

# **AIAMS AWARDS GUIDELINES**

## **STATEMENT OF PURPOSE**

The purpose of these awards shall be to increase membership interest and to encourage future efforts, which contribute to the public image of AIAMS through community and civic involvement.

## **AWARDS COMMITTEE**

The Awards Program will identify and recognize extraordinary efforts, achievements, and contributions to AIAMS, civic leadership, social welfare, and community. The Awards Committee will receive nominations for awards and make recommendations to the Board of Directors. The Awards Committee will prepare Awards at the direction of the Executive Committee.

## **COMMITTEE COMPOSITION**

AIAMS President shall appoint the Chairperson for a term of two years.

The Vice Chairperson shall be selected by Chairperson and approved by AIAMS President.

The Awards committee will consist of four AIAMS members (including Vice chairperson), all from different areas of Mississippi. Each Committee member shall serve a term of two years.

AIAMS Board will participate as advisors to the committee.

## **RESPONSIBILITIES OF AWARDS COMMITTEE**

The Committee shall organize and manage the Awards Program.

The Awards Committee shall develop awards criteria.

The Awards Committee shall review awards submittals and make recommendations to the Board regarding presentation of submitted individuals or awards. A majority vote of Executive Committee will be required to proceed with the award.

The Awards Committee shall notify award recipients unless otherwise directed by the AIAMS President.

The Awards Committee shall prepare award certificates, trophies, etc. for presentation as directed by AIAMS President.

The Awards committee Chair shall submit a proposed budget to the AIAMS President Elect by January 1.

The Awards Committee Chair shall submit reports of committee activities as required by the AIAMS President.

## **NOMINATIONS**

Nominations and support data shall be submitted on AIAMS Awards Form by March 30 of the year in which the award is to be presented, or other time as may be set by the Executive Committee.

Nominations for awards shall be submitted to the Awards Chair along with documentation adequate for review and support of the presentation of said award.

## **AWARDS**

Standing awards may or may not be awarded each year.

**Certificate of Appreciation:** Awarded to an individual who has rendered distinguished service to AIAMS in the advancement of the objectives of AIAMS. Nomination shall be by a minimum of 5 members, not including employees, coworkers, or staff of the nominee.

**Presidential Citation:** Awarded at the discretion of the AIAMS President for exceptional work performed in behalf of AIAMS.

**Community Service Award:** Awarded to an AIAMS Member or Associate Member for exceptional service to the community, City, State, or Civic group. Nomination shall be by a minimum of 5 members, not including employees, coworkers, or staff of the nominee.

**Education Commendation:** Awarded to an individual, firm, or organization that has made a significant contribution to the field of education related to the purposes of AIA. Nomination shall be by a minimum of 5 members, not including employees, coworkers, or staff of the nominee.

**Citizen Architect Award:** Awarded to an individual AIAMS Member that has made a significant contribution to society over a number of years. Nomination shall be by a minimum of 5 members, not including employees, coworkers, or staff of the nominee. Nomination shall be fully backed up with substantiating biographical data and letters of recommendation.

**Lifetime Achievement Award:** Awarded to an individual AIAMS Architect Member that has made a significant contribution to society during their lifetime. This is the highest award bestowed by AIAMS for outstanding service to Community, City, State, and Civic Groups for the general betterment of Society. Nomination shall be by a minimum of 5 members, not including employees, coworkers, or staff of the nominee. Nomination shall be fully backed up with substantiating biographical data and letters of recommendation. See detailed information on last page of Awards Guide.

**Other:** The Awards Committee at the direction of the President and Board of Directors of AIAMS may establish other standing or special awards.

## **SUBMITTALS CRITERIA**

Submit five copies of AIAMS Awards form and backup materials.

Optional: Submit Electronic Copy of form and backup materials in PDF Format.

Submittals shall be neatly organized and presented in a professional manner.

**AIAMS AWARD NOMINATION FORM**

Date: \_\_\_\_\_

TO: \_\_\_\_\_  
Chairman, AIA Mississippi Awards Committee

\_\_\_\_\_ hereby nominates  
(Nominator)

\_\_\_\_\_ for the AIAMS Award  
(Nominee)

\_\_\_\_\_  
(as listed in the Awards Guide)

This nomination is made for the following reasons: (Be specific, include separate pages if required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should the nominee be selected for this award the following is the nominator's suggested narration to be imprinted on the certificate of award:

\_\_\_\_\_  
\_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

(Signatures of Nominators)

## **Lifetime Achievement Award**

This award is given for outstanding service to Community, City, State, and Civic/Volunteer Groups toward the general betterment of Society over the lifetime of the nominee.

Submitted to: Awards Chair

Deadline: March 30 (or other date as may be set on by the Executive Committee)

Presented: At Special ceremony as determined by AIAMS President

Presented by: AIAMS President

### Criteria:

- This award will be considered the highest recognition that can be given a member by AIAMS for Community and Civic Service.
- Only one award will be given in any one year, and the award may or may not be presented in any given year depending on nominations received and the qualifications and credentials of the nominees. The award shall not be presented to any individual more than one time.
- This award will be given to a member having at least fifteen (15) years of continuous AIA Architect membership and who has portrayed exceptional and meritorious service and devotion to AIAMS and community during the lifetime of the nominee. This award is not meant to reward a single contribution but rather to acknowledge a lifetime of service.
- Any AIAMS Architect Member in good standing is eligible to receive this award.
- Nominations for this award shall be submitted to the Awards Chairperson, not later than January 15th. Written nominations shall be submitted by any 5 members in good standing not directly related to the nominee through employment or other direct business association. Nominations shall be furnished with 10 copies for the Awards Committee and executive Committee.
- Submittal Guidelines:
  - Submittal shall include resume, which focuses mainly on the nominee's contributions to Society through Community, City, State, and Civic involvement.
  - Submittal shall list the nominee's membership in and service to civic, religions, and community service oriented associations other than AIA.
  - Submittal shall include a detailed written description of the reason this member is qualified for this award and why the nominee is worthy of this honor.
  - Submittal shall contain a minimum of 5 letters of recommendation from individuals of authority familiar with the service portrayed by the nominee.
  - Submittal shall include year that nominee became a member of AIAMS.
- There is no limit to the support material provided as accreditation for the award.
- This award will be in the form of commemorative plaque and will be presented at a time designated by AIAMS President.
- The Awards Committee Chair shall be responsible for obtaining the award.