



MANUAL
of
ESTABLISHED POLICIES AND PRACTICES
of the
AFS BOARD OF AWARDS

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Procedures, adopted January 1949, revised February 1963 and October 1991, governing the selection of individuals to be recognized by the American Foundry Society for noteworthy service rendered and contributions made on behalf of the castings industry.

AMERICAN FOUNDRY SOCIETY
1695 Penny Lane
Schaumburg, IL 60173-4555

AMERICAN FOUNDRY SOCIETY
AWARDS TO THE CASTING INDUSTRY

THE BOARD OF AWARDS

All AFS awards and award funds are administered by the Board of Awards under provisions of the Society's bylaws Articles XIII and XIV. The following points govern AFS award procedures:

1. The cost of all AFS awards is to be defrayed from such funds as the Board of Directors may determine and/or accept: e.g., surplus, AFS operating funds, endowments, donations, trusts, bequests, etc.
2. The Board of Awards consists of the last five living AFS past presidents available and willing to serve. The body thus is self-perpetuating. If one of the "last five" dies, the sixth continues to serve.
In the event of continued illness or similar incapacitation, the other four incumbent members shall determine whether the phrase "available and willing to serve" shall be applied and the sixth past president invited to serve again. Unavoidable absence on business or otherwise shall be insufficient cause for such invitation.
3. The senior past president (in point of service) able and willing to serve shall be the chairman. If unable to preside due to unavoidable absence, the past president next in line will act as chairman. In the event of death of the senior past president, the next prior past president invited to serve will again act as chairman.
4. All new awards proffered in the name of AFS shall be recommended by the Board of Awards, subject to approval by the Board of Directors.
5. All awards are funded through general AFS revenue.
6. Procedures and deliberations of the Board of Awards are to be governed by an official Awards Manual, approved by the Board of Awards and the Board of Directors.
A permanent AFS Board of Awards was established by the Board of Directors in 1922 and made the custodian of award funds. The Board of Awards in 1923 commissioned Frederick C. Hibbard of Chicago to produce the accepted designs for the Seaman, Penton, Whiting and McFadden medals. These designs were copyrighted by AFS in March 1924.

THE AFS MEDAL AWARDS

Of the six AFS Gold Medal awards available, four were established in 1920 (McFadden, Penton, Seaman and Whiting); the fifth (Simpson) in 1945; and the sixth (Pangborn) in 1954. All six were established by endowments of \$5,000 each, the accrued funds from which are available for the awarding of Gold Medals. The six medals and their donors are as follows, in chronological order of acceptance:

1. **Joseph S. Seaman Medal** - by Joseph S. Seaman, then president, Seaman-Sleeth Co., Pittsburgh, Pennsylvania; AFS president 1899-1900
2. **John A. Penton Medal** - by John A. Penton, then president, Penton Publishing Co., Cleveland, Ohio; AFS secretary 1896-1900.
3. **John H. Whiting Medal** - by John H. Whiting, then president, Whiting Foundry Equipment Co. (now Whiting Corp.), Harvey, Illinois.
4. **Wm. H. McFadden Medal** - by William H. McFadden, then vice president, Mackintosh-Hemphill Co., Pittsburgh, Pennsylvania; AFS president 1906-07.
5. **Peter L. Simpson Medal** - by Herbert S. Simpson, then president, Simpson Technologies Corporation (f/k/a National Engineering Co.,) Chicago, Illinois, AFS president 1941-42.
6. **Thomas W. Pangborn Medal** - by Thomas W. Pangborn, then president, and John W. Pangborn, then vice president, Pangborn Corp., Hagerstown, Maryland. Thomas W Pangborn served as AFS director 1923-1926

AFS Awards Policy - Since 1952 the following board-approved policy of AFS has been in existence:

“It shall be a policy of the Society to limit the number of AFS Gold Medal award endowments to a total of six; and it is a policy of the Society to bestow not more than three Gold Medals to worthy individuals in any one year.”

