

CHARGE Syndrome Foundation Recognition and Awards

The CHARGE Syndrome Foundation wishes to recognize those who have made significant contributions (individuals or couples, groups, or organizations) in any of the following areas:

- (1) To the Foundation and its work with service or financial support,
- (2) To individuals with CHARGE or their families, or
- (3) To the understanding, management, and treatment of CHARGE syndrome.

Recipients need not be members of the Foundation.

A system of recognition and awards has been developed. At present, there are two awards: *Stars-in-CHARGE Award* and *CHARGE Recognition Award*. [It is expected that additional awards will be added in the future as decided by the Board.] Nominations for recognition and awards will be accepted from any source. Nominations should be submitted to the President or the Vice President if the President is the nominee. In addition, there is a third category of awards: *CHARGE Foundation Certificates of Appreciation*.

AWARDS

Stars-in-CHARGE Award

This is the Foundation's highest award. It is given for significant contributions over a period of time. The award is a crystal star with the Foundation logo and the name of the recipient(s) etched in the award

CHARGE Recognition Award

This is the award given by the Foundation for a very significant contribution in any of the three areas listed above. The award is a plaque with the Foundation logo and the names of the recipient(s) engraved on the plaque

NOMINATIONS FOR AWARDS

Any person or group may nominate an individual, a couple, a group, or an organization. The nominator is encouraged to submit a well-documented nomination to the President or Vice President if the President is the nominee, that includes the following information:

- (1) Name and contact information of the nominator(s): address, telephone number, and email address,
- (2) Name(s) of the nominee(s) and contact information: address, telephone number, and email address if possible,
- (3) Description of the nominee(s) and the nominee's service or activities that are to be considered for recognition. A carefully-prepared, thorough nomination will give the Foundation the best opportunity to evaluate the nomination fairly.

- (4) Specify whether the nomination is for the Stars-in-CHARGE award, the CHARGE Recognition Award, or for either award (at the discretion of the Foundation).

Processing of Nominations and Selection of Recipients

The President and the President's designee(s) will evaluate all nominations, will present all completed nominations to the Board with recommendations concerning the merits of each nomination and the appropriate award (if any).

The members of the Board will be given the opportunity to express opinions on the merits of each nomination to other members of the Board. After opinions have been given, the Board will vote on the nominations. Board discussion and voting may be conducted by email, by conference call, or in a face-to-face meeting – at the discretion of the President.

All Board Members including the President are entitled to vote. A quorum of Board Members must participate in the overall voting. A Board Member who has been nominated for an award may not vote on his or her own nomination. For an award to be given, the nominee must receive more than 50% of the votes cast. Voting will be conducted by the President who will notify the Board of the results.

CHARGE Foundation Certificates of Appreciation

This is a category of awards that is separate from those voted upon by the Members of the Board. CHARGE Foundation Certificates of Appreciation are framed certificates presented to individuals, couples, groups, or organizations at the discretion of the Executive Committee.

Secrecy with Regard to Awards and Certificates

Whenever possible, secrecy shall be maintained in the nomination, selection, and presentation processes for Foundation awards. At the discretion of the President or President's designee, secrecy may be breached if it will enable a potential recipient to be considered appropriately or to be recognized appropriately. Recipients will also be recognized in the Foundation newsletter.