

Rotary Club of West Ottawa
INFORMATION NOTE ON THE CLUB'S AWARDS PROGRAM

(Approved by the Board of Directors on December 10, 2009)

THE AWARDS PROGRAM

Mandate: The Awards Program of the Rotary Club of West Ottawa (hereinafter referred to as 'the club') is mandated by article 14 of the club's bylaws (hereinafter referred to as 'the bylaws'). Responsibility for developing and managing the Program rests with the awards committee, a standing committee of the club also mandated by the bylaws (article 9, section 1(b), and article 14, section 2).¹

The purpose of the Program is to recognize and honour individuals or groups for outstanding service or achievement that embodies Rotary's object and ideal of service. The bylaws prescribe two types of awards for use in the Program: (1) awards established by Rotary International for which individual Rotary clubs can nominate candidates, and (2) awards established by the club.

In addition to the awards provided by the bylaws, the club's board of directors (hereinafter referred to as 'the board') may introduce other awards for bestowal during their term of office (one Rotary year); see bylaws: article 14, section 5.

Awards established by Rotary International (RI): RI bestows a number of awards to recognize the efforts and contributions of Rotarians, Rotary clubs, and non-Rotarians. Among these awards are two for which individual Rotary clubs can nominate candidates. They are the:

- *Four Avenues of Service Citation (for Rotarians)*
- *Family and Community Service Award (for individuals or organizations)*

Awards established by the Club: The bylaws provide three awards that may be bestowed by the club to recognize and honour outstanding service by club members or non-Rotarians. The awards are:

- *The Paul Harris Fellow (PHF) Award*
- *The Lloyd Loynes Award for Volunteer Service*
- *The Ruth Martin Award for Community Service*

Other Honours awarded by the Club:

The club's constitution and/or bylaws provide three additional honours or awards. One is designed to recognize youths who embody the elements of the *4-Way Test*. The second enables recognition of persons who have made exceptional contributions that support Rotary ideals. The third enables the club to recognize its members who have made significant contributions to the club's mission over a long period of time. They are:

- *The 4-Way Test Award*
- *Honorary Membership*
- *Honoured Life Membership*

¹ Members of the awards committee are not eligible for any of the Club's awards during their terms as members of this committee.

Nomination and Selection Process:² Nominations for awards may only be made by club members, including members of the awards committee and board, using nomination forms designed for this purpose.³ The nomination forms are available from members of the awards committee or the club secretary. Each nomination requires the signatures of three (3) club members.

The awards committee is responsible for calling, reviewing, and submitting recommendations on nominations for awards to the board. The board makes the final decision on whether to accept or reject each and every recommendation for the bestowal of an award.

The Timetable: The Awards Program timetable normally used each Rotary year follows:

- *First week of March:* Call for nominations goes to club members from the awards committee;
- *March 31:* Nominations close;
- *April 30:* The awards committee's recommendations are submitted to board;
- *May 1 to Mid-May:* The board considers and decides on the awards committee's recommendations;
- *June:* Awards are presented in a special ceremony at a club meeting or event, preferably the June changeover meeting. *NOTE:* The presentation of a *PHF Award* or a *Family and Community Service Award* may take place at a different time and place, if required to meet special circumstances.

THE AWARDS: PURPOSE & CRITERIA

Awards established by Rotary International (RI)

The two RI awards for which individual Rotary clubs can nominate candidates are:

The Four Avenues of Service Citation (for Individual Rotarians)

This citation program provides a way for Rotary clubs to personally recognize one club member each year for his or

² Three awards are not dealt with in this process: The *4-Way Test Award*, *Honorary Membership* and *Honoured Life Membership*. Details on the selection processes used for these awards are described in the next section of this Note: THE AWARDS: PURPOSE & CRITERIA, subsection entitled, "Other Honours awarded by the Club."

