



Chapter Compensation and Chapter Competition for Trophies and Awards Guide

2008-2009

IMA
CHAPTER COMPENSATION AND
CHAPTER COMPETITION
FOR TROPHIES AND AWARDS GUIDE
2008 - 2009

FOREWORD

The competition is directed principally toward stimulating the chapters to promote the Institute's objectives by providing a broad spectrum of activities and service to members. The three major objectives of the chapter competition are:

1. Establishing good performance standards through a constant appraisal of point values and balance of competition activities by the External Member Relations Committee.
2. Measuring actual performance against the IMA Competition standards as evidenced in the reporting activities and point awards reflected in the competition monthly standings.
3. Awarding incentives such as trophies, banners, and awards for excellence in planning, performance, and reporting of chapter activities.

Recognition of achievement will be made through the presentations of trophies, banners, and awards at the IMA Annual Conference in June as well as at chapter meetings in September, October, and November.

The competition is credited with fostering a remarkable *esprit de corps* and kinship among chapters and individual members. Historically, the competition has been considered and continues to be a sound and basic influence on the continued growth and advancement of the IMA.

Chapter officers and directors are to adhere to the standards of ethical conduct for management accountants in reporting the results of chapter operations.

**CHAPTER COMPENSATION AND CHAPTER COMPETITION
FOR TROPHIES AND AWARDS GUIDE
2007 – 2008**

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**REQUEST FOR ADDITIONAL INFORMATION SHOULD BE DIRECTED
TO MEMBER SERVICES, 1-800-638-4427,
LARA MCDAVIT, EXT. 1523 OR DENA BOTBYL, EXT. 1518.**

MINIMUM REQUIREMENTS

To be eligible for Chapter Compensation and Chapter Competition for Trophies and Awards, chapters must have met the minimum requirements reported by April of the previous IMA year.

Minimum Requirements:

Chapter Board

A chapter must have at least four (4) members on its Board of Directors, filling four positions: Chapter President, Secretary, VP of Membership and Treasurer. If the Chapter chooses to combine the Secretary and Treasurer there must still be a fourth Board Member reported. See the Chapter Operations Manual for more details. The Board must be registered with Montvale in order to receive Compensation. Registration of the Board must be done via the Elections and Appointments Form by the last business day in June.

Member Education

A chapter must sponsor, or actively co-sponsor at least four (4) hours of professional education for its members. The quality of programs is more important than the quantity. These four hours do not need to be monthly technical meetings.

Member Communication

A chapter must provide at least four (4) informational communications to its members each year. The annual roster/directory can be counted as one of those communications.

Re-qualification:

A chapter not meeting the minimum requirements for the previous year can be re-qualified under the following conditions

- 1) Once the chapter has fulfilled **all** of the minimum requirements for the year, the chapter can submit a form to Montvale, confirming that they have met all of the requirements.
- 2) When accepted by Montvale, the chapter is eligible for **Compensation** as of the first of the following month and will receive its first payment after the end of the first full month.
- 3) Payment will only be for performance as of the eligibility date. There will be no accrued payment for compensation prior to the eligibility date.
- 4) When accepted by Montvale, the chapter is eligible for **Competition** as of the first of the following month and will be included on the competition report at the end of the first full month.
- 5) **Competition** points will be total year-to-date with no penalty assessed.

COMPETITION SUMMARY

The Chapter Compensation and Chapter Competition for Trophy and Award system does not have a maximum on how many points can be earned by a chapter:

Education

Professional Education Programs ⁽¹⁾ Certification—Parts Taken Certification—Parts Passed (hours converted to points)	National Average	1,000 points
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Certification

Parts Passed Certificate Earned	National Average	300 points
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Membership Development

Membership Growth (Assumes 100% national plan)	National Average	1,000 points
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Member Services

Level of Chapter Service ⁽¹⁾	National Average	500 points
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Total Points **2,800 points**

⁽¹⁾ Submit actual documentation for points via the on-line form
All other—points automatically credited

The preferred method of reporting is via the web, but e-mail, faxes, First Class Mail and express mail will also be accepted if received by the monthly cut-off of the 20th of the month. **CPE must be input by the end of the month following the month of the event.**

No officer, director or staff member of the IMA, has the authority, under any circumstances, to extend such time limits.

