

Federation of American Aquarium Societies



Policies & Procedures Manual

Awards and Standing Committees

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This manual is established by the Board of Directors to provide the operating guidelines, procedures and criteria for the various Award Programs and Standing committees that are administered by FAAS.

This manual and all of its contents are the exclusive property of FAAS and may be used and copied only by its Directors, Officers, members and affiliates.

The materials herein may be altered in any fashion by the Board of Directors at their sole discretion without any prior notice being given.

Program Committee

The programs offered by FAAS are for the exclusive use of its members. No program shall be made available to any individual or society that is not a member in good standing with FAAS.

Programs are released on a first come-first served basis. All programs are sent only upon receipt of the necessary funds to cover rental, shipping and any deposits. Deposits are required to cover the expenses associated with the full replacement of the program(s) whether damaged in whole or part or if the program is lost.

All materials are the property of FAAS and cannot be reproduced by any means, in whole or part, without the express written consent of FAAS.

Rules

1. Requests for programs should be made as far in advance as possible. Unless expedited shipping is arranged, no less than two (2) weeks prior to the event is required for requesting a program.
2. All programs are mailed by FAAS as first class, certified return receipt, and insured. Renters must return the materials postmarked within three (3) days following the event as first class, certified return receipt, and insured.
3. All materials must be insured for the minimum value established by the Program Committee when shipped by FAAS and the renter.
4. Expedited shipping is available if the terms and dates can be established to the mutual agreement of the Program Committee and the renter. All shipping costs associated with sending and returning the materials are the sole responsibility of the renter.
5. Programs received with a postmark later than the required three (3) days may be charged a late fee for each day past due.
6. All requests for programs shall be directed to the Program Chairman and all moneys shall be due and payable, in US Funds, at the time of the request.
7. All checks are made payable to FAAS. Funds for deposits ~~&~~ be separate from the funds used to cover the rental and shipping expenses.
8. Deposits must be made in the form of a Society check or Money Order. Personal checks **will not** be accepted for deposits.
9. The Program Committee establishes all fees. Changes in fees shall become effective thirty (30) days after publication in the **Federation Report**.

Publication Awards Committee

All publications issued by a society between January 1st and December 31st of one year can be nominated in the following year according to the guidelines established by the Board of Directors.

Nominations are made by societies of materials published in their newsletter that originated within their club membership. Reprinted materials from sources outside of the society are not allowed nor are articles that are reprinted from previous years.

Original is defined in these awards as meaning that the author of the work is the sole source of that work. This excludes all tracings, clipart, photocopies or other reproductions in any other form. This does not exclude properly cited sources as part of an article.

Rules:

1. The nominations must be submitted according to the criteria established in these rules and as may be adopted by the Board of Directors and the committee. Failure to comply with any of the rules will result in disqualification.
2. The nominations must be submitted to the Chairman bearing a postmark of no later than **January 31st**.
3. The individual entries must be **separately** identified with the following information:

1. Name of the Author
2. Name of the Society submitting the nomination (**NO** abbreviations)
3. Category the nomination is being submitted in for consideration
4. Age of the Author (Junior Categories)
5. Date of Publication and Title of the Society Newsletter

For Example,

Bob Jones
Category 15
01/01/00
Any Society, *Our Newsletter*

Multiple Categories and/or Entrants may not be grouped together with a single cover sheet. Any entry in a category, which is not separately identified according to category and entrant, will be disqualified.

4. Changes that eliminate or reduce the scope of a category will take effect during the calendar year following adoption by the Board of Directors and will not apply to the current award year.

Revised 2004

Rules (con't.)

5. Do not submit the entries in folders, report covers, or other such holders. Entries submitted in such holders will be disqualified.

6. Awards are given for First, Second, and Third place. The Judges may grant Honorable Mention at their sole discretion.

7. Judges may determine that no entry qualifies for a particular level of award and not issue an award for that level. (This allows that there may not be a First (or other) Place while still awarding the remaining places.) In any category which is scored on a minimum point requirement there may be no entry that achieves the minimum and no awards will be issued in that category.

