



UNICO AWARDS GUIDELINES

RIZZUTO AWARD

Whereas the highest and most distinguished honor that UNICO National may bestow upon any non-member is the Antonio R. Rizzuto Award.

1) ELIGIBILITY/QUALIFICATIONS

1. The individual must be a non-member of UNICO National, who has either made definite contribution in services or otherwise, to UNICO, **OR**
2. Contributed to the general betterment of mankind through the sciences, music, drama etc., **OR**
3. May have contributed in some way to the welfare and advancement of Italians in our country or abroad, **OR**
4. A person whose unselfish dedication has touched all people regardless of race, color, creed or national origin.
5. He or she should be a person who has performed this service above and beyond the call of duty;
6. He or she should be a person who has shown initiative and originality and performed such service without monetary reimbursement;
7. The person to be honored will have upheld, believed in and practiced the fundamentals and principles embodied in the UNICO creed of "Service Above Self."
8. The candidate shall confirm his/her availability to be present at the UNICO Meeting/Convention where the Award presentation customarily takes place, as stated in the Convention Advisory Committee guidelines.

2) PROCEDURE – SUBMISSION OF A CANDIDATE

The procedure of submission of a candidate shall be:

- i. Any Chapter can submit a resume accompanied by a letter signed by that Chapter's President and Secretary;
- ii. The Rizzuto Committee is allowed to submit a qualified candidate in a manner which conforms to all the Rizzuto Award guidelines as currently stated.
- iii. The deadline for submission of candidates for the Rizzuto Award is February 1st of each calendar year. In the event February 1st falls on a weekend, the deadline will be the following Monday.
- iv. In the event no candidate has been submitted to the National Office for the Rizzuto Award by the February 1st deadline the committee may submit, to the National Office, a candidate with all the information as required by the Rizzuto guidelines, with an extended deadline date of February 14th. The nomination will be judged in accordance with the Rizzuto guidelines.
- v. All award applications will consist of a digital nomination letter, any letters of recommendation and a digital photo of the nominee from the sponsoring Chapter and signed by that Chapter's President and Secretary. Those items will be emailed to the National Office and to the Chair of the judging committee. It will be that Chairperson's responsibility to distribute all the required documents and information to all the members of the judging committee via email. The sponsoring Chapter of the nominee will be responsible for verifying the receipt of their nomination with the National Office and the Chairperson of the Award committee.
- vi. COMMITTEE CHAIRPERSON'S RESPONSIBILITIES – It will be the responsibility of the Chairperson of any committee which requires an Ad Journal write up or brochure for an award ceremony to complete and submit the item(s). The Chairperson will supply a suitable write-up and a digital photo of the awardee to the Ad Journal Committee Chair for publication in the upcoming Journal.
- vii. Any submitted letters of endorsement will not be a factor in the judging process.

3) SPECIFIC DIRECTIONS & FORMAT

The resume shall not exceed eight (8) pages and shall contain the following:

PAGE 1

Should be a letter of nomination by the submitting Chapter President and Secretary on official Chapter letterhead and signed by both individuals.

PAGE 2

Should be a short biographical sketch of nominee, and his / her activities outside UNICO National; not exceeding eight (8) pages.

PAGES 3-8

Should be a recitation of the candidate's accomplishments, such as:

- Exceptional services listed in chronological order and explain
- Honors and/or Awards received from UNICO National on a chapter, district or national level. (Give year and type of award or honor received);

Indicate if this is the first time nominee is submitted. If previously submitted, indicate years nominee was submitted;

Attach endorsements from other chapters or districts, not to exceed three (3), (it does not disqualify a candidate if there are none).

4) COMMITTEE DESCRIPTION

The Rizzuto Award Committee shall consist of nine (9) members of UNICO National, including the chairperson, who have been active members for at least five (5) years and have participated at the national level by attendance at conventions and board meetings;

Each member of the Rizzuto Award Committee shall be appointed by the National President;

If possible, at least 2 representatives from each region should be appointed to the committee when two (2) representatives are available and qualified. In no case can there be more than 2 committee members from (one) 1 District/Chapter.

Acceptance of appointment to the committee carries an obligation to attend the committee meetings. Committee member's attendance shall be verified by the Committee Chairperson in advance of the judging, thus allowing time for a qualified replacement to be appointed by the National President.

5) PROCEDURE – ELECTION OF A CANDIDATE

The Award Committee shall elect an awardee in the following manner:

- i) The ballot for the election shall include the entire slate of qualified nominees even if there are less than three candidates.
- ii) Each Committee member must cast a secret ballot by clearly designating three separate choices, naming one his/her first choice, another his/her second choice and

another his/her third choice. However, a committee member may abstain from voting altogether. (In other words a committee member cannot vote for just one candidate, they have to vote for all or none.)

- iii) If there is only one candidate each committee member will give either a first place (3) point designation or abstain.
- iv) If there are only two nominees each member will give each candidate a first-place choice (3) point designation and a second-place choice (2) point designation or abstain.
- v) For more than 2 nominees there shall be awarded (3) points for first place choice on each ballot, (2) points for second place choice designation and (1) point for the third-place choice designation.
- vi) The committee shall make the award to only that candidate who has received a total of twenty-three (23) points. The results shall be announced to the members of the committee after each ballot has been tabulated.
- vii) If no candidate shall have received a sufficient number of election points to receive the award on the first ballot, the slate shall be reduced to the three candidates with the highest vote totals and another ballot taken in the same manner as set forth above.
- viii) Two additional ballots may be cast with the slate restricted to the three highest candidates on both ballots.
- ix) In the event of a tie, where two candidates receive equal number of required points, the committee shall have the power to break said tie by giving the award to the candidate receiving the greatest number of first place votes.
- x) If the tie is not broken after the third ballot no additional ballots may be taken.
- xi) It is not mandatory that a recipient is named every year, even if there are candidates.

Immediately upon selection of a winning candidate, the Chair of the Committee shall report a decision to the National President and the Board of Directors.

6) AWARD PRESENTATION

- The award will be presented to the awardee in accordance with the guidelines set forth by the Convention Advisory Committee.
- The award should consist of the award plaque/certificate, an award ribbon held medal and the accompanying lapel pin.