Activities for which competition credit is awarded must take place during the competition year and be reported on during the competition year, May 1 – Last business day in April

Other chapter awards and requirements (manuscript, public relations, community service, IRS 990/990T) may have different deadlines. These will be covered in the section of the rules applicable to these **activities**.

CHAPTER REPORTING CALENDAR

Similar to normal reporting on the **last business day of each month**, the following reports also need to be submitted by **last business day of the month**.

Note— CPE credits must be input by the end of the month following the month of the event and must be reported by the 20th of the month in order to have it included in the compensation for the month. (I.e. a Chapter meeting is held on October 13. The CPE would need to be input by October 20 to receive compensation in Nov. or by Nov 20 to receive compensation in Dec., but must be input by December 31 to be counted toward compensation and competition.)

July

Last Day to Opt out of Chapter Competition

September

Program Book/Roster for chapter award consideration

November

Chapter Financial Report for previous fiscal year
Form 990-N or 990/990T (as required by IRS)

March

Website Updated for chapter award consideration
Chapter Board of Directors Nominations

April

Annual Transmittal Form (Level of Achievement)
Manuscripts for Lybrand Medal consideration
Public Relations Report for chapter award consideration
Community Service Report for chapter award consideration
Newsletters for chapter award consideration
Council Award of Excellence

Monday, April 20, 2009 Last Date for Membership Applications to be postmarked in order to ensure entry. (We cannot be responsible for delays of the Postal Service)

Thursday, April 26, 2009 Last Date for Membership Applications to be received via email, in Montvale by midnight in order to guarantee entry
Competition Ends the last Business day of April.

Activities for which competition credit is awarded must take place during the competition year and be reported on during the competition year, June 1, 2008 – April 30, 2009.

Activity taking place between May 1st and May 31st should be reported in the next competition year.

If a Chapter has hardship with any of the above deadlines or CPE entry, contact your Community Support Specialist for assistance.

PROFESSIONAL EDUCATION

Objective: To provide local opportunities and encourage regional and national opportunities for chapter members to maintain and enhance their knowledge and competence in management accounting and closely-related fields by participation in IMA Professional Education Programs.

Measure of Success: Equivalent CPE per chapter member.

Equivalent CPE:

Education for an equivalent CPE can be any length of time. The calculation for equivalent CPE is:

$$\frac{(\text{Total \# of Qualified Members}) \times (\text{\# of Minutes in Session})}{50 \text{ minutes}}$$

* No fractional hours, carryovers or rounding-up permitted

Programs that qualify for Equivalent CPE:

- ❖ Must be IMA-conducted, sponsored or co-sponsored with another organization (co-sponsorship requires significant involvement by IMA).
- ❖ Topic must be relevant to management accounting. (see areas of Research Practices)
- ❖ Education may be at local, regional, or national level, but does not include student chapter meetings.
- ❖ Specific examples:
 - Chapter Educational meetings of any length.
 - Professional Development (PD) programs of chapters and regional councils (including co-sponsored programs)
 - Attendance at IMA Annual Conference Education Sessions
 - Successful completion of course offerings from the Professional Learning Center (PLC)
 - Education achieved when pursuing certification (see Certification... below)
 - Participation in any educational program provided by or co-sponsored by the Montvale office of IMA, including self study programs and educational Webinars.
 - Participation in any structured CMA Review Program (class time only).
 - CMA Self-Study Courses may qualify for equivalent CPE. Hours claimed may not exceed those printed as “recommended study hours” in vendor study materials. A copy of the vendors published self study guideline will be required if supporting documentation is requested. The hours may be claimed for each part after the member has sat for the exam part. Hours should be recorded by the end of the month following the month in which the exam was taken.
 - 5 hours of equivalent CPE per part taken of the CMA (automatically recorded)
 - 30 hours of equivalent CPE Part 1-3-4 passed of the CMA (automatically recorded)
 - 40 hours of equivalent CPE Part 2 passed of the CMA (automatically recorded)

CERTIFICATION

Basic Standard

300 points (no limit)

Objective: To encourage the attainment of the CMA certification for chapter members.

Measure of Success: The number of Parts Passed of the CMA examination and the Certificates Awarded of the CMA examination.

Chapter Goal:

Each year a goal will be established based upon the National Average.

