

**The Construction Specifications Institute**  
**Northeast Region**  
**Region Administrative References dated August 6, 2005**

**Part 5 – Region Awards Guide** –Adopted August 27, 2005; Amended April 11, 2010;  
November 5, 2011; April 27, 2012

**PREFACE** – This “Guide” is intended to define the Region Awards Program. Any changes in this “Guide” require Board Approval. If the Region Awards Committee determines changes to this Guide are desirable, the Committee Chair shall submit a “Recommendation” to the Region Board for the appropriate action. The “Recommendation” shall detail the proposed change and the justification for the change.

The Awards Committee, by Committee vote, may defer a “Specification Competition” for one year without Board Approval but the Board must be notified of this action prior to the time the announcement of the Specification Competition should be distributed to Chapters.

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**1. THE NEED FOR AWARDS**

- A. It is important that the Northeast Region CSI recognize the achievements and notable contributions of its members and other interested persons, firms, and organizations supporting the purpose of CSI.
- B. It is essential that the Region recognize its members' voluntary and unselfish contributions of time and talent. Such recognition will encourage continuing contributions and intensify member interest in the growth of CSI. Recognition of the efforts of persons, firms and organizations outside the Institute will promote the public image of CSI.

**2. PURPOSE**

- A. The purpose of the Awards Guide is to assist the Region Awards Committee with implementing an awards program consistent with the Board Policy (Part 4) of the Northeast Region Administrative References.

**3. REGION AWARDS COMMITTEE**

- A. The general duties of the Committee are listed in Part 4 (Board Policy, 12, D, 1,b)
- B. Additional duties are:
  - 1. Promote and publicize Region awards program.
  - 2. Maintain the detailed criteria for the nomination and selection of recipients of awards.
  - 3. Advise, encourage and assist members and chapters within the Region with preparation of nominations for Region and Institute awards.
  - 4. Assist chapters within the Region in the establishment of chapter awards programs.
  - 5. Seek out and scrutinize exemplary efforts of individuals, firms and organizations to determine and recommend such persons or entities worthy of recognition.

#### 4. COMMITTEE MEMBERSHIP

- A. See Part 4 (Region Policy) 12, D
- B. In the event that a Region Conference is co-hosted by two or more chapters, the positions of Senior Chair and Junior Chair shall be shared by the Awards Chairmen from each of the co-hosting chapters.
- C. In the event that the designated Chair cannot serve, the Executive Committee may appoint a Chair.

#### 5. DATES LISTED IN THIS GUIDE

- A. All dates related to Nomination Requests, Nomination Submissions, Distribution of nominations to Committee or Subcommittee Members, Completion of Nomination Reviews, Selection of Award Recipients and Award Notification are based on assumption that the Region Conference will be held after March 1<sup>st</sup>.

#### 6. NOMINATION PROCEDURES

- A. The Nomination Procedures for each Award is listed in the Award information.
- B. Nominations form: Unless specifically noted otherwise, nominations shall be submitted on the prescribed forms, or in the style of the prescribed forms, with the required letters of endorsement, biographical data, and documentation. Not applicable items on the forms should be noted as such.
- C. Nominations request: Prior to September 1<sup>st</sup>, the Senior Chair, Region Awards Committee, will communicate with each chapter President, chapter Awards Committee Chair, and Region Committee sub-committee members responsible for award nominations, requesting nominations and stating explicitly that the deadline for nominations is December 15<sup>th</sup>.

#### 7. REVIEW OF AWARD NOMINATIONS

- A. Unless specifically stated in the individual award, all award nominations will be reviewed by a 3-person Subcommittee of the Awards Committee, appointed by the Awards Committee Chair. The Subcommittee will report the results of their review to the Senior Awards Committee Chair by January 15<sup>th</sup>.
- B. Selection for all award recipients shall be made by January 31<sup>st</sup>.
- C. The Senior Awards Chair shall be responsible for compiling the results of the selection process and notifying the Region President of those that will be receiving awards for those awards where the selection was done by the Awards Committee.

#### 8. AWARD NOTIFICATION

- A. Notification (in writing) of selection for award shall be mailed by February 15<sup>th</sup>, with request for recipient to attend the Region Conference awards ceremonies, as follows:
  - 1. Distinguished Service Award and Region President's Award: Region President will notify recipient, recipient's home chapter President and recipient's home chapter Awards Chair.
  - 2. All other awards: Senior Chair, Region Awards Committee, on behalf of Executive Committee, will notify recipient, recipient's home chapter President and recipient's home chapter Awards Chair.