DEEDS OF GIFT

Text of the deeds of gift by which AFS has accepted the medal award endowments, signed by each of the donors and by the then president and CEO of AFS, contains the following provisions:

“IN CONSIDERATION of the fact that the donor is interested in promoting the progress and development of the arts and sciences practices and applied by manufacturers in the production of metal castings, and in further consideration of his or her desire to encourage and stimulate meritorious effort in the industry of making metal castings, he or she does by these presents give, grant, set and deliver over and unto the Association, its successors and assigns, forever, the sum of \$5,000 to be known as the (donor’s name) Fund, upon the following terms and conditions:

“The Board of Awards of the said Society shall control the disposition of the said fund, together with the income there from, subject to the terms and conditions herein set forth. The Board of Awards shall invest, and in their discretion reinvest the said fund, in securities of the kind and quality designated by the laws of the State of Illinois for the investment of trust funds. In the event that the Board of Awards shall cease to perform its duty hereunder, or shall cease to function, then the disposition of the said fund shall be governed by the directors of the Society instead of the Board of Awards, but under the same terms and conditions as are herein provided.

“It is the desire of the donor that an award, prize, medal or scholarship shall be conferred each year, if feasible, upon some person who shall, by his or her individual effort, have achieved very noteworthy results toward the attainment of those objects for which the Society was formed. The Board of Awards, or if they shall have ceased to act, then the Board of Directors, shall decide when an achievement is worthy of recognition. (See also “Types of Achievement Recognized.”)

“The name of the donor shall be used in connection with the use of the award funds. If the amount of income derived from said and similar sums of money shall exceed the amounts used for prizes or awards, then such surplus income shall be used for any or all of the following purposes:

1. To defray expenses in securing dies for medals, engrossed certificates and for similar purposes, in connection with making awards;
2. To conduct research work which will promote the objective of the Society;
3. To engage the services of such persons as may be selected by the Board of Awards to expound technical subjects in which the Society is interested at its Annual Convention and at the Foundry Executive Management Conference.

“Should the American Foundry Society be dissolved, the said gift of \$5,000, or the securities in which the said sum has been invested, together with any unexpected income there from, shall revert as a resulting trust to the donor, his heirs, executors, administrations or assigns.”

TYPES OF ACHIEVEMENT RECOGNIZED

All six deeds of gift provide that the Board of Awards shall decide when an achievement is worthy of recognition. For all practical purposes, all six awards are interchangeable insofar as their awarding is concerned, and it is the intent of the Board of Directors that they shall be so.

The list of medal awards already made, and the bases on which medalists have been selected, indicates that recognition has been given for rather broad reasons and accomplishments. No precise boundaries govern the deliberations of the Board of Awards. Nevertheless, it may be well to set down the original intent of the donors who made the award funds possible:

Joseph S. Seaman – Mr. Seaman has “long desired to do something to encourage young men and women in the foundry industry and to stimulate them in research in foundry problems.” Suggested: “For a paper presented, for some development of a process or invention of a mechanical device.”

John A. Penton – Suggested: “For the most noteworthy contribution along the line of electric furnace practice in the melting of ferrous and nonferrous metals.”

John H. Whiting – Suggested: “For the most noteworthy contribution in the melting of metals in the cupola or air furnace.”

Wm. H. McFadden – Funds to be used “in a similar manner” to the other contributions already made.

Peter L. Simpson – Deed of gift states: “The award shall be conferred in recognition of any one of the following: (a) Annual Lecture, the primary object; (b) preparation of material of a nature to promote public esteem of the foundry industry; (c) other achievements of service or a nature reflecting credit upon the foundry industry.”

Thomas W. Pangborn – Desire of donor that “whenever possible, recognition be given within and for the field of foundry education.”

GUIDING PRINCIPLES OF THE AFS BOARD OF AWARDS

GENERAL (for all awards)

1. It shall be a guiding principle of the Board of Awards to honor men and women so as to encourage and inspire them to greater achievement within the fundamental objectives of the Society. To this end, it is desirable that younger men and women be considered for awards from time to time.
2. It is the duty of the Board of Awards to search for those deserving of unusual recognition by reason of their activity and for accomplishments in the field of cast metals, and to make proper selections during the lifetime of those to be honored.
3. A person duly nominated for consideration by the Board of Awards, who has been considered for three consecutive years may, on motion, be removed from the list of nominees, although he or she may be nominated subsequently for some achievement other than that for which he or she originally was nominated.
4. At the discretion of the Board of Awards, a nominee may be awarded an honor other than that for which nominated.
5. It shall not be the policy of the Board of Awards to make awards posthumously. However, where an award has been voted and the person selected dies before its official presentation, the award may be presented to the family of the deceased or to some other person designated by the Board of Awards to receive on behalf of the deceased.
6. It shall be a policy of the Board of Awards not to make Gold Medal awards to incumbent members of the Board of Awards.