³ The forms used in the nomination processes are presented in Annex 'A' of this Note. There are two forms: one for the *Four Avenues of Service Citation* and another for all other awards except the *4-Way Test Award*, *Honorary Membership* and *Honoured Life Membership*.

her outstanding efforts in the four Avenues of Service. The citation commends the service carried out by an individual Rotarian in the club, thereby reinforcing the importance which Rotary places on the personal involvement of each club member in Rotary service activities.

Eligibility

1. The nominee must have consistently demonstrated support of the Object of Rotary through participation in service activities in each of the four Avenues of Service: Club, Vocational, Community, and International.
2. An individual may only receive this award once.
3. The nominee must be an active Rotarian in good standing.
4. Rotarians who are ineligible include: current club presidents; current, incoming, and immediate past district governors; current, incoming, and past RI directors.
5. Only one nominee is eligible per club per Rotary year.

Nominations for this citation are called annually by the awards committee. When a nominee for the *Four Avenues of Service Citation* is deemed to qualify for the honour, the club president submits a completed nomination form to Rotary International and files an information copy with the district governor. The award is normally presented at the club's annual awards presentation ceremony.

Family and Community Service Award (for individuals or organizations)

This award is a certificate that Rotary clubs may confer on individuals or organizations for outstanding service to families and communities, or in recognition of the positive contributions to individual Rotary clubs made by spouses or family members of Rotarians.

Eligibility and Criteria

For organizations, or individuals not related to a member of the Rotary Club of West Ottawa:

- The nominee must have provided outstanding service to families, neighbourhoods or local communities in the National Capital Region.

For members of a West Ottawa Rotarian's family:

- The nominee must have provided outstanding service to families, neighbourhoods or local communities in the National Capital Region, *OR*
- The nominee must have made a significant contribution to the work of the Rotary Club of West Ottawa.

Nominations for this award are called annually by the awards committee. When a nominee for the *Family and Community Service Award* is deemed to qualify for the honour, the club president requests an award certificate from Rotary International. The certificate is presented at

the club's annual awards presentation ceremony or, if more appropriate, at another time and venue (e.g., if the recipient is an organization, at the annual meeting of that organization).

Awards established by the Club

Paul Harris Fellow Award

Named after the founder of Rotary, the *Paul Harris Fellow Recognition* program was instituted by the trustees of The Rotary Foundation in 1957. It is one of several mechanisms adopted by the Foundation to encourage and honour its donors. Donors who contribute US\$1,000 to the Annual Programs Fund, PolioPlus, or the Humanitarian Grants Program, or individuals who have that amount contributed in their names, are recognized as *Paul Harris Fellows* under the *Paul Harris Fellow Recognition* program. Each new Paul Harris Fellow receives a commemorative certificate, a pin, and a medallion.⁴

The club utilizes this Foundation fundraising mechanism to provide one of the club's awards: *The Paul Harris Fellow (PHF) Award*. The club bestows this award on individuals to recognize and honour distinguished service that exemplifies the ideals of Rotary.⁵

Nominations for the *Paul Harris Fellow (PHF) Award* are called annually by the awards committee. The award is presented in those years when a nominee is deemed to qualify for the award. The following guidelines are considered when reviewing nominations for this award:

⁴ All Rotarians are encouraged to make contributions to The Rotary Foundation. When an individual's contributions accumulate to US\$1,000 the Foundation names the person a Paul Harris Fellow. Often the club president, in a short ceremony at a club meeting, will give the Foundation-issued Paul Harris Fellow (PHF) commemorative certificate, pin, and medallion to the recipient. This is done to recognize the recipient's financial contribution and to encourage others to make similar contributions to the Foundation. Many members of the Rotary Club of West Ottawa have made contributions of US\$1,000 or more to the Foundation and, as a consequence, have been named Paul Harris Fellows by the Foundation. When an individual's accumulated contributions reach US\$2,000 the Foundation recognizes the donor as a *Multiple Paul Harris Fellow*. For each additional US\$1,000 contribution, a higher level of multiple fellowship is recognized. Some members have also made contributions of US \$1,000 in the name of another person, who consequently, has been named a Paul Harris Fellow.