Parts Passed Goal – Total parts passed for all domestic chapters divided by total RE membership for all domestic chapters. Members-at-large are not included. This National Average will then be multiplied by each chapter's June 1st base RE membership to establish the chapter goal.

Certificates Awarded Goal – Total certificates awarded for all domestic chapters divided by total RE membership for all domestic chapters. Members-at-large are not included. This National Average will then be multiplied by each chapter's June 1st base RE membership to establish the chapter goal.

Compensation:

Parts Passed: \$15 for each Part of CMA Passed

Certificates Awarded: \$30 for each Certificate Awarded

Competition:

Parts Passed: 150 Points for Reaching Chapter Goal
1 Point per each Part Exceeding Chapter Goal

Certificates Awarded: 150 Points for Reaching Chapter Goal
3 Points for each Certificate Exceeding Chapter Goal

Other:

- ❖ Parts Passed and Certificates Awarded will count for any chapter member, regardless of membership type.
- ❖ Credit/**Compensation** is only given to chapters for their chapter members. Chapters will receive credit for Parts Passed or Certificates Awarded for Members-at-Large or Transfers-In for only those Parts Passed or Certificates Awarded AFTER they transfer into the chapter.
- ❖ The MINIMUM chapter goal for **competition** will be one (1) part passed and one (1) Certificate Awarded.
- ❖ There is no reporting requirement for Certification.
- ❖ There is no limit on the points or compensation that can be earned for Certification.

MEMBERSHIP

Basic Standard

1000 Points in 2008-09

Objective: To encourage chapters to retain their membership, to seek new members to IMA and to advance their student and associate members up to the RE membership status.

Measure of Success: To meet or exceed the National Goal of domestic, RE membership growth for the year.

Membership Changes Qualifying for Growth %:

Additions to Growth: New to IMA RE Membership
Reinstatements of Previous IMA RE Members
Change in Membership to regular member (RE)
e.g. AS to RE or ST to RE

Deductions from Growth: Terminations of RE Members
(For members transferring, to a new chapter, either by changing chapter affiliation or to Member at Large (MAL) status, if they terminate their IMA membership by the next membership renewal cycle, their termination will return to their old chapter. After one membership renewal cycle, their termination will be changed to their new chapter.)
Resignations of RE Members

Membership Changes Not Qualifying for Growth %:

Additions Not Counting: Transfers from Other Chapters & Transfers from Member-at-Large

Deductions Not Counting: Transfers to Other Chapters; Transfers to Members-at-Large; For the Current Chapter, Termination of a Transferred Member at or before the next payment cycle; Death of Member; Change to ELM status; Move to Retired Member status; Member terminated for ethics

Other:

- The membership growth will be recalculated each month and the points will not be cumulative. Therefore, **competition** points may decrease in this category as the year progresses.
- Only RE membership will qualify for the Growth Percent.
- There is no reporting requirement for Membership Growth
- There is no cap on the capability to earn **competition** points in Membership Growth

MEMBERSHIP (CON'T)

Compensation:

\$3.50 per RE member in the month of membership renewal

Annual bonus of \$75/regular member split three to one (75%/25%) to the chapter and council for each net new regular member acquired that exceeds 100% of chapter membership. This is determined comparing the ending regular membership adjusted for items listed in "Membership Changes Not Qualifying for Growth %" to the beginning regular membership.

Competition:

Membership Growth % times 1,000 Points +
20 Points per Whole Percent over National Goal—Not Rounded

National Goal: The National Goal will be established each year based on the targeted domestic growth percent of regular memberships represented in the Annual Budget approved by the Board of Directors. This will vary from year-to-year. **For the 2008-09 year, the goal is 100% Growth.**

MEMBER SERVICES

Please use the Annual Transmittal Form located on the website

Point Range

100 - 1000 Points

Objective: To encourage chapters to serve their chapter membership, community and students and to support the council and national level organizations through chapter activities.

Measure of Success: To achieve at the Superior level of performance of member services.

Compensation:

Chapters qualifying for Compensation will be guaranteed a minimum monthly payment of no less than \$25.

