**NATIONAL SOJOURNERS, INC.**

**7942-R Cluny Court**

**Springfield, Virginia 22153**

 **24 JUNE 2018**

**NATIONAL CIRCULAR 9.1.3**

**Subject: Chapter of the Year Award**

Reference: (a) National By-Laws Article 9.1.2

 (b) National Regulation 9.1.2 para. 2.b.

1. PURPOSE: To establish the criteria, selection, and presentation of the Chapter of the Year Award. Chapters that excel and are motivated to be active participants in all areas of National Sojourners, Incorporated and have earned the Chapter Excellence Award are eligible to be considered for this award.
2. BACKGROUND: This award was established and first awarded at the 92nd Annual National Convention in Burlington, VT in June 2012. Its institution was based upon the institutional belief at that Convention that the success of National Sojourners depends greatly upon the Chapters and their activities in support and on behalf of the Order. Our Chapters and their activities are largely what determine the visibility of the Order to the mainstream public. The collective activities of our Chapters reflect not only upon the Chapters themselves, but also on National Sojourners, Incorporated as well.
3. PROCEDURES:
	1. A Chapter, in order to qualify for consideration for this award, must meet all of the standards established by the National President’s Chapter Excellence Award and have submitted their application for consideration for the Chapter Excellence Award.
	2. If a Chapter has submitted its application for the Chapter Excellence Award and believes it to also be a candidate for receipt of this award, it must submit a separate application to be considered for this award. A narrative detailing the specifics, those comprising the Chapter’s application for the Chapter Excellence Award, as well as those over and above those the Chapter submitted to meet the minimum requirements for receiving the Chapter Excellence Award, as well as addressing any additional standards promulgated by the National President, must be submitted with and accompany the nomination/application.
	3. The application for this award must comply with the standards of submission of other traditional awards of the Order.
	4. The nomination must be submitted through the Regional Representative and the Area Representative to National Headquarters to arrive not later than 1 May.
	5. A maximum of one Award will be made annually. Any given Chapter may not receive the Chapter of the Year Award more than once in a five-year period. Where the Incentives & Awards Committee and the National President deem that the standards of the award have not been met for this Sojourner Year, the Award will not be presented.
4. SELECTION: The nominations for this award will be reviewed by the National Incentives & Awards Committee to ensure that the criteria and standards established for the Award are met. The National Incentives & Awards Committee will make their recommendation(s) through its Chairman, and present it (them) to the National President for approval. The National President will then make his determination of whether or not to present the award and, if so, the Chapter selected, advising the Chairman of the Incentives & Awards Committee and the National Secretary-Treasurer of his decision.
5. AWARD DESCRIPTION AND PRESENTATION:
	1. The Chapter of the Year Award shall be a distinguished and appropriately entitled plaque that is to be on display at National Headquarters. An engraved nameplate that identifies and recognizes the Chapter and the year it received the award shall be placed thereon for historical purposes.
	2. A National Award streamer for the Chapter’s flag and a National Award Certificate that cites the achievement and the year selected shall also be presented to the recipient of this award.
	3. The presentation of this award shall be at the National Convention by the National President at a time of his choosing.
	4. The National Secretary-Treasurer shall make appropriate entries in the Order’s records to annotate for posterity the award to the Chapter so selected.
6. CANCELLATION: This National Circular will expire on 9 Jun 2019, unless continued by the next National President.

ATTEST:

WILLIAM R. SANNER EDWARD W. NOLTE

National Secretary-Treasurer National President