⁵ The club's *Paul Harris Fellow Award* is not to be confused with *Paul Harris Fellow Recognition*. Although the Foundation's *Paul Harris Fellow Recognition* program and its PHF commemorative certificate, pin, and medallion are used in honouring a recipient of the club's *PHF Award*, the *PHF Award* is an honour bestowed by the club for reasons not connected in any way with an individual's financial contributions to The Rotary Foundation.

Paul Harris Fellows are noted in the club's directory.

- a. For individuals who are MEMBERS of the Rotary Club of West Ottawa: A nominee should meet at least three (3) of the following criteria to be a recipient of a PHF Award:⁶

1. served a minimum of two (2) years on the club's board of directors;
2. chaired two (2) or more of the club's standing committees;
3. performed noteworthy volunteer service in the club over the years;
4. provided extraordinary support or leadership in club fundraising;
5. performed a unique role, or provided a special service, for the club over a period of years;
6. enhanced the club's reputation or public profile;
7. been active on a Rotary district committee;
8. performed outstanding volunteer service for the community, external to Rotary.

- b. For individuals who are NOT MEMBERS of the Rotary Club of West Ottawa: A nominee must meet at least one (1) of the following criteria to be a recipient of a PHF Award.⁷ The nominee --

1. has made an outstanding personal or business contribution that has significantly enhanced the welfare of the community at the local, national or international level; or
2. has made an outstanding personal or business contribution that has significantly improved understanding and generated mutual respect between or among people of different races, cultures or countries; or
3. has performed outstanding community service in support of youth, the elderly, the underprivileged, the disabled or the developmentally challenged; or
4. exemplifies the qualities of the good citizen and provide a role model of the ideal community builder.

When a nominee is deemed to qualify for the PHF Award, the club president submits a completed nomination form and a club donation of US\$1,000 in the nominee's name to The Rotary Foundation; a copy of the nomination form is

filed with the district governor. The nominee is subsequently named a Paul Harris Fellow by the Foundation which forwards his/her PHF commemorative certificate, pin, and medallion for presentation, normally at the club's annual awards presentation ceremony.

The Lloyd Loynes Award for Volunteer Service

This award is named for the late Lloyd Loynes who was a member of the club. Lloyd promoted many ways of increasing "volunteerism" in the club and the community. The following criteria are considered when reviewing nominations for the award; the nominee must:

- be a member in good standing of The Rotary Club of West Ottawa

AND

1. have provided outstanding "hands-on" volunteer service (time and talent) in support of the club's projects,⁸

AND/OR

2. have provided outstanding volunteer service to the community, external to Rotary.

Nominations for this award are called annually by the awards committee. In those years when a nominee is deemed to qualify, the award is normally presented at the club's annual awards presentation ceremony.

The Ruth Martin Award for Community Service

This award is named for the late Ruth Martin who dedicated much of her life to the betterment of the community at large.

Eligibility and Definitions:

1. Any organization or individual, except the club or a club member, is eligible;
2. "Community" encompasses the National Capital Region.

Criteria:

The following criterion is applied in reviewing nominations for the award; the nominee must:

- have performed noteworthy service for the well-being of the community over a period of years.⁹

Nominations for this award are called annually by the awards committee. In those years when a nominee is deemed to qualify, the award is normally presented at the club's annual awards presentation ceremony.

⁶ The statement of support for the nomination of a club member for the Paul Harris Fellow Award may include contributions made by the nominee when, previously, he/she was a member of other Rotary clubs.

⁷ In cases where an individual has been granted the Ruth Martin Award for Community Service or the Paul Harris Fellow Award, and subsequently, the same person is nominated for the other award, the rationale supporting the nomination for the second award cannot be the same as the one on which the first award was based.

⁸ The statement of support for the nomination of a club member for the Lloyd Loynes Volunteer Service Award may include contributions made by the nominee when, previously, he/she was a member of other Rotary clubs.