7. All actions of the Board of Awards shall be subject to approval by the Board of Directors of the Society.
8. The Board of Awards shall be the sole body to consider and determine what additional honors or awards shall be accepted and bestowed by the Society, and shall draft terms for all endowments, grants or deeds of gift awarded or bestowed for such purposes. To this end, the Board of Awards shall recommend, for approval by the Board of Directors of the Society, policies to be followed in establishing additional awards and honors, and shall determine under what conditions they shall be accepted and administered.
9. All deliberations of the Board of Awards, and all data and decisions concerning the nomination of candidates not accorded AFS awards, shall be considered and held strictly confidential by all members of successive Boards of Awards and the AFS CEO.
10. In making awards, the Board of Awards shall consider and weigh, at its own discretion, all forms of national recognitions already granted by the Society to candidates under consideration, including Gold Medals, Awards of Scientific Merit, Service Citations, Honorary Life Memberships, election as national officers and/or directors, etc. The intent is to “spread the honors” as broadly as possible, consistent with the merits of each individual being considered.
11. All recipients of the following Society awards and recognitions shall be considered members of the “AFS Alumni Group” and so recorded by the AFS CEO: recipients of Gold Medals, Awards of Scientific Merit, Service Citations, Honorary Life Memberships, national officers and directors, trustees of the Cast Metals Institute and trustees of the AFS Retirement Fund. (Note: Service Life Members as such shall not be considered members of the Alumni Group).

GOLD MEDAL AWARDS

1. It is desirable and advisable to avoid the awarding of more than one medal of the Society to a single individual. The provisions of Section 10 under “Guiding Principles-General” above also should be considered.
2. Medal awards may be made to either members or nonmembers of the Society and to citizens of countries other than the United States. It is the intent, however, that medal awards should be bestowed for particularly distinguished contributions within and on behalf of the castings industry and/or the Society.
3. Whenever possible, and at its own discretion, the Board of Awards shall endeavor to maintain a fairly equal frequency distribution between the several Gold Medals of the Society. Lists of past award recipients are maintained on the AFS website.
4. It shall be a policy of the Society to limit the awarding of Gold Medals to a maximum of three in any one year. Under special circumstances, as in the event of an International Foundry Congress year in the United States, the Board of Awards may recommend the awarding of more than three medals.
5. The following resolution shall govern deliberations of the Board of Awards, subject to acceptance by each successive Board of Awards:

Resolved, that no candidate considered by the (year) Board of Awards shall receive a Gold Medal award if a member of the candidate's company is serving as incumbent on the current Board of Awards.

AWARDS OF SCIENTIFIC MERIT

Proposed by the Board of Awards and approved by the Board of Directors in 1956, to provide additional means of recognizing outstanding accomplishments, particularly during early stages of process developments. The first Awards of Scientific Merit were presented at the 1957 Casting Congress in Cincinnati, Ohio.

It was recognized that AFS Gold Medals customarily have been given for outstanding accomplishments over a period of years. Another form of award was felt desirable in view of the many new foundry developments which, even in new and still largely untried stages of development, might warrant Society recognition and further encouragement.

All costs associated with these awards are assumed by the Society including Scientific Merit plaques. Guiding Principles for making these awards shall be as follows:

1. Awards of Scientific Merit shall be governed by the General Guiding Principles shown on pages 5-6.
2. An Award of Scientific Merit is intended exclusively as a technical citation, to recognize, for example, outstanding technical papers, meritorious technical contributions or services and development of a new casting process, production method or engineering advancement having "future possibilities."
3. It is a policy of the Society to limit Awards of Scientific Merit to a maximum of three in any one year.
4. An Award of Scientific Merit shall in no way bar a recipient from later consideration by the Board of Awards for a Gold Medal if, in the judgment of the Board of Awards, extended accomplishments of the recipient so warrant.
5. An Award of Scientific Merit shall not necessarily bar a recipient from later consideration by the Board of Awards for a Service Citation if, in the judgment of the Board of Awards, the circumstances warrant.

SERVICE CITATIONS

Proposed by the Board of Awards and approved by the Board of Directors in 1956 to provide a means for recognizing outstanding services to the Society of a nontechnical nature. The first Service Citations were presented at the 1957 Casting Congress in Cincinnati, Ohio.