8. The Committee Chairman with the following restrictions selects judges:

1. No one may judge a category in which they or any member of their family has an entry.

2. No one may judge a category in which **any member of any FAAS society** that they are affiliated with has an entry.

3. No one may judge a category in which any FAAS society they are affiliated with has an entry.

In instances where a member society is handling any part of the judging they are restricted from judging any category in which they or any of their members has an entry.

9. Junior categories are based upon the age of the entrant at the time the work was submitted to the local society for publication.

Level I - Five (5) - Ten (10) years of age

Level II - Eleven (11) - Thirteen (13) years of age

Level III - Fourteen (14) - Eighteen (18) years of age

10. Inquiries about a category or entry should be directed to the committee Chairman for resolution. The decision of the Chairman in regards to any entry or criteria is final.

Categories

1. Best Editor and Publication, more than six (6) issues
2. Best Editor and Publication, six (6) or fewer issues
3. Best Non-Changing Cover
4. Best Changing Cover, Original Art
- 4a. Best Changing Cover, Non-Original Art
5. Best FAAS-Related Article
6. Best Exchange Column
7. Best Review Column
8. Best Spawning Article, under 500 words
9. Best Spawning Article, 500 - 1000 words
10. Best Spawning Article, more than 1000 words
11. Best Article on a *Genus* of Fish
12. Best Article on a *species* of Fish
13. Best Marine Article - Fish
14. Best Marine Article - Invertebrates
15. Best Continuous FAAS Column
16. Best Article on Aquascaping/Design
17. Best Article on Plant Maintenance/Cultivation/Reproduction
18. Best Show Article
19. Best Judging Article
20. Best How To or Do-It-Yourself Article
21. Best General Article on Society Management
22. Best Article on Health/Nutrition
23. Best Collecting Article
24. Best Traveling Aquarist Article
25. Best Humorous Article
26. Best Original Artwork
27. Best Cartoon

Revised 2004

Categories (con't.)

28. Best Continuing Column, Single Author

29. Best Article, All Other Categories*

*Articles in #29 cannot be submitted for consideration in any other category.

30. Author of the Year

Author of the Year shall be selected from all eligible entries, in both Sr. and Jr. categories, according to the following criteria:

1. Entries in all Best Editor and Publication (#1, #2), Best Cover (#3, #4, & #4a), Best original Artwork (#26) and Best Cartoon (#27) categories are excluded from consideration. In column entries only those written by a single author will be considered.

2. Each winning article shall be assigned the following points:

- A. First Place 5 points
- B. Second Place 3 points
- C. Third Place 1 Point

3. No points are assigned for Honorable Mention and such articles are excluded from consideration.

4. If any article wins in more than one category it shall be allowed to count only one set of points towards Author of the Year that being the highest points awarded.

5. In the event of ties, the committee will either allow the tie to stand or to resolve the tie in such manner as they shall agree upon so long as all ties are resolved in exactly the same fashion.

Junior Categories:

Junior entries are accepted in all of the categories. Each junior entry **must be** properly identified as a **Junior Entry** and must have the **age of the entrant** clearly marked along with the **Junior Category Level** it is being submitted in.

For example, if you were submitting a Jr. spawning article of under 500 words for a 12 year old -

Bob Jones
Age 12
Junior Category 8
Level II
01/19/00
Any Society, *Our Newsletter*

Aquatic Photo Awards Committee

Nominations are received from any member society in good standing at the time of the nomination. Only members of that society are eligible to be nominated for these awards.

All nominations must be accompanied by the required signed release form(s). Any submission that does not have a signed release will be disqualified.

All nominations must be submitted with a signed certification from the FAAS Delegate and the society President that states the society's name and number of entries being submitted.

Any materials that have not been previously submitted for consideration are eligible. The items must be the original work of the nominee and he must control all rights to the work and any part thereof. The use of copyrighted materials not in the ownership of the nominee is strictly forbidden and will result in disqualification.

Rules:

1. The nominations must be submitted according to the criteria established in these rules and as may be adopted by the Board of Directors and the committee. Failure to abide by any of the rules will result in disqualification.
2. Nominations must be submitted to the Chairman bearing a postmark no later than March 31st.
3. The individual entries must be **separately** identified with the following information:
 1. Name of the Nominee
 2. Name of the Society submitting the nomination (No Abbreviations)
 3. Category and Entry Level the nomination is being submitted in for consideration
 4. Identification of Subject Material - as detailed as possible.