⁹ See footnote 7.

Other Honours awarded by the Club

The club's constitution or bylaws provide for three additional honours or awards. They are:

The 4-Way Test Award

This award is bestowed each year on an intermediate school student who best embodies the elements of the *4-Way Test* at his/her school. The student is selected by the school staff; several west Ottawa intermediate schools participate in the program. The award is normally presented at the year-end award presentation ceremony of each participating school. Responsibility for this award program rests with the club's standing committee that is mandated to provide programs for youth; see bylaws: article 9, section 1(b), Service Projects, Vocational Service.

Honorary Membership

The standard club constitution promulgated by RI, which every Rotary club must adopt to maintain its membership in RI, prescribes two types of club membership: active and honorary; see article 7, section 2 of the club constitution.

The board may elect to honorary membership in the club, persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals, and/or persons considered friends of Rotary for their permanent support of Rotary's cause. However, no person can, simultaneously, be an active member and an honorary member the club. Details on eligibility and the terms and conditions of honorary membership are stated in article 7, section 6 and article 12, section 2(c) of the club constitution.

From time to time, but not more frequently than once a year, the board shall request the awards committee to solicit from the club's active members, nominations for honorary membership in the club. The awards committee

shall consider all nominations it receives and recommend to the board, the bestowal of honorary membership on nominees that the committee deems meet the criteria for honorary membership as set out in the club constitution. The board shall consider and act upon any recommendations it receives from the awards committee for the bestowal of honorary membership, provided that not more than two (2) honorary memberships are bestowed in any given Rotary Year.

Honoured Life Membership

Article 14, section 8 of the bylaws empowers the board to bestow, at its discretion, Honoured Life Membership on an active member of the club who, over a period of many years, has provided outstanding service in advancing the club's mission.

There are two classes of Honoured Life Membership: "*Honoured Life Member*" and "*Honoured Life Member (Retired)*." Details on the privileges and responsibilities of Honoured Life Membership are specified in article 14, sections 8 and 9 of the bylaws.

Only the board can bestow Honoured Life Membership; no formal nominations are solicited for this honour. However, as a matter of policy, from time to time, but not more frequently than once a year, the board shall request the awards committee to ascertain if any active members of the club are deemed to qualify for Honoured Life Membership and to make recommendations to the board in accordance with the committee's findings. The board shall consider and act upon any recommendations it receives from the awards committee for the bestowal of Honoured Life Membership, provided that not more than two (2) Honoured Life Memberships are bestowed in any given Rotary Year.

ANNEX 'A'

"The Nomination Forms Package"

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1. Criteria Established for Club Awards – A Summary
2. Nomination Form for the *Four Avenues of Service Citation*
3. Nomination Form for the:
 - *Family and Community Service Award*
 - *Paul Harris Fellow (PDF) Award*
 - *Lloyd Loynes Award for Volunteer Service*
 - *Ruth Martin Award for Community Service*

Criteria Established for Club Awards – A Summary¹

A. Awards Conferred by Rotary International

Four Avenues of Service Citation (for Rotarians)

See nomination form for the Four Avenues of Service Citation for the award's purpose and criteria.

Family and Community Service Award (for individuals or organizations)

For organizations, or individuals not related to a member of the Rotary Club of West Ottawa:

- The nominee must have provided outstanding service to families, neighbourhoods or local communities in the National Capital Region.

For members of a West Ottawa Rotarian's family:

- The nominee must have provided outstanding service to families, neighbourhoods or local communities in the National Capital Region, *OR*
- The nominee must have made a significant contribution to the work of the Rotary Club of West Ottawa.

