likely to be nominated by their peers. Individuals submitting nominations should be informed that a limited number of additional letters of endorsement is strongly recommended.

Deadlines for Nominations

Nominations materials should be accepted (in proper format as indicated by the Nominations materials) via post, fax or e-mail. All nomination materials should be submitted on or before the appointed deadline. However, in limited situations, where the primary nomination has been submitted on or before the deadline, additional letters of support may be accepted (at the discretion of the Chair of the Committee) immediately after the deadline. Nominations or letters of support that come in after deadline will be held until the following year.

Roll-over of Nominations

Nominees for the John Carroll, Patrick Healy and Timothy S. Healy, S.J. and Service Recognition Awards (excluding the Reed Alumni Award), who are not selected in their first year as nominees will automatically roll over in the pool for the next two subsequent years. In the course of this three-year consideration period, additional nomination letters may be added to the original nomination, but the period in which the nomination stays active is

limited to three years. A person may be re-nominated in subsequent years after the original nomination has expired, but the original nomination cannot remain for more than three years.

Conflicts of Interest

Where members of the Awards Committee recognize a conflict of interest, it is expected that they excuse themselves from the discussion of the selection of all of the Awardees in the category. Regular conflicts include when a family member of a committee member has been nominated. Where committee members themselves have been nominated, a committee member will not be considered while on the committee and their nomination will be automatically “held-over” for three years following their service on the committee.

Other Award Considerations

- Individuals: Nominations for Apollonian, Founders, Gaston, 1820, Reed, Faculty, John Carroll, Patrick Healy and Timothy S. Healy, S.J. Awards are intended to be for individuals. Nominations for groups or couples will not be considered. Should this occur, it is important that the Alumni Association staff accepting the nominations materials respond promptly to the nominator and request that the nomination be “de-coupled.”
- Ability to Accept: As a condition to accept the award, Awardees are required to be in attendance at the Awards Ceremony where the award will be bestowed, **except in cases of death as described below.**
- Deceased: ~~Awards cannot be awarded to deceased individuals.~~ **Nominations for awards cannot be made posthumously, nor can awards be granted posthumously except in the case where an Awardee has confirmed his or her acceptance of the award but dies prior to the Awards Ceremony.**
- Awardee Deference: If an Awardee is unable to accept an award in the year they are chosen to receive the award, they may not choose to defer to the next year, (except Timothy S. Healy, S.J. Award; see award description) but their nomination will be considered again the following year if it is within the three year roll over time frame.

Confidentiality

- Each Awards Committee member shall execute the Confidentiality Agreement before participating in any activities and deliberations of the Awards Committee, which covers both nominations materials and verbal deliberations. Members in violation of this policy will be asked to leave the committee by the President and/or Committee Chair.
- The entire meeting and selection process is confidential; all minutes and notes that are recorded may be kept only by the Chair of the Committee and the Staff Liaison.
- The meeting minutes of the Awards Committee selection meeting should be minimal and not include any reference to discussion, but rather just the names of those individuals who have been awarded or deemed alternates. For other interim calls, the Chair may choose to circulate business minutes as appropriate.

Reconsideration of Nominations

Although it is rare that nominations may be reconsidered for either cancellation or additional approval subsequent to the final votes of the committee, there may be occasions when extraordinary circumstances require review of the nominations. The committee **must** reconvene for the review and final decision. This procedure should always be viewed as one that is both infrequent and unusual.

General Deliberation Considerations:

- Once again, these awards seek to honor those who are most deserving from among the diversity of schools, generations, gender and geographic location.
- While efforts to have appropriate representation is desirable, there is no requirement that these criteria must be always principally applied in selecting awardees. It is very appropriate however to consider these criteria to select awardees from a narrowed pool of deserving nominees.
- It is extremely important to inform Members of the Awards Committee that a candidate who has been on the nomination list for 2-3 years should **not** be seen as having less value and should not be considered any less for the award. Their presence on this list for this period of time is by no means a sign of inferiority, since the competition for the award is extremely high and it often takes longer than one year to be recognized.

- Conversely – no candidate should be viewed as entitled to an Award because he or she has been on the list for 2 or 3 years.

Process for Awards Committee Voting

- Members of the Awards Committee are to review all materials, including the rules and regulations for the Awards voting process, and come to the Awards Committee Meeting with their top choices for each award.
- At the discretion of the Chair, a vote may be taken at the outset of discussion for each award of each member's top choices or in advance of the meeting.
- Votes are to be tallied on a master flip chart by a designee of the committee and his/her staff liaison.
- Those outstanding nominees who are selected by a significant portion of the Awards Committee are agreed upon and are granted an award.
- Discussion then follows on all candidates that remain to be considered and have not been eliminated due to lack of initial support.
- Votes are taken as often as needed with necessary discussion of merits of nominees until the final awardees are agreed upon. Alternates should also be selected for the Awards.
- For each of the Awards, this process is repeated with the maximum number of awardees each year limited by award and/or previous agreement.
- Awardees must be present at the event to accept their award. First and second alternates for the John Carroll and Patrick Healy Award should be selected in case one of these awardees is unable to accept. For all other Awards, it is extremely important to emphasize the attendance requirement.

Notification of Awardees

- **Unless otherwise approved by the Chair of the Awards Committee, solely Members of the Committee shall contact the awardees and confirm their acceptance.**
- No announcements should be made until all the awardees have accepted.
- To ensure that no mistakes are made, there should be a period of at least **two weeks** before the official announcement is made to the Georgetown University community. In the event that an Awardee fails to accept an offered award within two (2) weeks of notification, the Awards Committee may withdraw the award offered, upon majority approval.

Staging Events for Awards

Winter Leadership Weekend Awards Banquet

Beginning in 2003, the Awards Committee in concert with the Alumni Club Committee has hosted a dinner on the Friday evening of the Winter Leadership Weekend. This dinner is not intended to be an extravagant affair, but rather to serve as a simple and intimate setting for the conferral of the Service Awards (selected by the Awards Committee) and the Alumni Club Awards (selected by that committee). The attire for the event is business formal.

John Carroll and Patrick Healy Awards Dinner

The John Carroll and Patrick Healy Awards Dinner is the culminating event for the John Carroll Weekend, and is typically held annually in the spring in varying locations. This is a formal event that has celebrated the best of Georgetown since 1951.

Timothy S. Healy, S.J. Award

The Timothy Healy Award is intended to be given **from time-to-time** at an appropriate gathering of students and alumni. Potential venues include, but are not limited to: John Carroll Awards Weekend, Homecoming Weekend, Reunion Weekend, ~~Convocation and Commencement~~. **Nominations for this award shall be made by members of the Board of Governors rather than by the Georgetown alumni community at-large.**