Competition:

Levels of Achievement: (Must be submitted by the last business day in April)

Achievement Level	Communications to Members	Education	Electives	Other
Minimum 100 Points	4	Offer 4 Hours of CPE	None	
Good 250 Points	6	Offer 8 Hours of CPE	4	Up-to-date website
Excellent 600 Points	9	Offer 12 Hours of CPE	6	Up-to-date website
Superior 1,000 Points	12	Offer 16 Hours of CPE	8	Up-to-date website

- An informational communication can be a newsletter, or a directory/roster (**electronic or hard copy**). This should include information about the organization and its members at all levels of the organization. A meeting notice does not qualify as an informational communication.
- Education is chapter sponsored or co-sponsored (with significant effort on behalf of the chapter) educational opportunities that are offered to the membership.
- A website is required for achievement of the Excellent and Superior levels. Any information such as board of directors, chapter meetings, president's message, etc. should be updated by the time the chapter resumes meetings for the new chapter year. Any monthly information should also be kept up-to-date on a monthly basis.
- Electives can be selected from the list of electives below. This list will be reviewed and adjusted each year.
- Electives must consist of different activities. A chapter which holds the same elective multiple times can only earn credited for that activity once.

Member Services Elective Activities

- ❖ **Offer a CMA Review Course**—The Review course should cover at least one full part of the exam and should be open to all chapter members and others in the community.
 - ❖ **Submit a manuscript to *Strategic Finance***—The manuscript should be written or co-written by one of your chapter members (must be submitted by April 26th).
 - ❖ **Sponsor a student chapter.**
 - ❖ **Participate in a charitable event**—The event should utilize accounting skills and should be sponsored by and have participation from the chapter. An individual's participation in charitable events does not qualify as a chapter activity. The event should be at no charge to the organization/individuals and should fulfill the needs in the community.
 - ❖ **Have a chapter member serve on a National Committee or the National Board of Directors**
 - ❖ **Accumulate Member Attendance credits for Council meetings**—A member attendance credit is the attendance of one chapter member at one council meeting. The number of credits required is as follows:
 - Good Rating 6 Credits
 - Excellent Rating 9 Credits
 - Superior Rating 12 Credits
- Up to 50% of the chapters attendance may be via telephone, video conference, or webcast.
- ❖ **Hold a Chapter CMS session**—The chapter CMS session should be held preferably before May 31st, but can be held through June for the incoming year. Credit can be taken in the current competition year for this elective, or in the next competition year, but cannot be counted in both years. The chapter CMS should have an outside representative from Council or National present and should have attendance of the minimum of 4 board members or 50% of the board.
 - ❖ **Attend Council's Spring Leadership Training Seminar (LTS)**—The number in attendance at the LTS is as follows:
 - Good Rating 4 Members
 - Excellent Rating 5 Members
 - Superior Rating 6 Members

50% of the chapter's attendance may be via telephone or video conferences.

MEMBER SERVICES (CONTINUED)

Member Services Elective Activities (Continued)

- ❖ **Publish an Annual Chapter Program Book/Roster**—This can be published traditionally on paper, or electronically. The program book/roster should include the chapter's board of directors, the educational programs for the year, and a membership listing. It's also recommended to have information on certification, membership, ethics, other chapter and council activities, chapter history and awards, national recognition and programs and contact information for various purposes (membership, communications, changing information, meeting attendance, etc.)
- ❖ **Publish/Air at least 12 Publicity Items**—At least four items cannot be Meeting Notices. Examples could be the chapter's election of board of directors, member attainment of certification, community service programs, special educational sessions, national events, and other chapter-related events and activities. Publicity items can be compiled and submitted for consideration for the Public Relations Competition.
- ❖ **Sponsor an IMA booth at a local job fair**—This can be a job fair at a college or university, or a community job fair. Chapter should coordinate with IMA National to obtain appropriate literature for display & distribution.
- ❖ **Make a Guest Presentation in a Classroom**—The primary purpose of the presentation can be general, but the presenter should discuss IMA and the certification opportunities. The chapter member presenting should have membership applications and literature available for distribution.
- ❖ **Make a corporate IMA visit to a company with membership and certification potential**—This should be a quality, face-to-face corporate or academic call or meeting conducted with Financial or Accounting decision makers, in accordance with the guidelines from the *Manual on Chapter Operations*. A report should be provided to National, summarizing the visit and the results.
- ❖ **Send CMA promotional material**—The promotional material should be sent to at least 25 financial executives. Follow-up calls should be made to further discuss IMA and certification opportunities.
- ❖ **Co-Sponsor a Breakfast or Lunchtime Learning session with a Corporation**— Collaborate with a local company to offer professional education to members and other professionals during a breakfast or lunch meeting.