For Example:

Tom Smith
Any Society Name
Category HI
Aphyosemion australe, Red-Orange Male

Entries cannot be grouped together with a single cover sheet. Any entry that is not separately and correctly identified will be disqualified.

4. The committee reserves the right to reclassify entries or to group categories based on the number of entries received.

Rules (cont.)

5. Awards are given for First, Second and Third place. Judges may grant Honorable mention at their sole discretion.

6. Judges may determine that no entry qualifies for a particular level of award and not issue an award for that level. (This allows that there may not be a First (or other) Place while still awarding the remaining places.) In any category which is scored on a minimum point requirement there may be no entry that achieves the minimum and no awards will be issued in that category.

7. Judges are selected by the Committee Chairman with the following restrictions:

1. No one may judge a category in which they or any member of their family has an entry.
2. No one may judge a category in which **any member of any FAAS society** that they are affiliated with has an entry.
3. No one may judge a category in which any FAAS society they are affiliated with has an entry.

In instances where a member society is handling any part of the judging they are restricted from judging any category in which they or any of their members has an entry.

8. Inquiries about a category or entry should be directed to the committee Chairman for resolution. The decision of the Chairman in regards to any entry or criteria is final.

9. Release forms must accompany each separate entry and be signed by the nominee. In instances where multiple entries are being submitted for a nominee a listing of each entry can be made on the back of the signed release. **PLEASE NOTE:** If such a list is used the nominee **must** initial each item in the list.

Categories

There are four entry levels for each category. They are:

1. Color Photo Print
 2. Black & White Photo Print
 3. Slide
 4. Electronic Format (jpeg or gif only)
-
- A. Livebearers
 - B. Anabantids
 - C. Barbs
 - D. Minnows
 - E. Rasboras
 - F. Characins
 - G. Cichlids
 - H. Killifish
 - I. Goldfish/Koi
 - J. Catfish
 - K. Sharks, Eels, & Loachs
 - L. Marine
 - M. All Other Fish
 - N. Community & Aquascape
 - O. Aquatic Plant
 - P. All Other Aquatic Subjects (non-fish or plant)

Please check you entries to make sure they bear the proper identification based on both category and entry level!

For example:

To enter a b/w photo print of a Cichlid you would identify the entry as: G2

To enter a slide of a Marine fish you would identify the entry as: L3

All electronic entries must be submitted in the format specified and on a disc as determined by the committee with the appropriate signed release forms included with the submission.

At the sole discretion of the committee special awards may be given for a "Best of category" based on the entry levels. The committee may determine that a particular entry is exceptional and deserving of higher recognition. In such instances the committee may award a special certificate recognizing a single work in each entry level as "Best of Show".

Breeder Awards Program

All member societies in good standing may submit information for the Breeders Award Program.

The society must be operating a Breeders Award Program and have a current copy of the program on file with the Chairman of this FAAS program. Changes in the local program must be forwarded at the time of entry submission to update FAAS records.

The local chairman and the FAAS Delegate must sign all submissions. Any submissions made without the proper signatures will be rejected.

Rules:

1. Individual credit is given on the basis of one spawn per species. No additional credit is given for color or other variations within the species.
2. Submissions must be made according to the guidelines established by the committee and made available to the membership.
3. Individuals who have membership in more than one member society of FAAS may submit spawning information in any or all of those societies but may not duplicate any claim for credit at any level. Duplicate claims will be rejected and only the initial entry accepted for credit.
4. Submissions should be made to the committee at least every three months to assure timely consideration. Submissions made less frequently may delay proper credit being given to the individual and/or society.
5. Annual Awards are based upon a calendar year beginning January 1st and ending on December 31st. Only spawnings that were properly submitted within that year can receive credit towards an Annual Award for that year.
6. The committee has the right to reject any submission that does not have the proper documentation, signatures or other required information. They may also reject any that are otherwise questionable in content or information and require further documentation before accepting any submission for credit.
7. Records follow the individual. When transferring membership to another FAAS member society, the individual continues to accumulate credit and receive recognition for all submissions already sent by the previous society and those properly sent by the current society. The previous society receives credit towards any of its awards for all submissions it made for the individual. The current society receives credit for any new submissions it now makes for the individual.
8. All submissions are handled on a first-come first-served basis and when questions arise the matter is resolved by the post-mark or other pertinent date markings on the submission.