B. Awards established by the Club

The Paul Harris Fellow (PHF) Award

- a. For individuals who are MEMBERS of the Rotary Club of West Ottawa: A nominee should meet at least three (3) of the following criteria to be a recipient of a PHF Award:²
1. served a minimum of two (2) years on the club's board of directors;
 2. chaired two (2) or more of the club's standing committees;
 3. performed noteworthy volunteer service in the club over the years;
 4. provided extraordinary support or leadership in club fundraising;
 5. performed a unique role, or provided a special service, for the club over a period of years;
 6. enhanced the club's reputation or public profile;
 7. been active on a Rotary district committee;
 8. performed outstanding volunteer service for the community, external to Rotary.
- b. For individuals who are NOT MEMBERS of the Rotary Club of West Ottawa: A nominee must meet at least one (1) of the following criteria to be a recipient of a PHF Award.³ The nominee --

1. has made an outstanding personal or business contribution that has significantly enhanced the welfare of the community at the local, national or international level; or
2. has made an outstanding personal or business contribution that has significantly improved understanding and generated mutual respect between or among people of different races, cultures or countries; or
3. has performed outstanding community service in support of youth, the elderly, the underprivileged, the disabled or the developmentally challenged; or
4. exemplifies the qualities of the good citizen and provide a role model of the ideal community builder.

The Lloyd Loynes Award for Volunteer Service

- be a member in good standing of The Rotary Club of West Ottawa,

AND

1. have provided outstanding "hands-on" volunteer service (time and talent) in support of the club's projects,⁴

AND/OR

2. have provided outstanding volunteer service to the community, external to Rotary.

The Ruth Martin Award for Community Service

Eligibility and Definitions:

1. Any organization or individual, except the club or a club member, is eligible;
2. "Community" encompasses the National Capital Region.

Criteria:

The following criterion is applied in reviewing nominations for the award; the nominee must:

- have performed noteworthy service for the well-being of the community over a period of years.⁵

D. Other Honours awarded by the Club

- The 4-Way Test Award
- Honorary Membership
- Honoured Life Membership

¹ Detailed descriptions of the awards' purposes and criteria are given in the body of the *Information Note on the Club's Awards Program*.

² The statement of support for the nomination of a club member for the Paul Harris Fellow Award may include contributions made by the nominee when, previously, he/she was a member of other Rotary clubs.

³ In cases where an individual has been granted the Ruth Martin Award for Community Service or the Paul Harris Fellow Award, and

subsequently, the same person is nominated for the other award, the rationale supporting the nomination for the second award cannot be the same as the one on which the first award was based.

⁴ The statement of support for the nomination of a club member for the Lloyd Loynes Volunteer Service Award may include contributions made by the nominee when, previously, he/she was a member of other Rotary clubs.

⁵ See footnote #3

Community Service:

International Service:

Nominators:

Name (print):			
Signature:			
	Nominator No. 1	Nominator No. 2	Nominator No. 3

- **Deadline for the submission of nominations is March 31 of the current Rotary year.**
- **Submit to the Chair, Awards Committee or Club Secretary**

(Confidential when completed)

Rotary Club of West Ottawa

TO: Awards Committee,
Rotary Club of West Ottawa

DATE: _____

(Each nomination must be supported by three (3) active club members in good standing.)

WE nominate _____ for the following award:

Place an 'x' in the appropriate box:

☐ **Family and Community Service Award**☐ ***Lloyd Loynes Award for Volunteer Service***☐ ***Paul Harris Fellow (PHF) Award***☐ **Ruth Martin Award for Community Service**

(A different nomination form is used for the Four Avenues of Service Citation for individual Rotarians)

(See **Information Note on the Club's Awards Program** for details on the purpose and criteria of each club award. A one-page summary of the criteria for the awards is provided in Annex 'A' of the Information Note.)

Statement of Support for the Nomination *(document how the nominee meets the relevant criteria set for the award. Add an extra page if required):*

Nominators:

Name (print):			
Signature:			
	Nominator No. 1	Nominator No. 2	Nominator No. 3

- **Deadline for the submission of nominations is March 31 of the current Rotary Year.**
- **Submit to the Chair, Awards Committee or Club Secretary.**

(Confidential when completed)