MEMBER SERVICES (CONTINUED)

Member Services Elective Activities (Continued)

- ❖ **Compile a Top-Ten list of Best Practices or Key Learning's**—List should include 10 items and can be a combination of Best Practices—what worked and why, along with Key Learning's—what didn't work and why. Once submitted, items on list will be posted to the IMA website (imanet.org) under the Member Only section.
- ❖ **Maintain an Up-to-Date Website**—This elective is only applicable for the chapters seeking a Good rating. This is a requirement for chapters seeking the Excellent or the Superior ratings.
- ❖ **Organize and Participate in a Plant Tour**—Visit and tour a local facility. This is generally pertains to a manufacturing facility, but could also be an entertainment venue. The event should include a presentation or tour from a representative of the company's accounting/finance area which takes place prior or following main tour. This is especially true for tours of entertainment venues.

Transmittal Reporting:

- Level of Achievement is reported once a year via the Annual Transmittal Form and is due by the last business day in April.
- Reporting will be a check-off box stating the Level of Achievement attained
- Some elective requirements may require or recommend additional reporting as stated per the activity.
- A chapter must meet **ALL** criteria for a level of achievement to be eligible for that level. There is no mixing and matching.
- **Reporting is mandatory to receive chapter compensation and participate in chapter competition the following year.**
- Chapters **NOT** reporting will assume to have not met the minimum standards for reporting year.

NOTE: Although the chapter's strategic plan, monthly board meeting, budget and other administrative areas are no longer required, it is highly recommended that chapters follow good organizational practices and continue these basic functions.

OPTING OUT OF CHAPTER COMPETITION

A chapter may opt out of the chapter competition. To do so, complete the “Letter to Opt Out of Competition” found in the Chapter Compensation Forms area of the Chapter Portal (in the Member Login), **by last business day in July.**

Chapters not returning the form will be automatically entered into chapter competition

Chapters not participating in chapter competition will not be eligible for other chapter awards, including, but not limited to: community service awards, membership awards, public relations awards, newsletter & website awards and program book awards.

LETTER TO OPT OUT OF COMPETITION

IMA _____ CHAPTER

The Chapter Board of Directors has voted to not participate in the Chapter Competition Program for the upcoming competition year.

IMA Chapter President:

Name: _____ Chapter No.: _____

Signature: _____ Date: _____

CHAPTER COMPETITION HISTORY

The IMA, in creating chapters early in its existence, assumed an obligation to utilize all appropriate means for assisting those chapters in fulfilling their responsibilities and achieving their goals. This assistance in the early years was accomplished through memoranda, correspondence, and other communications. A system was developed early for periodic payments to chapter treasuries based on their membership.

It soon became evident that more guidance and encouragement to the chapters was needed to obtain the full benefits from the concept of chapter operations. To meet these needs, an annual competition among chapters was inaugurated in 1924 at the suggestion of Charles R. Stevenson, who commissioned a trophy to be awarded the winner. The following year, a system of payments to chapters was incorporated in the competition. Various other trophies and awards have been introduced through the ensuing years to provide additional recognition for high performance and excellence of operations.

CHAPTER COMPETITION FOR TROPHIES AND AWARDS

PRESIDENTS' AWARD

Eligibility

The Presidents' Award will be presented to the chapter that has shown the highest consistent good performance in the chapter competition for the last five years. All chapters that have completed five years in the Stevenson and Warner divisions of the Chapter Competition for Trophies and Awards will be eligible to compete for the Presidents' Award. The winning chapter will be determined on the basis of cumulative percentages for five years. The highest point total achieved by any chapter in a given year, regardless of whether it is a Stevenson or a Warner Division chapter becomes the base for that year. All other chapters' points will be calculated as a percentage of that base score, with the calculation carried out to four decimal places. Each chapter's score is the sum of the current year plus the four prior years.

KASUNIC AWARD

Eligibility

The Kasunic Award will be presented to the runner-up to the Presidents' Award under the same criteria as described above. The second highest point total achieved by any chapter in a given year regardless of whether it is a Stevenson or a Warner Division chapter, becomes the base for that year.