Prior to 1957, such services frequently were recognized by the awarding of Honorary Life Memberships. Approval of the Service Citation award was accompanied by definite limitations on the awarding of Honorary Life Membership (see "Honorary Life Membership" below).

All costs associated with Service Citation Awards are assumed by the Society, including suitable plaques. Guiding Principles for making these awards are as follows:

1. Service Citation awards shall be governed by the same General Guiding Principles shown on pages 5-6.
2. A Service Citation is intended exclusively as recognition for outstanding general service, of a primarily nontechnical nature, to AFS and the castings industry.
3. It is a policy of the Society to limit Service Citations to a maximum of three in any one year.
4. A Service Citation award shall not bar a recipient from later consideration by the Board of Awards for one of the other AFS awards if, in the judgment of the Board of Awards, further accomplishments of the recipient so warrant.

HONORARY LIFE MEMBERSHIP

Honorary Life Membership in the Society can be granted only on recommendation of the Board of Awards, approved by the Board of Directors.

Prior to 1957, Honorary Life Memberships were awarded “for long and continuous service to the Society, or for noteworthy service to the castings industry or the general public, or for a specific type of industrial leadership.” When the AFS Service Citation award was established in 1956, the policy regarding Honorary Life Membership was materially altered and restricted.

All costs associated with Honorary Life Memberships are assumed by the Society, including suitable certificates. Guiding Principles for this recognition/award are as follows:

1. It is a policy of the Society to limit the granting of Honorary Life Memberships in AFS to the following only:
 - (a) Recipients of AFS Gold Medals.
 - (b) Charles Edgar Hoyt Memorial Lecturers.
 - (c) The retiring president of the Society on completion of their term of office as president.
2. Gold medalists who receive Honorary Life Membership shall be considered, in respect to other later awards, in accordance with the Guiding Principles governing Gold Medal awards (pages 5-6).
3. The granting of Honorary Life Membership to Hoyt Lecturers and Society presidents shall have no relation to consideration for other awards of the Society.
4. In the event a Hoyt Lecturer may already be an Honorary Life Member, as a gold medalist or past president, a suitable gift or emolument will be provided instead and presented at the conclusion of the Lecture. Presentation will be made by the Society president and chairman of the Annual Lecture Committee.

5. Presentation of Honorary Life Membership to the retiring president of AFS shall be accompanied by an appropriate certificate and a special "President's Plaque" or similar token of the office.
6. Honorary Life Membership may be granted only on recommendation of the Board of Awards, approved by the Board of Directors, as prescribed in the AFS bylaws. Privileges of Honorary Life Members shall be as stated in the bylaws, Article III, Section 2.

With the merger of the American Cast Metals Association into the American Foundry Society, effective January 1, 1991, awards previously presented by ACMA and its predecessors each year at the annual meeting, recognizing people in the metalcasting industry, will be continued by AFS. The following awards will be awarded and presented at the President's Banquet during the Foundry Leadership Summit each year:

Wm. J. Grede Award – This award, in recognition of William J. Grede, was established in 1970 and is given for major contributions in the fields of management, marketing or education which have resulted in expanding the effective use of metal castings.

James P. Keating Founders' Freedom Award – This award is named in honor of James P. Keating, Neenah Foundry Co., and is given for significant contributions to the foundry industry in the fields of government affairs, human resource management, safety and health or education.

AWARD NOMINATIONS

1. All nominations for AFS awards shall be treated in accordance with the provisions of this manual, designed to aid those officers and committees of the Society in discharging their duties and obligations connected with the awarding of Society honors.
2. Nominations for recipients of awards of the Society, unless otherwise specified, may be made by:
 - (a) Members of the Board of Awards, present or past (past AFS presidents).
 - (b) Prior Gold Medalists.
 - (c) An member of the Society, except student members.
3. It is not the intent of the Board of Awards that an individual member of the Board of Directors, a division or committee of the Society personally submit nominations on behalf of such group. It is permissible that they may submit nominations as individuals, provided it is clear that they are acting as individuals and not in any official capacity.
4. Nominations received from other sources not named in Section 2 above will be referred by the secretary of the Board of Awards to the appropriate committee of the Society for consideration and nomination.