Rules: (cont.)

9. The committee, utilizing the best information it has available, handles changes in nomenclature and reclassification of species. The committee has the responsibility to assure that the correct identification is used in all submissions and may change any submission to reflect current usage.

10. Regardless of any reclassification, prior submissions that were accepted for credit will continue to be given that credit and no changes will be made in any awards. Only submissions made after the reclassification will be credited according to the new usage.

11. In instances where questions arise regarding the interpretation of any of the rules or guidelines of this program the decision of the chairman shall be final.

General Guidelines:

To properly credit individuals and societies, records may be updated at any time by the local program chairman to reflect all past BAP records in the local program.

This is especially important to new societies or those just beginning their participation in the FAAS program. While accepting those updates, FAAS will not change or re-issue any awards that the Society or individuals would have been eligible for if they had been an earlier participant in the program.

Specialty Categories:

In order to recognize those individuals who specialize in single species breeding the committee will make available a listing of specialty categories for the membership. There are no additional requirements beyond the regular program for these categories to receive credit. The appropriate information requesting specialty credit must be included in the submission to the committee.

Awards:

There are two categories of awards that are issued by FAAS in the Breeders Award program:

- 1. General**
- 2. Annual**

General awards are issued as the individual fulfills the requirements and are based on a cumulative point score that may cover several years. The awards are granted once the required score has been achieved. As General awards are issued once a certain set of requirements are fulfilled, individuals may continue to earn additional awards each time they complete the requirements. There are no limits to the number of times an individual may earn these awards.

Awards. General:

Breeders Certificate:

Individuals who participate in the FAAS Breeders Award Program will be issued a certificate for every ten- (10) species accepted by the committee for credit.

Special Achievement:

This category is determined by the committee and is based upon breeding and raising any one (1) of certain species which are considered, at the time, to be rare or difficult to breed. The committee will cause to be published, or otherwise made available, the current guidelines to the membership.

As the guidelines may change from time to time, members who want to participate must notify the committee of their request to be part of this award. **Credit will be given based upon the guidelines that are current at the time of the request.** If the guidelines change after the request has been made the members will still continue to participate based upon the guidelines in place at the time of their initial submission.

Master Breeder:

This category is determined by the committee and is based upon the breeding and raising of a number species which are considered, at the time, to be rare or difficult to breed. The committee will cause to be published, or otherwise made available, the current guidelines to the membership.

As the guidelines may change from time to time, members who want to participate must notify the committee of their request to be part of this award. **Credit will be given based upon the guidelines that are current at the time of the request.** If the guidelines change after the request has been made the members will still continue to participate based upon the guidelines in place at the time of their initial submission.

Members may change to a newer listing, but they will lose credit for any species submitted that are not on the current list.

Awards. Annual:

These are based on the spawnings that occurred within the calendar year of the award.

Individual:

Specialty Breeder:

This award is given to the individual breeder in each of the specialty categories who received credit for the greatest number of spawnings in the category during the year of the award.

Breeder of the Year:

This award is given to the individual breeder who has received credit for the greatest number of different species spawned in the year of the award.

Breeder of the Year - New Species

This award is given to the individual who receives the most credit for spawning species that have not been previously submitted for credit in the FAAS Breeders Award Program. This does not imply they have not been bred before but merely that no one has submitted them to FAAS prior to this date for credit.

Society:

Breeder of the Year - Society

This award is given to the society that receives the most credit for greatest number of spawnings, all categories, during the year of the award.

Breeder of the Year - Most Species - Society

This award is given to the society that spawned the greatest number of different species during the year of the award.

Horticulture Awards Program

All member societies in good standing may submit information for the Horticulture Award Program.

The society must be operating a Horticulture Award Program and have a current copy of the program on file with the Chairman of this FAAS program. Changes in the local program must be forwarded at the time of entry submission to update FAAS records. The local chairman and the FAAS Delegate must sign all submissions.

