**RECOGNITION COMMITTEE**

**POLICY: A Policies and Procedures Manual, subject to the approval of the Council, will be maintained and will contain adequate instructions to insure consistent compliance with both the letter and the intent of the Society’s Bylaws.**

**REFERENCE: based on the current ACGS Bylaws (2024)**

**Article IV: Organization, Indemnification**

Section A: Organization:

Subsection 2: Members of the Society will comply with these Bylaws and perform their duties in accordance with the Society’s governing documents and applicable laws. No member of the Society will receive any salary or compensation from the Society other than reimbursement for out-of-pocket expenses.

Section B: Indemnification

Subsection 1: The Society will, to the fullest extent permitted by law, indemnify each person who serves at any time as a Council member, officer, trustee or other official of the Society against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, incurred or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification will be provided for any such person with respect to any proceeding initiated by such person against the Society, a Council member, an officer, a trustee or another official of the Society or any matter as to which he or she will have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the Society; and further provided that any compromise or settlement payment will be approved by a majority vote of the Council members at a meeting at which a quorum is present. The indemnification provided hereunder will inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article IV, Section B will be in addition to and not exclusive of all other rights to which any person may be entitled.

Subsection 2: This Article IV, Section B constitutes a contract between the Society and the indemnified Council members, officers, trustees and other officials of the Society. No amendment or repeal of the provisions of this Article IV, Section B that adversely affects the right of an indemnified Council member, officer, trustee or other official under this Article IV, Section B will apply to such Council member, officer, trustee or other official with respect to those acts or omissions that occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.

**Article X: Standing Committees**

Section D: Recognition Committee The Recognition Committee will be appointed by the Chieftain and approved at the annual Council Meeting. The committee will consist of three (3) members, the chair of which will be selected by the committee. The terms of the Recognition Committee expire at the end of the following annual Council Meeting. The committee will be responsible for receiving and considering nominations for special recognition and making recommendations to the Chieftain.

**PROCEDURE:**

*Certificates:*

* Certificate of Recognition:This certificate is intended to recognize individuals or groups who have demonstrated one or more of the following:
* A commitment that has resulted in recognizable benefits for the ACGS, Clan Gregor, or the Scottish community.
* A devotion that has promoted, advanced, or enriched the objectives and/or achievement of the ACGS, Clan Gregor, or the Scottish community in a significant way.
* A dedication that has shown sacrifice and hard work over a prolonged period of time which has contributed to the growth, vitality, or on-going operations of the ACGS, Clan Gregor, or the Scottish community in general.
* An individual accomplishment that has brought very favorable recognition in the media for which the ACGS would feel justified in offering a formal congratulatory offering.
* Certificate of Appreciation:This certificate does not necessarily require a contribution or achievement over an extended period of time. Rather, the award seeks to recognize extraordinary efforts, perhaps singular in nature, which has made a long-lasting and/or otherwise highly remarkable impact on the ACGS, Clan Gregor, or the Scottish community in general.
* Certificate Design:The design of the certificates will be:
* The ACGS arms will be depicted at the top of the certificate.
* The Clan Crest will be depicted at the bottom of the certificate.
* A border of Scots pine will be used.
* Both certificates will be consistent and uniform.
* The design will be used exclusively and not changed or replaced without serious deliberation.
* The certificates will be signed by the Chieftain. Under certain circumstances the Chieftain might ask our hereditary Chief to sign a certificate along with the Chieftain.
* The certificates will measure 11 x 17 inches.
* The certificates will be printed on “Royal Fiber”, 70 lb., “Cream” smooth finish (made by Wausau Paper Co, stock #93672) if available.
* Recipient’s name, text, Chieftain’s name and name of sponsor will be in “Old English Text MT”.
* Recipient’s name will be in 26 point and text in 22 point.
* Chieftain’s and sponsor’s names will be in 12 point.
* The certificates will be unframed, but rolled and tied with MacGregor ribbon.
* Mailing tubes will be provided as required.
* File Copies of Certificates:Three 8 ½ x 11-inch copies of the certificate printed on pale brown simulated parchment paper will be provided for permanent retention. One copy will be provided to the recipient, one copy will be sent to the Registrar to be placed in the individual’s file if the recipient is a member of the ACGS, and one copy will be provided to the Librarian for our archives.
* Nominations Process:Any member of the ACGS may make a recommendation for an ACGS award through an ACGS officer or Area Deputy Chieftain.
* Nominations will:
* Specify which certificate is sought: Recognition or Appreciation.
* Contain adequate information to support the request, providing enough detail to clearly justify the nomination.
* Contain recommended verbiage (laudatories) highlighting the honoree’s contribution(s) and/or achievements that are to be inscribed on the certificate. This information, due to limited space on the certificate, will be 50 words or less. The Chieftain will have the prerogative to edit or rewrite this section at his or her discretion prior to signing.

*Review Process:*

* Recognition Committee.When a member of the Recognition Committee receives a nomination for an ACGS award nomination, the Committee member will:
* Acknowledge receipt of the request to the submitter and notify the other members of the committee
* Review the request within a reasonable time to ensure that it contains the appropriate information.
* Conduct whatever investigation the Committee deems appropriate to resolve any issues relative to the award nomination.
* Recommend approval or disapproval of the request with his or her decision in writing to the Committee Chair.
* If the committee member’s review concludes that the criteria have not been properly met, the committee member may:
* Request additional information or clarification to enhance the request.
* Recommend the request be withdrawn until such time as the criteria have been met.
* Recommend an alternative certificate.
* Notify the nominating officer or Area Deputy Chieftain in writing with the specific reasons why the nomination was declined.

*Committee:*

* When the Committee Chair receives the nomination, the Chair may:
* Approve the committee member’s recommendation.
* Request additional information or clarification.
* Hold the nomination for further discussion / action.
* Recommend changing the specific type of award.
* Notify the Chieftain and nominating officer of his or her decision.

*Awarding of Certificates:*

* For ACGS members:
* Whenever possible, the certificates for members are awarded at the General Membership meeting at the annual Gathering.
* The award will be made by the Chieftain or his/her designated representative.
* If the award cannot be made at the AGM, it may be made at highland games, St Andrew Society gatherings, or other Scottish events.
* The awards are made at a time and place agreeable to all parties concerned.
* Photographs will be taken of the ceremony and provided to the Editor of the Yearbook and/or the Editor of the newsletter.
* The names of award recipients will be reported in the Yearbook.
* For non-ACGS members:
* Whenever practical, the awards will be in conjunction with the annual Gathering.
* The award will be made by the Chieftain or his/her designated representative.
* The award will be made at a time and place agreeable to all parties concerned.
* Photographs will be taken of the ceremony and provided to the Editor of the Yearbook and/or the Editor of the newsletter.
* The names of award recipients will be reported in the Yearbook.

*Society Support for the Recognition Committee:*

* The officers and Council members of the Society will carry out timely communication of Society business that requires action by the Recognition Committee.
* The Chieftain will:
* Appoint three individuals to the Recognition Committee at the annual Council meeting. The Chieftain may nominate himself or herself to the committee.
* When received from the Recognition Committee, the Chieftain will review the supporting documents, and if felt justified, notify the Committee of the Chieftain’s approval of the action. If felt unjustified, confer with the members of the Committee for reconsideration.
* If approved the Chieftain will coordinate with the Assistant Chieftain and others, on the appropriate venue for presentation and direct the certificates be produced and presented.
* The Area Deputy Chieftain will assist when possible with the award of the certificate.

**APPROVED**

**Approved by ACGS Council and AGM October 2024**

**Periodic review by ACGS Council: 2027**