5. Nominations by any official group of the Society named in Section 2 above are to be officially and formally presented as provided in this manual.
6. Nominations and letters of support may be submitted electronically; however, letters of support that are emailed to the AFS CEO of the board of awards must be submitted on company letterhead and attached to the email.
7. Nominations shall be accepted and received on a schedule allowing the Board of Awards of the Society sufficient time for consideration. Nominations received after announced deadline dates may be considered at the discretion of the Board of Awards, and all such nominations not considered shall be placed on the docket for the following year.
8. Any nominations to receive consideration by the Board of Awards must be supported by:
 - (a) Full statement of the background, experience and notable contribution of the nominee.
 - (b) Explicit statement of the basic reasons for making the nomination and why the nominee is believed eligible for honoring.
 - (c) Other information and references as may aid the Board of Awards in considering the nomination.
9. Whenever possible, the AFS CEO shall endeavor to obtain all nominations of candidates on the "Official Nomination of Award Candidate" form attached to this manual (Attachment "A").

METHOD OF MAKING AWARDS

1. Meetings of the Board of Awards, for the consideration of nominations and the awarding of honors, shall be held at a time and place determined by the chairman, but in any event shall be held at least 90 days prior to the Annual Business Meeting of the Society.
2. In the absence of the chairman, the members of the Board of Awards in attendance shall designate a chairman. Three members of the Board of Awards shall constitute a quorum.
3. In considering nominations, the Board of Awards shall consider all nominations properly submitted before deciding on any preferred candidates for any awards.
4. In drafting the Citation for an award, the Board of Awards shall exercise care to clearly state the specific reason for which the award is made. Where an award is made for work in a particular field or activity, the Citation should clearly so specify. If requested, the AFS CEO will prepare Citations for all awards, subject to approval by the chairman.
5. It shall be the duty of the Board of Awards, before concluding the annual deliberations on awards and recipients thereof, to also include in its decisions formal motions on the following:
 - (a) Number of each type of award to be given.
 - (b) Recipients of awards.
 - (c) In the case of medal awards, the specific Gold Medal designated for each recipient.

- (d) Manner and time of notification of each award recipient; all notifications to be made only in the name of the Board of Awards.
 - (e) Procedure for approval of award recommendations by the Board of Directors.
 - (f) Procedure for approval of minutes of the Board of Awards meeting.
 - (g) Coding and/or recoding of all candidates considered, for guidance of the following Board of Awards. (See Appendix “B” attached to this manual).
 - (h) Recommendations for amending provisions of the official Awards Manual.
6. Unless otherwise directed by the Board of Awards, all presentations of AFS awards shall be made by the incumbent chairman of the Board of Awards as follows:

Awards of Scientific Merit and Service Citations – Annual Business Meeting

Gold Medals – Annual Banquet

Honorary Life Membership to the Hoyt Lecturer – Annual Business Meeting

Honorary Life Memberships to retiring president and gold medalists – Annual Banquet

Wm. J. Grede Award – Foundry Leadership Summit

James P. Keating Founders’ Freedom Award – Foundry Leadership Summit

Note: Service Life Memberships are not presented at the Casting Congress.

MINUTES AND RECORDS

The AFS CEO shall be designated by the chairman and shall be required to prepare, maintain and preserve all records pertaining to procedures and deliberations of the Board of Awards. Duties of the AFS CEO shall be as the Board of Awards may direct, including the following:

1. **Notices** – The AFS CEO shall issue a “Call for Nominations” in May, or following the Casting Congress, simultaneously to members of the Board of Awards, present and past, incumbent officers and directors of the Society, the chairman and vice chairman of each technical and management division and general interest committee, and past gold medalists. The Official Nomination Form shall accompany all such notices.
2. **Agenda** – At least 15 days prior to the meeting of the Board of Awards, the AFS CEO shall prepare and send to each member of the Board of Awards an agenda containing a complete list of all Active and Inactive candidates of record, a list of candidates nominated in the current year, together with data received from persons making nominations, a list of previous award recipients, the frequency of awarding each type of AFS award and the award funds available for use.
3. **Records** – The AFS CEO shall maintain confidentially complete, accurate and up-to-date records of each award, its specifications, funds available, recipients of each award and current lists of all Active and Inactive candidates in accordance with a “coding” method approved by the Board of Awards. Such lists shall be reviewed and revised annually by the Board of Awards in session, in conformity with the Guiding Principles in this manual.

4. **General** – In addition to specific duties named, the AFS CEO shall, with approval of the Board of Awards, promote appreciation of the importance and significance of the Society’s awards, distribute copies of this manual as provided herein, supervise arrangements for the presentation of awards, revise this manual from time to time and encourage the establishment of additional honors.