All submissions must be made on the appropriate form and all required information and signatures completed. Submissions lacking information or signatures will be returned and no credit given until properly submitted.

Definition of Terms:

An aquatic plant is defined (for the purposes of this award program) as one which, in the wild or natural state, can be found in the submerged or floating form as a normal occurrence at some time during the course of any one complete growing season.

Rules:

1. The committee has the right to reject any submission that does not have the proper documentation, signatures or other required information. They may also reject any that are otherwise questionable in content or information and require further documentation before accepting any submission for credit.
2. Submissions must be made according to the guidelines established by the committee and made available to the membership.
3. Individuals who have membership in more than one member society of FAAS may submit information in any or all of those societies but may not duplicate any claim for credit at any level. Duplicate claims will be rejected and only the initial entry accepted for credit.
4. Annual Awards are based upon a calendar year beginning January 1st and ending on December 31st. Only reports that were properly submitted for that year can receive credit towards an Annual Award for that year.
5. All submissions are based upon the date that is credited within the society's program and properly reported to FAAS.
6. All submissions are handled on a first-come first-served basis and when questions arise the matter is resolved by the post-mark or other pertinent date markings on the submission.

Rules (cont.)

7. Records follow the individual. When transferring membership to another FAAS member society, the individual continues to accumulate credit and receive recognition for all submissions already sent by the previous society and those properly sent by the current society. The previous society receives credit towards any of its awards for all submissions it made for the individual. The current society receives credit for any new submissions it now makes for the individual.

8. The committee, utilizing the best information it has available, handles changes in nomenclature and reclassification of species. The committee has the responsibility to assure that the correct identification is used in all submissions and may change any submission to reflect current usage.

9. Regardless of any reclassification, prior submissions that were accepted for credit will continue to be given that credit and no changes will be made in any awards. Only submissions made after the reclassification will be credited according to the new usage.

10. In instances where questions arise regarding the interpretation of any of the rules or guidelines of this program the decision of the chairman shall be final.

General Guidelines:

To properly credit individuals and societies, the local program chairman to reflect all past HAP records in the local program may update records at any time.

This is especially important to new societies or those just beginning their participation in the FAAS program. While accepting those updates, FAAS will not change or re-issue any awards that the Society or individuals would have been eligible for if they had been an earlier participant in the program.

Awards, categories:

Individual Awards:

These are cumulative and issued as earned.

Annual Awards:

These awards are based on a calendar year beginning January 1st and ending December 31st of each award year. To qualify for the annual category, reports must be filed no later than 60 days after the end of the calendar year. When questions arise concerning submission, the postmark or other appropriate date headings will determine whether proper submission was made.

Awards, defined:

Individual Certificates:

A certificate will be issued recognizing each of the following achievements:

1. Each ten (10) vegetative propagations.
2. Each five (5) flowerings
3. Each five (5) propagations of a marine species.
4. Each sexual propagation from seed or spore obtained from the members own plants.

Annual Awards. Individual:

1. Most vegetative propagations.
2. Most flowerings.
3. Most marine propagations.
4. Most sexual propagations.

Annual Awards, Society:

1. Most vegetative propagations.
2. Most flowerings
3. Most marine propagations.
4. Most sexual propagations.

Federation Awards

The Federation of American Aquarium Societies issues various awards, honors and other forms of recognition for outstanding or exceptional performance on behalf of its member societies, officers, directors, committees and other individuals within the hobby not directly connected to the Federation or its membership.

These awards are issued on the basis of nominations made by the membership, officers, directors or direct nomination by the Awards Committee. All nominations, unless otherwise noted, are subject to approval by the Board of Directors according to their policies.

The Board of Directors shall determine the form and nature of all awards to be issued.

Rules:

1. The nominations must contain such personal data and support documentation as the committee may require.
2. The nomination must be received by the established deadline in order to be considered.
3. The committee shall review all nominations and forward all nominees to the Board of Directors along with the committee's recommendation. In instances where the committee is the responsible body they shall forward the final results along with all the nominations to the Board of Directors.
4. No award shall be issued to any society or individual until the Board of Directors has received the nominee's name and such other information as they may require. The President shall inform the committee when the award may officially be made to the recipient.
5. No member of the committee is eligible for any award
6. No society to which any member of the committee is a member is eligible for any award.
7. Awards are issued at the sole and absolute discretion of the Board of Directors. The Board may revoke any award if they determine at any time that the information upon which the award was granted was inaccurate or fraudulent.

