****DRAFT RULES AND REGULATIONS FOR PROPOSED SCHWARTZ AWARD****

The Schwartz Award for Excellence in Mentoring and Education will be considered annually in accordance with the bylaws of the Society. The award will be made to an individual (no multiple or group awardees) in recognition of distinguished personal service to the hydrogeology profession and to the Hydrogeology Division with respects to mentoring and education.

a. Selection Committee. The nominees for the award will be selected by a committee appointed by the chair of the Division. The committee will consist of three voting affiliates, each with a tenure of three years. Members will have overlapping terms to provide continuity to the committee. One member will be appointed each year (except for the first two years of the establishment of this award). Normally the third-year member will be the chair. If possible, at least two of the members should be past recipients of the award.

b. Frequency. The award generally will be made annually, but in any particular year may be withheld if no recipient is selected. The award will be presented at the annual awards ceremony of the Division.

c. Qualifications. The award is based on a history of sustained creditable service to the hydrogeology profession and to the Hydrogeology Division. The recipient must be a member of the Hydrogeology Division. The award may not be given to a prior recipient. Members of the selection committee shall not be eligible for the award during their tenure on the selection committee.

d. The Award. The award will include a purposely fabricated medal inscribed with the name of the recipient, the name of the award, and the name of the Division, in a design deemed suitable by the Division chair, and will include the words “Schwartz Award for Excellence in Mentoring and Education”. A brochure will be printed that describes the nature and purpose of the award and will include a brief biography of the recipient.

e. Selection Procedure. Nominations for the award will be made in accordance with the following procedures:

1. A list of past award recipients is available on the Division’s website. Information on nomination format and deadlines will be posted on the Division website no later than December 15, and Division members will be alerted to the availability of the web information by email or the Connected Community.

2. By February 1, any member of the Division who wishes to nominate candidates shall send to the gsa.hydro.nominations@gmail.com email the names of an individual.

3. By February 15, the secretary of the Division shall send to each member of the committee, and to any other members of the Division who request such material, the following items: the names and addresses of the committee members, a copy of the rules and regulations, and a copy of the Conflict-of-Interest Policy. The secretary shall also be responsible for collecting acknowledgement from each committee member that they have read and agree to the policy.
(4) The secretary of the Division shall compile a list of all nominees and shall send the list to each committee member by mail or email along with: (a) a copy of the nomination and supporting material for each candidate. The committee chair shall then instruct that each committee member send to the committee chair a ballot showing preferred ranking of all nominations under consideration. (Best nomination is ranked number 1.) or a vote for no award to be given for that year. This ballot may be submitted by mail or email, no later than April 1, to the Division chair for approval, with concurrence of the management board, after which the committee chair will forward the list to the Division secretary.

(5) The committee chair will cause the appropriate medal and brochure to be prepared and will make arrangements to present the award at the annual awards ceremony of the Division. The Division chair will send the name of each recipient to the executive director of the Society.