SERVICE LIFE MEMBERSHIPS

For purposes of clarification and guidance only – Service Life memberships in AFS were established in 1957 and are governed by the following rules:

1. Persons who have held memberships in the Society for 25 or more consecutive years and are **completely retired** from active work in the castings industry are entitled to Service Life membership automatically.
2. Following retirement, continuing activity in the casting industry as a “foundry consultant” or as a representative of a firm supplying the industry disqualifies a member from Service Life membership until such activity has ceased permanently.
3. It is the joint obligation of the AFS chapter, the central office staff, interested members or the person eligible to “nominate” a member for Service Life membership by writing the AFS CEO,. If, on investigation by the AFS CEO, the necessary qualifications have been met, Service Life will be granted immediately.
4. It is the duty of the AFS CEO to notify the appropriate chapter when Service Life membership is authenticated so that the membership card can be presented personally at a chapter meeting, as a part of the recognition.
5. The Board of Awards is not required to process, investigate or recommend Service Life membership, and such memberships are not to be presented at the annual Casting Congress.
6. The granting of any other award of the Society shall have no bearing on eligibility (or lack of same) for Service Life membership.

Attachment A



OFFICIAL NOMINATION OF AWARD CANDIDATE

**For Recognition
By the
Board of Awards**

Secretary of the AFS Board of Awards
1695 N. Penny Ln., Schaumburg, IL 60173

We submit herewith, for consideration by the AFS Board of Awards, the following nomination of a candidate whom we sincerely believe to be fully entitled to recognition by the Society.

Nomination of Candidate

1. Candidate's Name

Present Title

Present Company

Company Address

Date of Birth

Place of Birth

2. Educational background

(Colleges, Universities, Technical Schools, dates, degrees-list all with years attended):

3. Service in metalcasting industry

(Companies employed, positions held, years in each position:

4. Personal developments in metalcasting field

(e.g. Research findings, new methods developed, inventions, other outstanding, unusual or valuable personal accomplishments important to granting of AFS recognition-be specific):

5. Service on AFS committees

(Give Specific Groups, Divisions and Committees, dates served, titles held-list all):

6. Technical papers presented at AFS meetings

(State whether at a Casting Congress, Regional Conference, Chapter meeting, etc. – give years-list all):

7. Technical papers presented at other technical societies

(State name of Society, type of meeting, year presented – list all):

8. Technical articles published in trade press

(Name of publication, month and year of issue-list all):

9. AFS chapter activities

(Chairman, Director, Committee Chairman, etc. – list all):

10 . Specific AFS award for which candidate is being nominated

(Gold Medal, Award of Scientific Merit, Service Citation – if no specific award, so state):

11. Explicit reasons for making this nomination

(Must be provided)

12. Important

How would you write (25 to 35 words max.) a SPECIFIC CITATION describing accomplishments of this candidate and his contributions to (a) the Metalcasting Industry in general, (b) a specific branch or field of cast metals, and/or (c) the Society's work:

13. Nomination submitted by:

(Must be signed personally by at least 5 persons familiar with the candidate's qualifications. If nomination is submitted as an official action of an AFS body of committee, signatures below MUST SO STATE; if not an official group action, signatures MUST state "Personal Nomination.")

Name _____ **Date** _____

1. _____

2. _____

3. _____

4. _____

5. _____

Submitted by (signed) _____

Company _____

(If official action)-AFS Body _____

Date _____

ATTACHMENT "B"

Classification and/or reclassification of all candidates considered, for guidance of future Boards of Awards, shall be in accordance with the following coding:

Code "A" (Active List) – Candidates nominated in current year.

Code "B" (Active List) – Candidates considered in immediately prior year and deferred for current year consideration.

Code "C" (Active List) – Recipients of Awards of Scientific Merit or Service Citations, eligible for continuous consideration on the basis of newly cited achievements.

Code "D" (Inactive List) – Recipients of Gold Medals, "inactive" for further consideration unless new achievements cited.

Code "E" (Inactive List) – Candidates classified by the Board of Awards as "inactive" until such time as new or additional achievements are cited.

In the event a candidate formerly classified as B, C, D or E is newly nominated in a current year, such candidate shall automatically be presented to the Board of Awards as an "A" candidate that year.

June 2019