

## **ASA DISTINGUISHED SERVICE AWARD**

### **Guideline and Criteria**

**Section (A)** - A Distinguished Service Award(s) may be granted each year according to the following provisions:

In the process of meeting the following criteria, the nominee:

- 1) Should be a member in good standing of the Society.
  - A) There may be an option of making a joint nomination for a pair of members whose contributions are inseparable.
  - B) There may be an option for a posthumous nomination for a deceased member of the Society.
- 2) Should have provided a distinguished, long-term record of services to their local centre of the Society.
- 3) Should have made contributions and/or participation at the provincial level of the Society.
- 4) Should have made contributions to an archaeological discipline in the Province of Alberta.
- 5) Should have contributed to an increased awareness and/or education of the public on issues of archaeology in the Province of Alberta.
- 6) Should have contributed to public awareness and promotion of the Society, both at the local and provincial level.

### **Section (B)** -

- 1) The award will be presented or announced at the Annual General Meeting of the Society, at the banquet following the meeting.
- 2) The recipient of the award will receive a suitably inscribed, framed scroll certificate, which will be signed by the provincial President and Secretary.

### **Section (C)** –

- 1) The Award Committee shall be a standing committee which consists of the provincial President, Past-President, Treasurer, and Secretary.

- 2) In the case of over-representation by one Centre on the committee, additional representation from or by the executive may be requested to participate with the committee to review the nomination(s).

**Section (D) –**

- 1) The Letter of nomination and letters of support must be submitted to the Executive Secretary by the end of the calendar year prior to the Annual General Meeting of the Society. The Executive Secretary will forward the nomination to the Award Committee for review.
- 2) Nominations for the Distinguished Service Award may come from the executive of any ASA Centre or from any member in good standing of the Society. Nomination packages (including the Letter of Nomination and letters of support) must be submitted via email by the person that completed the Letter of Nomination.

**Section (E) –**

- 1) The Award Committee shall review the Letter of Nomination(s) and make a recommendation(s) to the provincial executive.
- 2) The recommendation(s) of the Award Committee as to whether an award(s) should be made in any particular year, or who shall receive the award, shall be subject to the approval of the provincial executive at the first executive meeting following receipt of the nomination.