The following are the awards issued by the Federation:

Individual

Delegate's Award
Presidential Citation
National Achievement
Meritorious Service

Society

Presidential Citation
National Achievement
Meritorious Service

Delegate's Award

This award is established to recognize outstanding performance by the Delegate of a member society.

Criteria:

The individual must have served as the Delegate for at least one year prior to the nomination being made. He need not be the current Delegate for the society.

The candidate must have been an active participant in any governing or advisory group or council established by FAAS for the delegates. They must receive a recommendation from the Delegate Liaison confirming their participation in such groups as appropriate.

The candidate must have demonstrated leadership within their own society as an active participant in the programs of their local society. Such leadership is demonstrated by, but not limited to:

1. The holding of office (elected or appointed)
2. Maintaining regular communications with FAAS and the society
3. Writing a regular FAAS column for the newsletter
4. Encouraging and maintaining participation in FAAS programs such as HAP, BAP, etc

The society must submit the candidate's name along with supporting documentation such as copies of columns and other items that demonstrate the candidate's qualifications for the award. Letters of recommendation from the society President and at least one other executive officer or board member must accompany the nomination.

The committee will be responsible for contacting the Delegate Liaison on behalf of the nominee for a recommendation. The committee or the BOD may waive any requirement or recommendation as they feel necessary or appropriate.

Nominations must be received by the committee bearing a postmark no later than January 15th in order to be considered. The committee will examine the nomination and may require such additional and further information as they feel necessary. The committee shall forward the nomination to the Board of Directors along with all supporting documentation and their recommendation by February 15th.

The Board of Directors will consider all nominees and select the recipients by majority vote of all directors by March 31st. The President shall inform the committee of the recipients by April 5th. The committee will then make arrangements for notification and presentation of the award.

Presidential Citation

This award is established to recognize individuals and societies for outstanding performance in unique circumstances, or single instances, which do not qualify for recognition under the guidelines for other awards. Nominees need not be members or serving in any capacity in FAAS prior to or at the time of their nomination.

This award is presented at the sole discretion of the President of FAAS

The President shall review such recommendations as shall be forwarded to him by any individual member, society, committee, officer or director. He shall determine whether the nomination is appropriate in this category. He shall not accept any nomination that qualifies in any other award classification. The Board of Directors shall be the final authority in any question regarding eligibility in this category.

The President may issue such number of citations as he shall find appropriate

Receipt of a Presidential Citation during any calendar shall not be a bar to being nominated or awarded additional citations during the same or any other calendar year.

Nominations for a Presidential Citation may be made at any time and the President shall issue the citations as needed.

National Achievement

This award is established to recognize individuals and societies for outstanding and significant contributions to the hobby on the national level. Nominees need not be members of FAAS prior to or at the time of their nomination.

Criteria:

1. Nominees must be able to demonstrate significant contributions to the hobby over a period of time of at least one year prior to their nomination. These contributions may be, but are not limited to, any of the following :
 - a. Conservation
 - b. Academic Study
 - c. Publication
 - d. Public Education/Service
 - e. Legislation
2. Nominees must have demonstrated characteristics such as leadership, innovation, service, dedication and commitment to the advancement of the hobby.
3. Nominations must include a statement outlining the specific contributions and the time period being discussed. It should include such biographical material as appropriate to establishing the credentials of the nominee.
4. Copies of all pertinent publications and other writings should be included or a bibliography should be attached for the committee's research.
5. Statements in support of the nominee should accompany the nomination and be from persons familiar with the nominee's work.

Nominations must be received or made by the committee bearing a postmark no later than **January 15th** in order to be considered. The committee will examine the nomination and may require such additional and further information as they feel necessary. The committee shall forward the nomination to the Board of Directors, along with all supporting documentation and their recommendation, by **February 15th**.