#### 9. ACQUISITION AND PRESENTATION OF AWARDS

- A. The Senior Chair, Region Awards Committee, is responsible for the acquisition of the awards in conformance with the form of award stated in the Award Criteria, the Awards Budget line item and any other applicable requirements.
- B. The Senior Chair, Region Awards Committee is responsible for arranging ceremonies for presentation of awards and shall announce each award. The Junior Chair, Region Awards Committee, shall assist the Region President and Vice President with presentation of awards at the ceremonies.

## 10. AWARD CRITERIA

### A. Distinguished Service Award

#### 1. Description:

- a). The Region Distinguished Service Award, a medallion, is the most prestigious award given by the Region.
- b). The medallion should be worn proudly at all appropriate CSI functions.

#### 2. Purpose:

- a). It is important that the Region give special recognition to those individuals whose long-term commitment, exemplary performance, and significant contributions have helped the Region and/or their chapter(s) to develop, grow and improve.
- b). The Distinguished Service Award is not intended to duplicate the honor and recognition conferred by the Award of Institute Fellowship, but rather to recognize those individuals whose activity has been primarily in support of the Northeast Region and its chapters.

#### 3. Form of Award: The award shall be in the form of a cast medallion on a ribbon that will permit wearing around the neck and a framed certificate. The medallion shall be engraved with the recipient's name and the year of presentation.

#### 4. Qualifications: Any member, who has been a member in good standing for a minimum of ten (10) years, and meets the criteria described in "Purpose" above.

#### 5. Nominations:

- a). Written nominations shall be submitted to the Distinguished Service Award Jury, in care of the Senior Chair, Region Awards Committee.
- b). Nominations shall consist of:
  - 1. Nomination form: by a chapter, on or in the style of Awards Form NERA-101; or by not less than five members of the Region, on or in the style of Awards Form NERA-102.
  - 2. Listing of Achievements and Service, on or in the form of Awards Form NERA-103
  - 3. Biographical statistics of the nominee, on or in the style of Awards Form NERA-104.
  - 4. Exhibits: A resume identifying the nominee's service to the Region and/or chapter(s); and not less than five (5) letters of endorsement which elaborate and document the achievements of the nominee; and additional information which pertains.

- c). Prior to December 15<sup>th</sup>, the Senior Chair, Region Awards Committee, shall receive one (1) original and seven (7) copies of the completed Nomination. One Electronic submission vehicle is acceptable.
  - d). Advice is available only from the Senior Chair, Region Awards Committee.
6. Review:
- a). There shall be seven (7) voting members on the Distinguished Service Award Jury. The Jury will consist of two (2) past Institute Directors, two (2) members-at-large, two (2) past award recipients and the Junior Chair, Region Awards Committee. Jury members shall be appointed by the President for 2-year staggered terms within each category of Jury Membership. Those serving on the Jury are not eligible for consideration of the award.
  - b). The Jury shall be chaired by the Senior Chair, Region Awards Committee, who shall not vote on the nominees. Neither the Chair nor members of the Jury are eligible for consideration of the Award.
  - c). The Chair shall distribute copies of each nomination and a ballot to all the members of the Jury. The Chair, as coordinator, may be consulted on questions dealing with the process.
  - d). After review of the nominations, each voting member of the Jury shall complete the ballot form, without consultation or discussion with other members of the committee, and return it, no later than January 15<sup>th</sup>, to the Chair.
  - e). Affirmative votes from five (5) members of the Jury are needed for the nominee to receive the Region Distinguished Service Award.
  - f). The Chair shall maintain confidentiality of the outcome, except to notify the President and Vice President of the Region.
  - g). The original submittal of the candidate(s) selected for the Award will be archived in the Region Awards records.
7. Presentation:
- a). Citations for successful recipient(s) shall be prepared and read by the Senior Chair, Region Awards Committee, at the conference awards banquet, or other appropriate event, where the medallion and certificate of award will be formally presented by the Region President.