VICE PRESIDENTS' AWARD

Eligibility

The Vice Presidents' Award will be presented to the Regional Council having the highest average chapter competition points. The average chapter competition points will be determined by dividing the total current year-end competition points earned by chapters which are members of a particular council by the number of chapters in that council. The highest total average will determine the winner.

STEVENSON AND WARNER TROPHIES AND AWARDS

Eligibility

Only those chapters in existence at the beginning of the June 1 chapter competition year are eligible for the Stevenson Trophy, the Warner Trophy, the Remington Rand Trophy, the Stuart Cameron McLeod Society Trophy, the J. Lee Nicholson Award, the Rawn Brinkley Award, and the chapter competition banners.

Only those chapters that have completed three full years of continuous competition for the Stevenson Trophy are eligible for the Carter Trophy, awarded for the most improvement in the current year. However, the chapters winning the Stevenson, Remington Rand, and Stuart Cameron McLeod Society Trophies are not eligible for the Carter Trophy in that year.

Those chapters that have completed three full years of continuous competition for the Warner Trophy are eligible for the Keller Trophy, awarded for the most improvement in the current year. However, the chapters winning the Warner Trophy, J. Lee Nicholson Award, and Rawn Brinkley Award are not eligible for the Keller Trophy in that year.

Note: Chapters chartered after June 1 will not be eligible for trophies and awards in the chapter competition. However, these chapters will receive competition points under the Chapter Competition Rules for Trophies and Awards.

Membership Requirements

Chapters eligible to compete in the chapter competition will compete for the Stevenson Trophy if their membership (RE1, RE2, RE3) on June 1 is 125 or more.

Chapters eligible to compete in the chapter competition whose membership (RE1, RE2, RE3) on June 1 is under 125 members will compete for the Warner Trophy.

Note: Chapters competing in the current chapter competition for the Stevenson Trophy, whose membership will have fallen below 125 on May 31, will automatically compete for the Warner Trophy in the next chapter competition year.

ARTHUR B. GUNNARSON AWARD

Eligibility

Only those international affiliates in existence at the beginning of the chapter competition year, June 1, are eligible for the Arthur B. Gunnarson Award.

An annual report is submitted by each competing affiliate and the winner will be selected by the subcommittee on International Operations based on the submitted reports.

MANUSCRIPT COMPETITION

LYBRAND MEDALS

1. The following awards (awarded each year since 1950) to the authors of outstanding contributions to management accounting literature will be made in June for manuscript articles submitted in the chapter competition:
 - a. A Lybrand Gold Medal will be awarded to the member of the Institute whose manuscript is placed first.
 - b. A Lybrand Silver Medal will be awarded to the member of the Institute whose manuscript is placed second.
 - c. A Lybrand Bronze Medal will be awarded to the member of the Institute whose manuscript is placed third.
2. To be eligible for awards, a manuscript must be:
 - a. Authored by an IMA member (or members) in good standing as of the date of submission.
 - b. Sent to the IMA office between April 21, 2004 and April 26, 2005. Date will be the First Class postmark or transmitted label, Fed Ex, UPS or similar "next day delivery" system.
3. The winners of the Lybrand Medals will be determined as follows:
 - a. All manuscripts are accepted and will be evaluated for editorial quality. This evaluation will be the basis for determining the 10 manuscripts with the highest rating, which will be submitted to a committee of five judges known as the editorial advisory committee.
 - b. The editorial advisory committee will review and select from the leading manuscripts ranked 1 to 10 inclusive, the winners of the Gold, Silver, and Bronze Medals

CERTIFICATES OF MERIT

For outstanding contributions to accounting literature published (in full or in digest form) in "*Strategic Finance*" and "*Management Accounting Quarterly*", a Certificate of Merit will be awarded the highest 25, plus ties for 25th place. A Certificate of Appreciation will be awarded to nonmember authors and co-authors.

COMMUNITY SERVICE COMPETITION

S. ALDEN PENDLETON AWARD

Awarded to a chapter in recognition of the greatest achievement in community service programs (awarded each year since 1978). Up to nine runners-up will receive certificates. An Annual Report showing evidence of effort by the chapter, including the following must be submitted by the last business day in April:

1. Copies of chapter newsletters and announcements which informed the members about the chapter community service programs and results achieved.
2. Letters from individuals or agencies served.
3. Evidence of publicity achieved during the year.

