



CAPE Recognition Awards Policy

Objective

This policy will establish and outline the criteria for CAPE's Recognition Awards.

Purpose

This policy is to establish an avenue to recognize the important work and achievements of CAPE volunteers, CAPE members, CAPE staff and other individuals who have made significant or outstanding contributions to CAPE.

Background

CAPE relies on volunteers within its membership to provide a variety of service to the organization. Volunteerism is, and will continue to be, an integral part of the structure and operation of the Association.

At the national level, CAPE is governed by the NEC. Other than the President, all NEC members are volunteers. At the local level, the members of Local Executive Committees, stewards and representatives on union-management committees are all volunteers. Additionally, volunteers in Locals work closely from time to time with the Association's Labour Relations Officers to resolve conflict and address challenges in the workplace.

AWARDS POLICY

Categories

CAPE's recognition and appreciation awards are formal, timely and flexible in nature. There are three award categories:

- i. the CAPE Vanguard Award – This award is open to all current and retired CAPE members in good standing who have made a significant contribution to the advancement of the Association;
- ii. the CAPE Local President's Award – This award is open to all current and retired CAPE members in good standing who have made a significant contribution to the advancement of their local; and

- iii. the CAPE Pillar Award – This award is open to any non-members, including CAPE employees, who have made a significant contribution to the advancement of the Association.

Awards

All three award categories entail no monetary compensation. The awards are as follows:

- i. CAPE Vanguard Award recipients will receive a framed certificate;
- ii. CAPE Local President's Award recipients will receive a plaque; and
- iii. CAPE Pillar Award recipients will receive a framed certificate.

Criteria

Recipients of the CAPE Vanguard Award, the CAPE Local President's Award and the CAPE Pillar Award are selected on the basis of merit, taking into consideration one or more of the following criteria:

- i. Quality of service provided to members at the national, regional or local level;
- ii. Quality of service provided to Canadians at the national or international, regional or local level, as recognized by the member's department or agency;
- iii. Contribution leading to a tangible improvement in how CAPE or one of its locals serves its members;
- iv. Action leading to an effective increase in member participation in the activities, meetings, annual general meetings and other CAPE operations;
- v. Recommendations, efforts or initiatives leading to an improvement in labour-management relations;
- vi. Contribution or actions leading to an enhancement of CAPE's image or profile; and
- vii. Long-time active service on behalf of CAPE or one of its locals.

Selection Process

1. CAPE Vanguard Award recipients are selected as follows:

- i. On or before April 1st of each year, a call for nominations will be sent to all CAPE Locals as well as being posted on the CAPE website. Any CAPE member in good standing may nominate another member. Members cannot nominate themselves.

- ii. Nominations will be accepted throughout any year, but must be submitted by May 31st for consideration for that calendar year's awards process.
- iii. Nominators must fill out a nomination form and include a short biography of the nominee and how the nominee meets the selection criteria, then submit these documents to the [Chair of CAPE's Communications Committee](#).
- iv. The Communications Committee acknowledge receipt of all nominations.
- v. The Communications Committee will review and assess the nominations based on the criteria outlined above during its June meeting and will recommend a maximum of 5 nominations to the NEC for consideration.
- vi. The names will be submitted to the NEC for review and discussion at the next NEC meeting. The NEC will approve up to a maximum of 2 recipients for the award.
- vii. The President of the Association will notify the Award recipients.
- viii. Members of the NEC or the Communications Committee who have been nominated must abstain from voting on their own nomination.

2. CAPE Local President's Award recipients are selected as follows:

- i. On or before April 1st of each year, a call for nominations will be sent to all CAPE Locals as well as being posted on the CAPE website. Any CAPE member in good standing may nominate another member. Members cannot nominate themselves.
- ii. Nominations will be accepted throughout the year, but must be submitted by May 31st for consideration for that calendar year's awards process.
- iii. Nominators must fill out a nomination form and include a short biography of the nominee and how the nominee meets the selection criteria, and then submit these documents to the [Chair of CAPE's Communications Committee](#).
- iv. The Communications Committee acknowledge receipt of all nominations.
- v. The Communications Committee will review and assess the nominations based on the criteria outlined above during its June meeting and will recommend a maximum of 5 nominations to the NEC for consideration.
- vi. The names will be submitted to the NEC for review and discussion at the next NEC meeting. The NEC will approve up to a maximum of 2 recipients for the award.
- vii. The President of the Association will notify the Award recipients, as well as the recipient's Local President.
- viii. Members of the NEC or the Communications Committee who have been nominated must abstain from voting on their own nomination.

3. CAPE Pillar Awards recipients are selected as follows:

- i. At any time during the calendar year, any CAPE member in good standing may nominate someone to receive the CAPE pillar Award.
- ii. Nominations will be accepted and considered throughout the calendar year.
- iii. Nominators must fill out a nomination form and include a short biography of the nominee and how the nominee meets the selection criteria, then submit these documents to the [Chair of CAPE's Communications Committee](#).
- iv. The Communications Committee acknowledge receipt of all nominations.
- v. The Communications Committee Chair will review and assess the nominations based on the criteria outlined to ensure they are completed correctly and submit the documentation to the NEC for review and consideration. A two thirds in favour vote of the NEC is required to approve the nomination to receive the award.

Presentation of Awards

The CAPE Vanguard Awards will be presented by the National President during one of the following events;

- i. CAPE's AGM;
- ii. A retirement celebration for the recipient or other special activity organized on behalf of the recipient(s); and
- iii. A special function organized by CAPE.

The CAPE Local President's Award will be presented by the President of the Association during one of the events;

- i. The nominees' respective Local AGM;
- ii. CAPE's AGM;
- iii. A retirement celebration for the recipient or other special activity organized on behalf of the recipient(s); and
- iv. A special function organized by CAPE.

The CAPE Pillar Award will be presented by the President of the Association during one of the following events;

- i. CAPE's AGM;
- ii. A retirement celebration for the recipient or other special activity organized on behalf of the recipient(s); and
- iii. A special function organized by CAPE.

Cost of Awards

The funds related to the bestowing of the awards are included in the CAPE budget.

Policy Review

This policy shall be reviewed by the Communications Committee every five years. Following the review, the Communications Committee Chair will recommend any changes that are deemed necessary to the NEC for approval.