**B. Region President's Award**

- 1. Description: This award is the second highest award that may be bestowed by the Region. It may be awarded to an individual, firm or organization for exceptional efforts on behalf of the Region.
- 2. Limit: 2 per year, per Institute Director.
- 3. Form of Award: The award shall be in the form of a framed certificate
- 4. Nominations: None, selection is at the sole discretion of the Region President.
- 5. Review: None

**C. Certificate of Appreciation (individual)**

- 1. Description: Awarded to an individual who has, during the most recently completed fiscal year, rendered distinguished service to the Region in the advancement of the objectives of the Region or the Institute.
- 2. Limit: 3 per year

3. Form of Award: The award shall be in the form of a framed certificate.
4. Nomination:
  - a). Nominations shall be submitted to the Senior Chair, Region Awards Committee.
  - b). Nomination shall consist of:
    1. Nomination form: by a chapter, on or in the style of Awards Form NERA-101; or by not less than five members of the Region, on or in the style of Awards Form NERA-102; or by the Region Awards Committee, in the style of Awards Form NERA-102; or by an Institute Director in the style of Awards Form 102 with only the signature of the Institute Director.
    2. Documentation of achievements and service, on or in the style of Awards Form NERA-103.
    3. Biographical Statistics of the nominee, on or in the style of Awards Form NERA-104.
    4. Exhibits may also include: a resume identifying the nominee's service to CSI; and endorsement letters which elaborate and document the achievements of the nominee; and additional information which pertains.
  - c). Prior to December 15<sup>th</sup>, the Senior Chair, Region Awards Committee, shall receive one (1) original and two (2) copies of the completed Nomination.

**D. Certificate of Appreciation (organization)**

1. Description: Awarded to a chapter, institution, firm or organization, which has, during the most recently completed fiscal year, rendered distinguished service to the Region in the advancement of the objectives of the Region or the Institute.
2. Limit: 3 per year
3. Form of Award: The award shall be in the form of a framed certificate.
4. Nomination:
  - a). Nominations shall be submitted to the Senior Chair, Region Awards Committee.
  - b). Nomination shall consist of:
    1. Nomination form: by a chapter, on or in the style of Awards Form NERA-101; or by not less than five members of the Region, on or in the style of Awards Form NERA-102; or by the Region Awards Committee, in the style of Awards Form NERA-102; or by an Institute Director in the style of Awards Form NERA-102 with only the Institute Directors signature.
    2. Documentation of achievements and service, on or in the style of Awards Form NERA-103.
    3. Biographical statistics of the nominee, on or in the style of Awards Form NERA-104.
    4. Exhibits may also include: a resume identifying the nominee's service to CSI; and endorsement letters which elaborate and document the achievements of the nominee; and additional information which pertains.
  - c). Prior to December 15<sup>th</sup>, the Senior Chair, Region Awards Committee, shall receive one (1) original and two (2) copies of the completed Nomination.

**E. Region Committee Chair Citation of Service Award**

1. Description: Awarded to the outgoing Chair of each Region Committee and Task Team, for the most recently completed fiscal year, for service to the Region.
2. Limit: 1 per year for each outgoing Chair.
3. Form of Award: The award shall be in the form of a framed certificate.

4. Nomination: None.

**F. Region Conference Chair Citation**

1. Description: Awarded to the retiring Region Host Chapter Conference Committee Chair, for current fiscal year, in recognition of service to the Region.
2. Limit: 1 per year for each Conference Chair or Co-Chair.
3. The award shall be in the form of a framed certificate.
4. Nomination: None.

**G. Outgoing Institute Director's Citation**

1. Description: Awarded to the outgoing Institute Director, for most recently completed fiscal year, in recognition of service to the Region.
2. Limit: 1 per retiring Director.
3. Form of Award: The award shall be in the form of a specially framed certificate.
4. Nomination: None.