The Board of Directors will consider all nominees and select the recipients by majority vote of all directors by **March 31st**. The President shall inform the committee of the recipients by **April 5th**. The committee will then make arrangements for the notification and presentation of the award.

Meritorious Service

This award is established to recognize outstanding service to the Federation by an individual or member society of FAAS. Nominees need not be a member or personnel of FAAS at the time of their nomination but must have been such during the calendar year(s) of the award.

This award is the highest honor that FAAS bestows upon its' own members or personnel,

Criteria:

While Nominees will be considered on the basis of no less than one full year of service to FAAS, it is expected that successful candidates will have several years of service to their credit.

The nominee must have evidence of unique or outstanding service to FAAS and its' members over the years named in the nomination. This service must be of a higher and more significant nature than that normally expected of members.

It shall be insufficient that the nominee will merely have filled a position or successfully completed a particular task or assignment. The candidate must have shown the highest dedication, standards and integrity in the performance of their duties and obligations to FAAS.

Leadership, integrity, duty, principles, service and adherence to the principles and ideals upon which FAAS is founded are all key elements in any nomination for this award.

Nominations must be received or made by the committee bearing a postmark no later than **January 15th** in order to be considered. The committee will examine the nomination and may require such additional and further information as they feel necessary. The committee shall forward the nomination to the Board of Directors, along with all supporting documentation and their recommendation, by **February 15th**.

The Board of Directors will consider all nominees and select the recipients by majority vote of all directors by **March 31st**. The President shall inform the committee of the recipients by **April 5th**. The committee will then make arrangements for the notification and presentation of the award.

Sales Committee

Items offered by FAAS are for general distribution and sale to any interested individual or society whether a member of FAAS or not. However, availability may be limited to non-members and the associated cost may be at a higher rate as determined by the BOD or committee. Members of FAAS shall have priority over non-members.

Items are sold/distributed on a first come-first served basis for members and as available to all others. All items are sent only upon receipt of the necessary funds to cover purchase, shipping and handling.

All items are the property of FAAS and cannot be reproduced or duplicated by any means, in whole or part, without the express advance written consent of FAAS.

Rules

1. Requests should be made as soon as possible as some items may be limited in availability. Unless expedited shipping is arranged, no less than two (2) weeks should be allowed for the receipt of the order and shipping.
2. All items are mailed by FAAS as first class, certified/return receipt, and insured
3. All items are insured for the value established by the Sales Committee when shipped by FAAS.
4. Expedited shipping is available if the terms and dates can be established to the mutual agreement of the Sales Committee and the purchaser. All shipping costs associated with sending the materials are the sole responsibility of the purchaser.
5. All requests for items shall be directed to the Sales Chairman and all moneys shall be due and payable, in US Funds, prior to shipment.
6. All checks are made payable to FAAS.
7. Personal checks require a delay in processing and shipping to assure bank clearance. Money Orders or Society checks will be processed without delay.
8. The Sales Committee establishes all fees. Changes in fees shall become effective thirty (30) days after publication in the ***Federation Report***.
9. The committee shall publish and otherwise make available a listing of all items available for purchase at least twice each year.

Show Sanctioning Committee

The Show Sanctioning committee oversees both the general application and granting of sanctioning requests and the FAAS Show Awards program. The application for sanctioning is open to all societies whether a member of FAAS or not, but participation in the Awards Program is limited to members only. Fees for sanctioning are based upon membership, with non-members being assessed at a higher rate than members.

Rules:

1. To receive sanctioning the society must complete and turn in an application to the committee chair. The application must contain all required information in order to avoid delays in processing.
2. To complete the sanction request, and for the society and participants to receive credit towards the awards program, the final report of the show results must be turned in to the committee within thirty (30) days of the shows completion.
3. Failure to complete the process shall result in loss of recognition for participants and of rights for future shows to receive sanctioning. The committee shall publish a list of any groups who have failed to complete the process so participants may be aware of potential problems and the responsibility of the requesting group.
4. All fees must accompany the request for sanctioning and be either a **Society Check** or **Money Order** made payable to FAAS. **Personal Checks are not accepted.** The committee will publish a list of the fees in **The Federation Report** at least twice a year and make the list available as necessary.
5. Sanctioning shall entitle the approved organization to purchase FAAS medallions for use in their Show Awards. One (1) medallion shall be included in the base fee with others available for purchase as needed at the established fee.
6. All requests for Sanctioning must be received by the committee no later than 30 days prior to the show. It is understood that the closer to the minimum number of days a request is received the greater the chance for processing errors to prevent approval in time for the show. FAAS assumes no responsibility for any failure on your part to complete the required information in time for the approval to be granted for the show. There are no post-approvals given.
7. FAAS reserves the right to withdraw its sanctioning at any time for any failure on your part to abide by the rules and requirements, in whole or in part, and to make that information public. Your sole recourse in such an event is to appeal to the Board of Directors whose decision in the matter is absolute and final.

