



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 nonmember 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."

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 the Chapter President and Secretary;
- ii. The Rizzuto Committee is allowed to submit a qualified candidate.
- 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. The resume ORIGINAL PLUS NINE (9) COPIES shall be submitted to the Committee Chairman, along with one digital photo (8"x10") for use in the Ad Journal if candidate is selected.
- v. The Office of UNICO National shall retain all submitted resumes for a period of two (2) Years in the event a chapter would like to re-submit a candidate.
- vi. Chapters desiring to re-submit a candidate for this award may do so by forwarding a letter of intent accompanied by any updated information to the Committee Chairman by February 1st of the following year.
- 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.

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 are 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
- 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) Each nominee shall be awarded three points for each first choice designation on each ballot, two points for each second choice designation, and one point for each third choice designation.
- iv) The committee shall make the award to only that candidate who has received a total of twenty-three (23) points.

- v) The results shall be announced to the members of the committee after each ballot has been tabulated.
- vi) 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.
- vii) Two additional ballots may be cast with the slate restricted to the three highest candidates on both ballots.
- viii) 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.
- ix) If the tie is not broken after the third ballot no additional ballots may be taken.
- x) 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 shall consist of the award plaque/certificate, an award ribbon held medal and the accompanying lapel pin.