The screening and selection of the S. Alden Pendleton Award will be as follows:

1. The IMA staff will review the community service programs of all chapters and select the 20 best.
2. A committee of five will review the 20 best and select the award winner and runners-up.

SPECIAL INNOVATION AWARD

May be awarded to a chapter in recognition of achievement in performing an innovative community service project. This award is designed to reward the chapter that may not have a large extensive community service program, but does have a high-quality innovative project. The Annual Report of Community Service Programs, submitted by each chapter by the last business day in April, will be used to select the recipient, if any is chosen for that particular year.

The screening and selection process for this award will be performed by the same committee at the same time as the S. Alden Pendleton Award selection. This committee will determine whether or not this award is to be given in any specific year.

MEMBERSHIP COMPETITION

Chapters which achieve the highest growth and retention shall be eligible for a membership achievement award (awarded each year since 1960).

Three chapters competing for the Stevenson Trophy and three chapters competing for the Warner Trophy will compete for an individual achievement award. The chapters will be evaluated by their record of net membership growth during the chapter competition year as well as and their record of net membership retention during the chapter competition year.

One membership achievement award will be given in each of the following areas for each division:

STEVENSON AND WARNER: Net Growth, Acquisition, and Retention. This long-term membership achievement award will be based upon the cumulative percentage for each of three years, including the current year.

Membership growth will be determined by computing, as a percentage of the active membership on June 1, the net membership growth attained during the competition year.

PUBLIC RELATIONS COMPETITION

An individual Public Relations Recognition Award (awarded each year since 1962) will be made to five chapters, competing in the chapter competition regardless of the competition division, in recognition of the greatest achievement in public relations activities on the following basis:

1. Public relations plan
2. Utilization of the plan
3. Publicity achieved during four quarterly periods
4. Initiative in creating "on-the-spot" coverage
5. Special projects

The winners of the individual Public Relations Recognition Awards will be determined as follows:

A preliminary screening of the publicity and public relations achievements of the chapters will be made by members of the IMA staff to select 20 finalists to be submitted to a judging committee.

The judging committee will review and select, from the 20 finalists chapters, the five which will receive the Public Relations Recognition Awards. A certificate will be awarded to each of the other 15 finalists.

Due by the last business day in April.

ICMA REGENTS' AWARD

Awarded to the chapters with the best record of achievement. Selection of the recipients will be made by the Board of Regents using the following criteria:

1. The percent of increase in the number of CMA members in the chapter based on June 1st membership.
2. The number of CMA examination parts passed by the chapter's members based on June 1st membership.

3. The number of CMA presentations to local industries, and/or the number and quality of CMA Certification Review Programs conducted or sponsored by the chapters.
The number of ICMA Regents' Awards should be determined by the Board of Regents each year and could vary from year to year.

NEWSLETTER COMPETITION

Awards pertain to those chapters whose monthly member written communication is in the form of a newsletter. Awards will be made to the top three chapters competing for the Stevenson Trophy and for the Warner Trophy. (Awarded each year since 1980)

The winners of the award will be determined as follows:

1. The IMA Staff will select 15 finalists in each of the two divisions.
2. The newsletter will be judged on overall visual appearance, quality and variety of content, and on other criteria developed by Member Services.
3. Must be submitted by the last business day in April.

ANNUAL PROGRAM/ROSTER AWARD

Awards will be made to the top three chapters competing for the Stevenson Trophy and for the Warner Trophy.

The winners of the award will be determined as follows:

1. Program/Roster will be reviewed in the normal course of chapter competition.
2. The IMA staff will select 15 finalists in each of the two divisions.
3. The Program/Roster will be judged on overall visual appearance, quality and variety of content, and on other criteria developed by Member Services.
4. Must be postmarked/date stamped by the last business day in September.

CHAPTER WEBSITE AWARD

Awards will be made to the top three chapters competing for the Stevenson Trophy and for the Warner Trophy. All chapters wishing to be considered for an award should submit this desire to their Community Support Specialist by the last business day in March. The judging will be conducted by IMA's Webmaster and IT staff.

COUNCIL AWARD OF EXCELLENCE

Six (6) councils will be selected by an Ad Hoc Committee. Applicants will be judged based upon the range and depth of services they provide for their constituents, along with creative and innovative service delivery. Entries must be submitted by the last business day in April.