Rules: (cont.)

8. Sanctioning shall allow non-members to have their event publicized in **The Federation Report**. The committee shall make available to the Editor a list of all sanctioned shows upon approval that they may be published according to the established deadlines.

Show Awards Program

Rules:

1. Participation in this program is limited to FAAS Societies and their members.
2. Points are accumulated over a one (1) year period beginning on January 1st and ending December 31st.
3. Points are accepted only from shows that were sanctioned by FAAS.
4. The committee is responsible for the tabulation of all points reported to them. FAAS has no obligation to account for information not provided by the sanctioned organization. Any failure on the part of the sanctioned organization to file the required reports is solely their responsibility.
5. FAAS has no obligation to issue awards or credits for points not properly made available to the committee for tabulation.
6. The committee shall make available a final report to the membership each year stating the results of the program and announcing the recipients of the FAAS awards.
7. An individual must assign credit for their points to only one society for each show and must identify that society when registering for the show.
8. Decisions regarding the various rules and regulations of the program shall be made by the Chair whose decision shall be final.

Categories

Society:

Show Society of the Year:

Awarded to the Society whose membership has accumulated the highest total of reported show points in the award year.

Most Improved Show Society:

Awarded to the Society who has had the greatest increase in total reported show points and the greatest percentage of increase in membership participation.

Categories (cont.)

Individual:

Any individual who competes in the Junior categories is ineligible for awards in the other categories during that award year.

In the Most Improved categories recipients must have reported at least one (1) point in the previous award year.

Show Person of the Year:

Awarded to the individual who has accumulated the highest total of reported show points in the award year.

Junior Show Person of the Year:

Awarded to the individual, eighteen (18) years of age or younger during any part of the award year, who accumulates the highest total of reported show points in the award year.

Novice Show Person of the Year:

Awarded to the individual who accumulates the highest number of reported show points in the award year and who has not reported any points in previous years.

Junior Novice Show Person of the Year:

Awarded to the individual, eighteen (18) years of age or younger during any part of the award year, who accumulates the highest total of reported show points in the award year and has not reported any points in previous years.

Most Improved Show Person of the Year:

Awarded to the individual who has the greatest increase in total reported show points in the award year over the previous year.

Most Improved Junior Show Person of the Year:

Awarded to the individual, eighteen (18) years of age or younger during any part of the award year, who has the greatest increase in total reported show points in the award year over the previous year.

Divisions:

Individual:

There shall be two (2) divisions in each category of award based upon the number of sanctioned shows the individual entered.

Division 1: Five (5) or fewer sanctioned shows entered

Division 2: Six (6) or more sanctioned shows entered

Society:

There shall be two (2) divisions in each category of award based upon the total number of sanctioned shows entered by all members of the society.

Division 1: Fifteen (15) or fewer sanctioned shows entered

Division 2: Sixteen (16) or more sanctioned shows entered

Example:

Your club has 10 members each of whom participated in 1 sanctioned show. Your total would be 10 – Division 1. Your club has 10 members – 6 in 2 shows 5 in 1 show. Your total would be 17 - Division 2.

Awards:

Awards will be presented for 1st and 2nd places only. In the event of a tie duplicate awards will be made. The form of the awards shall be determined by the committee.

Points:

Point will be assigned as shown below.

| | |
|----------------------|---|
| First Place | 4 |
| Second Place | 3 |
| Third Place | 2 |
| Honorable Mention | 1 |
| Best of Class | 2 |
| Reserve Best of Show | 3 |
| Best of Show | 4 |