



USASBE

Awards Commission Charter

Updated: September 2025

USASBE is committed to fostering a positive, inclusive, and respectful environment for all members, volunteers, partners, sponsors and participants. **This Awards Commission Charter outlines the responsibilities, expectations and procedural needs of the commission.**

Purpose

The USASBE Awards Commission is a commission of the organization made up of non-board members to lead, advise and oversee the awards selection processes.

Structure and Membership

- The commission shall consist of at least four members in good standing. These commission members shall be appointed by the Board of Directors upon nomination by the Governance Committee. The members should all be non-Board members.
- Members of the commission shall be appointed for two-year terms, to begin at the start of a Board year. Assigned terms will be staggered so that all term expirations do not occur at the same time. Commission members may serve a maximum of two consecutive terms on the Awards Commission at the discretion of the Board.
 - At the start of every fiscal year, HQ will ensure that terms of service for each committee/commission member are updated, documented, and communicated.
- One of the Commission members in at least their second year on the commission shall be designated as the Commission Chair, as selected by the Board. The Commission Chair will lead the commission and oversee commission meetings and activities.
- A commission Secretary will be selected by the commission membership at the first meeting of a Board year. The commission Secretary will ensure that accurate records of the commission meetings are kept.
- The Board of Directors may fill vacancies on the commission and may remove a member from the commission at any time without cause.
- Per the bylaws, the President/CEO and Chair of the Board are ex-officio on all committees and commissions. All ex-officio members need to be informed and invited to all meetings and receive minutes from these meetings. Other HQ staff may be identified as required to serve as ex officio members on any commission/committee in place of, or in addition to, the President/CEO.
- Existing USASBE members must have been active members for at least 3 of the last 5 years in order to be eligible to serve on a committee or commission. New USASBE members must have been active for at least one full year before being eligible to serve on a committee or commission.

Authority and Responsibilities

Below are the details of the commission's scope of work:

- Develop and recommend procedures and criteria related to USASBE awards
- Ensure clear, fair criteria and guidelines exist for all awards
- Advise the USASBE Board of Directors and/or President/CEO on matters related to the awards process, procedures, and policies.
 - Review USASBE award processes and procedures
 - When appropriate, recommend changes and updates to existing awards processes
 - When necessary, recommend new awards processes and procedures
- Annually review this Commission Charter and, as necessary, propose modifications.
- All committee members must respect and uphold confidentiality when dealing with privileged or sensitive matters and should exercise discretion in handling sensitive matters
- Abide by the USASBE Code of Ethics, Conflict of Interest Policy and other Governing Documents
- Facilitate and coordinate the exchange of resources and best practices

Procedures and Administration

- Meetings
 - At the formation of the committee or commission for each new fiscal year, the committee/commission shall work with HQ to set a meeting cadence for the year. HQ will then schedule all meetings through the approved USASBE meeting management system. Most committees and commissions will need to meet at least once per month throughout the year. Additional meetings may be added as deemed necessary.
 - Committee and Commission meetings will be governed by a quorum of at least half plus 1. It is important to note that a committee or commission can only vote to make a recommendation to the Board. They do not vote on specific policy creation. The Board will make final decisions after considering recommendations and other factors relevant to any decision.
 - The Committee/Commission Chair (or their designee), in collaboration with HQ, shall be responsible for adding agenda items into the approved meeting management system prior to each meeting. The Committee/Commission Secretary (or their designee) shall be responsible for keeping accurate and detailed minutes of each meeting in the approved meeting management system.
- Coordinate with Ethics and Conference Commissions
 - Working through HQ and the Board, Awards Commission will ensure collaboration with the Ethics and Conference Commissions to ensure that practices are fair and equitable, that conflict of interest concerns are mitigated and that all processes are integrated into conference planning each year.
- Reports to the Board

- Within 5 business days of each meeting, the Committee/Commission Secretary shall ensure that meeting minutes have been finalized in the meeting management system.
- Prior to any upcoming Board meeting, the Committee/Commission Chair will receive a request from HQ for a brief summary highlighting key discussions, outcomes, etc of the meeting for inclusion in monthly Board meeting documents.
- Note that names may need to be redacted for confidentiality when presenting to the Board.

Thank you for supporting a respectful and inclusive community.