



UNICO AWARDS GUIDELINES

VASTOLA AWARD

Whereas, the highest and most meritorious award that UNICO National may bestow on any member of UNICO, is the Dr. Anthony P. Vastola Award.

1) ELIGIBILITY/QUALIFICATIONS

- i) Active regular member of a UNICO Chapter for a minimum of 10 years at the time of the candidate's nomination submission
- ii) Performed exceptional service on behalf of UNICO on the National level;
- iii) Performed exceptional service above and beyond the call of duty, exhibiting initiative, originality and dedication and performed such service without monetary reimbursement;
- iv) Demonstrated the beliefs, practices and ideals of UNICO National and its motto of "Service Above Self";
- v) Election to a National Office need not be a prerequisite
- vi) A Past National President may not be eligible until he/she has been out of office for at least five (5) years, and has performed exceptional service over and above since their presidency; (for example: if a PNP leaves office in 2010, five (5) full years must pass from the year the PNP left office, therefore that PNP is eligible in 2016).
- vii) The award only be can awarded to an individual.
- viii) The candidate shall confirm his/her availability to be present at the UNICO Convention/Meeting where the award presentation customarily takes place, as stated in the Convention Advisory Committee guidelines.

2) PROCEDURE – SUBMISSION OF A CANDIDATE

The procedure for 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 on official chapter letterhead.
- ii. The required candidate information must be received by the National Office for the

Vastola Award by February 1st of each calendar year. In the event February 1st falls on a weekend, the deadline will be the following Monday.

- iii. The sponsoring Chapter of the nominee will be responsible to verify the receipt of their nomination with the National Office and the Chairperson of the Award committee.
- iv. NOMINATION SUBMISSION – All award nominations will consist of one digital nomination form, a digital nomination letter, any letters of recommendation along with one (1) high resolution .jpg digital photo for use in the ad journal 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 through the National Office. It will be the Chairperson’s responsibility to distribute the required documents and information to the members of the judging committee via email.
- v. 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.
- vi. Any submitted letters of endorsement will not be a factor in the judging process.

3) SPECIFIC DIRECTIONS & FORMAT

PAGE 1

- There shall be a letter of nomination by the submitting Chapter signed by the President and Secretary on official Chapter letterhead.

PAGE 2

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

PAGES 3 – 8

There shall be candidate’s history, in chronological order, of affiliation with UNICO National;

He/she must have been a member of UNICO National for at least ten (10) years at the time of the candidate’s nomination submission, and he/she must have performed exceptional service on behalf of UNICO National on a national level;

- List dates and positions held
- List in chronological order and explain, exceptional service on a National level;

- Honors and awards received from UNICO National on a chapter, district or National level. (Give year and type of award or honor received);
- If nominee is a Past National President, give year served.

4) **COMMITTEE DESCRIPTION**

- The Vastola 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 Vastola Award Committee shall be appointed by the National President;
- If possible, at least 2 representatives from each region should be appointed when two (2) representatives are available and qualified.
- In no case can there be more than 2 committee members from one (1) District or 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 meeting, 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:

The ballot for the election shall include the entire slate of qualified nominees

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.)

Each nominee shall be awarded (3) three points for each first choice designation on each ballot, (2) two points for each second choice designation, and (1) one point for each third choice designation.

If there is only one nominee, each member will either give a first choice (3) point designation or abstain.

If there are only two nominees, each member will give each candidate either a first choice (3) point designation or a (2) point second choice designation or abstain.

For more than two nominees there shall be awarded (3) points for first choice designation on the ballot, (2) points for second choice designation and (1) point for third choice designation

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.

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.

Two additional ballots may be cast with the slate restricted to the three highest candidates on both ballots.

In the event of a tie, where two candidates receive equal amount 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.

If the tie is not broken after the third ballot no additional ballots may be taken.

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 guidelines.
- The award shall consist of the award plaque/certificate, an award ribbon held medal and the accompanying lapel pin.