

Northeast Region

Construction Specification Institute

Region Distinguished Service Award

(NOTE: All dates in Award Material below are based on having the Region Conference in October. For each month earlier than October the Region Conference is held, the dates move back 1 month)

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 recipients 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 June 30, the Senior Chair, Region Awards Committee, shall receive one (1) original and seven (7) copies of the completed Nomination.
 - 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 August 30, 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, where the medallion and certificate of award will be formally presented by the Institute Directors.