**H. Donald J. Colosano Newsletter Award**

1. Description: Awarded to a chapter for outstanding accomplishment or most improvement, in the publication of a chapter newsletter, for content, format, and as detailed in "Judging Criteria" shown in Section E.6. below
2. Limit: 1 per year. (In the event there is a tie in the evaluation of the nominations, two award may be given)
3. Form of Award: The award shall be in the form of a framed certificate.
  - a). The certificate shall display prominently the Chapter name, the Editor's name, the name of the newsletter and the year for which the presentation is made.
  - b). Duplicate Certificates will be presented, one to the Chapter and one to the Newsletter Editor.
4. Nomination:
  - a). Eligibility: All chapters' newsletters are eligible for consideration except the chapter winning of the award in the preceding year.
  - b). Nominations shall be submitted to the Senior Chair, Region Awards Committee.
  - c). Nomination shall consist of:
    1. Letter of request for consideration, by any member of the Region.
    2. Three copies each of four different issues published during the year of the nomination.
  - d). Prior to December 15<sup>th</sup>, the Senior Chair, Region Awards Committee, shall receive one (1) original and two (2) copies of the letter of request for consideration, and the copies of the newsletter.
5. Review:
  - a). There shall be (3) voting members on the sub-committee: Senior Chair, Region Awards Committee; Junior Chair, Region Awards Committee; and Chair, Region Publications Committee.
  - b). Senior Chair will distribute requests for consideration and copies of newsletters to Junior Chair and Publications Chair, with a scoring tabulation form for recording evaluation points. Prior to January 15<sup>th</sup>, tabulation forms are due back to the Senior Chair.
6. Judging Criteria
  - a). Goals and Objectives

1. To permit fair competition between newsletters for the several Region Chapters without regard for the size of the Chapter or its newsletter budget.
  2. To permit comparisons without regard to any rating on the basis of column inches of advertising per column inch of editorial matter or the size of the newsletter compared with membership strength of the Chapter.
- b). Judging – evaluation points
1. Each judge shall award points for each Chapter’s newsletter according to the following guide. Judging shall be conducted by mail with the Chair cumulating the points awarded by the three judges.
  2. Points shall be awarded according to the following point basis scale with each judge considering how the four (4) issues being judged rate COLLECTIVELY in each category.
  3. Points basis:
    - (a). Information on Chapter Activities - 35 points maximum
      - (i). Coverage of immediate past general meeting.
      - (ii). Coverage of immediate past Board meeting.
      - (iii). Information on future meetings.
      - (iv). Information on special events.
    - (b). Technical content - 20 points maximum
      - (i). Coverage of technical committee activities.
      - (ii). Articles of technical interest, considering the balance across the full sixteen (16) divisions.
    - (c). Education information - 20 points maximum
      - (i). Coverage of Chapter education programs.
      - (ii). Coverage of educational programs by Region and other CSI Chapters within reasonable travel distance.
      - (iii). Coverage on non-CSI educational opportunities, local short courses, etc.
    - (d). Information of Region and Institute Activities - 10 points maximum
      - (i). Institute Director’s reports (verbatim or summarized).
      - (ii). Region Conference information.
      - (iii). Other Region and Institute news.
    - (e). Accessibility of Officers - 10 points maximum
      - (i). Names, addresses and telephone numbers of:
      - (ii). Chapter Officers
      - (iii). Chapter committee chairs
      - (iv). Chapter Board members
      - (v). Institute Directors
    - (f). Overall Appearance Effectiveness - 5 points maximum
      - (i). Overall consideration of reproduction quality, typography, format and graphics.

#### **I. Electronic Publication Award**

1. Description: Awarded to a member, chapter or committee for an outstanding innovative use of electronic technology in the advancement of the construction industry, and/or advancement of the goals of the Region or the Institute.
2. Limit: 1 per year.
3. Form of Award: The award shall be in the form of a framed certificate.

4. Nomination:
  - a). Nominations shall be submitted to the Senior Chair, Region Awards Committee.
  - b). Nomination shall consist of:
    1. Nomination form: by a chapter, on or in the style of Awards Form NERA-101; or by not less than five members of the Region, on or in the style of Awards Form NERA-102
    2. Documentation of achievements and service, on or in the style of Awards Form NERA-103.
    3. Biographical statistics of the nominee, on or in the style of Awards Form NERA-104.
    4. Electronic address of publication.
    5. Hard copy (paper) of electronic publication.
  - c). Prior to December 15<sup>th</sup>, the Senior Chair, Region Awards Committee, shall receive one (1) original and two (2) copies of the completed Nomination.
    - 1.
5. Review:
  - a). There shall be (3) voting members on the sub-committee: Senior Chair, Region Awards Committee; Junior Chair, Region Awards Committee; and Chair, Region Publications Committee.
  - b). Senior Chair will distribute copies to Junior Chair and Publications Chair, for judging. Prior to January 15<sup>th</sup>, Junior Chair and Publications Chair shall report results of judging to the Senior Chair.

