

PROCEDURE - AWARDS

Purpose of Procedure

The purpose of this Eastern Community Broadcasters Inc. hereafter referred to as Radio Eastern fm procedure is to provide guidance to the Committee of Management (CoM) for giving for honours and awards, and to those making nominations to CoM for people and organisations to receive honours and awards.

Background

Section 38 of the Rules of Association provides CoM the power to approve awards.

Procedure

1. Role of the Committee of Management

The CoM makes final decisions about the types and titles of such awards.

If a person or organisation has been nominated for an award but does not receive an award, they cannot be nominated for the award for at least another twelve months.

2. Nominations

Nominations may only be made by a member of Radio Eastern fm.

Nominations may be made according to the following categories of award:

- Life Membership
- Complimentary Membership
- Certificate of Appreciation

Nominations submitted:

- Must be made in writing to the CoM
- May be a hard copy (on paper) signed by a current member of Radio Eastern fm and seconded with a signature by another current member
- May be submitted by email sent from the email address of the nominating person, provided the seconder also separately confirms that they second the nomination using their own email address (or separately in hard copy)
- Will be inclusive of all details in support of the nomination, taking into consideration the reasons why an award may be given, and noting that correspondence submitted subsequent to the inclusion of the nomination on the agenda of the meeting of the CoM will not be entered into
- Will be submitted to the Secretary at Radio Eastern fm, following which the Secretary will ensure that all CoM members are notified of the submission.

3. Determinations by the Committee of Management

CoM will include the nomination on the agenda for the next CoM meeting, at which time the final decision will be made regarding the award or honour.

The Secretary will check facts relating to service to the station, including for example roles performed by the nominee, and the length of continuous, contiguous and cumulative periods of service.

The Secretary of CoM will simultaneously notify the nominating member, the seconder and the nominee of the outcome as determined by CoM.

4. Administrative procedures

In the event that an award or honour has been given, administrative, ordering and procurement processes will ensue in relation to creating records of the award, including for example the creation of certificates or the painting on the honour board.

Upon their acceptance of an award, all awardees will receive a certificate. Only Life Members will be recorded on the honour board. Correspondence sent to awardees will explain the benefits and/or privileges afforded to them.

This Procedure supports by the Awards Policy

Procedure reviewed and updated: 06-03-2025