

## **AWARDS & RECOGNITION – ALUMNI MEDALLION**

### **Purpose:**

To provide the WMAA Board with guidance for the selection of Alumni Medallion recipients to ensure continuity of this process on an annual basis.

### **Policy Statement:**

The Alumni Medallion is the highest and most prestigious award given by the WMAA. Nominees should demonstrate a strong history in three areas: service to W&M, community involvement, and achievement in their professional or vocational endeavors. Alumni Medallion recipients have exhibited consistent support of and service to W&M. Additionally, Medallion recipients demonstrate leadership service to community, state or nation with a record of protracted dedication, commitment and involvement that extends beyond routine membership, standard organizational requirements and attendance. Finally, recipients have professional, vocational or career achievements that indicate exceptional leadership, inspirational management, uncommon vision or creativity, rare talent, entrepreneurship, unusual skills or dedication that has been highly laudable and admired among peers, subordinates and associates. This award is sponsored, announced and financed by the WMAA and is presented at an appropriate recognition ceremony. It is the intention, but not a requirement, of the WMAA that all three areas be evaluated and considered equally in determining exemplary achievement.

### **Procedures:**

1. Any Alumnus who has received an earned degree from W&M (undergraduate or graduate) at least 10 years prior to the awarding may be considered for this award unless they are otherwise restricted by this policy and procedure or the Bylaws. Any individual who has Alumni status because they were enrolled for at least one (1) term and received honorable dismissal from W&M but did not receive an earned degree from W&M are not eligible to receive the Alumni Medallion unless the Board in its discretion determines there are extenuating circumstances.
2. Honorary Alumni, individuals holding honorary degrees (who are not otherwise defined as an Alumni) or associate membership in the WMAA (as defined in the Bylaws) are not eligible to receive the Alumni Medallion.
3. A person who is a Director at the time the Board votes to confer the Alumni Medallion (for this policy and procedure, "Current Board Member") and/or the domestic partner of a Current Board Member is not eligible to receive the Alumni Medallion. If a non-domestic partner relative of a Current Board Member is nominated, the Current Board Member will recuse himself from this award process for as long as the nomination is in effect.
4. A person who is currently employed by the University or has been employed by the University within three (3) years of the nomination is not eligible to receive the Alumni Medallion.

5. This award generally shall not be given posthumously, unless the recipient was notified they were receiving the Alumni Medallion and died prior to the presentation of same.
6. The deadline (the "Alumni Medallion Deadline") for submission of nominations shall be April 1 of each year.
7. A call for nominations from the general Alumni body will be published in the *William & Mary Alumni Magazine* and/or other WMAA digital media at least 45 days prior to the Alumni Medallion Deadline. The Chief Executive Officer and representatives of the Board shall also seek nominations from individuals within the administration and academic units of W&M as well as individuals serving on other boards, councils or foundations associated with William & Mary.
8. Nominations shall be submitted through the designated web form as determined by the Executive Committee (the "WMAA Alumni Medallion Nomination Form"). Nominations will not be considered unless they are submitted complete and on the WMAA Alumni Medallion Nomination Form by the Alumni Medallion Deadline. The WMAA Alumni Medallion Nomination Form link may be found on the WMAA website. If requested, a Director may meet with a nominator to review the WMAA Alumni Medallion Nomination Form. The Alumni Engagement Staff shall periodically review the WMAA Alumni Medallion Nomination Form and recommend changes as necessary.
9. Upon receipt of each WMAA Alumni Medallion Nomination Form, the Chief Executive Officer shall verify the eligibility of the nominee and seek additional background information from Alumni Records in University Advancement as necessary. Additional supporting documents may be requested from appropriate academic units, University offices and, when appropriate, employers or organizations. The Chief Executive Officer will forward all eligible nominations (for this policy and procedure, individually, the "Nomination" and collectively, the "Nominations") to the Executive Committee.
10. The Executive Committee of the WMAA will prescreen the Nominations to determine a list of no more than 10 eligible Nominations to forward to the Board for review. For each Nomination, the Executive Committee may elect to: (a) advance the Nomination for Board consideration (the "Finalists"); (b) redirect the Nomination for consideration in the selection process for other WMAA or University awards; (c) hold the Nomination for the following year pending further investigation of credentials/background; (d) decline to consider the Nomination based on (i) eligibility, (ii) inadequacy or incompleteness, (iii) absence of qualifying attributes, (iv) insufficiency and/or supporting materials, or (v) inability to verify essential qualifications.
11. Prior to the Board meeting following the Alumni Medallion Deadline of each year, the Alumni Medallion Nomination Form for all Finalists and supporting materials considered by the Executive Committee will be sent to the Board by the Chief Executive Officer.

12. At said Board meeting, the President shall call for discussion on the Finalists. Following discussion, each Director shall submit a rank-ordered list of the Finalists (with 1 being the best candidate and 2 being the second best and so on). The Secretary shall compile the results and produce a final list of the top four (4) ranked candidates (the "Top Four") whose order was determined by the sums of the rankings. In the event of a tie affecting the fourth-place candidate in the Top Four, the Board shall first have a run-off vote between the tied candidates to determine who will be included in the Top Four. The run-off candidate receiving the majority vote of the Directors present will be included in the Top Four.
13. Following any further discussion, the President of the WMAA will call for a ballot confirmation vote on the Top Four. On the final confirmation vote, each Director may vote for zero to four candidates. For a candidate in the Top Four to be selected as an Alumni Medallion recipient, they must receive two thirds of the votes of all Directors present.
14. Until the President of the WMAA has formally notified each recipient in writing, by personal visit or telephone, the final selection is to be held in confidence by the Board. This notification should take place within 21 days following the final vote on the Top Four. Once appropriate notification is made, Directors may wish to extend their congratulations but are not free to release the selection for publication or general dissemination. This permits the WMAA to announce the recipients in the *William & Mary Alumni Magazine* and/or in press releases.
15. The Chief Executive Officer is charged by the Board with providing additional information to each recipient as appropriate.
16. If there are no qualifying candidates, then it is acceptable to have a year with no recipients of the Alumni Medallion Award.
17. Nominations determined qualified and considered, but not acted upon for three consecutive years, will be withdrawn unless a new nomination is submitted.