**J. Outgoing Region President's Citation**

1. Description: Awarded to the outgoing Region President at the end of the term, in recognition of service to the Region.
2. Limit: 1
3. Form of Award: The award shall be in the form of a framed certificate.
4. Nomination: None

**K. Outgoing Region Vice President's Citation**

1. Description: Awarded to the outgoing Region Vice President at the end of the term, in recognition of service to the Region.
2. Limit: 1
3. Form of Award: The award shall be in the form of a framed certificate.
4. Nomination: None

**L. Chapter Membership Award**

1. Description: Awarded to the chapters showing the largest percentage increase in "Home chapter" members based on the Institute's June 30 membership reports. This increase shall be confirmed by the Senior Chair, Region Awards Committee.
  - a). There shall be 2 categories:
    1. Chapters with less than 100 "Home Chapter" members.
    2. Chapters with 100 or more "Home Chapter" members.
2. Form of Award: Each award shall be in the form of a framed certificate, or other appropriate permanent record of recognition, as may be determined by the Awards Committee.
3. Nomination: None.

#### **M. Education Award**

1. Description: Awarded to a member, chapter, committee, firm or organization making, during the most recently completed fiscal year, significant contribution:
  - a). To enhance the image and recognition of CSI at academic institutions offering construction-related curricula; and/or
  - b). In the field of education, related to the educational purposes or programs of the Region or the Institute.
2. Limit: 2 per year.
3. Form of Award: The award shall be in the form of a framed certificate.
4. Nomination:
  - a). Nominations shall be submitted to the Senior Chair, Region Awards Committee.
  - b). Nomination shall consist of:
    1. Nomination form: by a chapter, on or in the style of Awards Form NERA-101; or by not less than five members of the Region, on or in the style of Awards Form NERA-102; or by the Region Awards Committee, in the style of Awards Form NERA-102; or by an Institute Director in the style of Awards Form NERA-102 with only the signature of the Institute Director.
    2. Documentation of achievements and service, on or in the style of Awards Form NERA-103.
    3. Biographical statistics of the nominee, on or in the style of Awards Form NERA-104.
    4. Exhibits may also include: a resume identifying the nominee's service to CSI; and endorsement letters which elaborate and document the achievements of the nominee; and additional information which pertains.
  - c). Prior to December 15<sup>th</sup>, the Senior Chair, Region Awards Committee, shall receive one (1) original and two (2) copies of the completed Nomination.
5. Review:
  - a). There shall be (3) voting members on the sub-committee: Senior Chair, Region Awards Committee; Junior Chair, Region Awards Committee; and Chair, Region Education Committee.
  - b). Senior Chair will distribute copies to Junior Chair and Education Chair, for judging. Prior to January 15<sup>th</sup>, Junior Chair and Education Chair shall report results of judging to the Senior Chair.

#### **N. Joseph S. Zajchowski, CSI, CCS Technical Excellence Award**

1. Description: Awarded to a member, chapter or committee making, during the most recently completed fiscal year, an outstanding achievement in technical activity.
2. Limit: 2 per year.
3. Form of Award: The award shall be in the form of a framed certificate.
4. Nomination:
  - a). Nominations shall be submitted to the Senior Chair, Region Awards Committee.
    1. Nomination shall consist of:
    2. Nomination form: by a chapter, on or in the style of Awards Form NERA-101; or by not less than five members of the Region, on or in the style of Awards Form NERA-102; or by the Region Awards Committee, in the style of Awards Form NERA-102; or by an Institute Director in the style of Awards Form NERA-102 with only the signature of the Institute Director.

3. Documentation of achievements and service, on or in the style of Awards Form NERA-103.
  4. Biographical statistics of the nominee, on or in the style of Awards Form NERA-104.
  5. Exhibits may also include: a resume identifying the nominee's service to CSI; and endorsement letters which elaborate and document the achievements of the nominee; and additional information which pertains.
- b). Prior to December 15<sup>th</sup>, the Senior Chair, Region Awards Committee, shall receive one (1) original and two (2) copies of the completed Nomination.
5. Review:
    - a). There shall be (3) voting members on the sub-committee: Senior Chair, Region Awards Committee; Junior Chair, Region Awards Committee; and Chair, Region Technical Committee.
    - b). Senior Chair will distribute copies to Junior Chair and Technical Chair, for judging. Prior to December 15<sup>th</sup>, Junior Chair and Technical Chair shall report results of judging to the Senior Chair.

End of Part 5