

SCMA Guidelines for Nomination For TOM (The Outstanding Mapuan) Award

The following are guidelines for the TOM nomination. These requirements are necessary in order for the SCMA, as a NAMA Affiliate organization, must follow to nominate an individual for this award.

Basic Requirements: (Mandatory)

- 1) The nominee must be an alumnus/alumna of Mapua Institute of Technology with a minimum of Bachelor of Science degree.
- 2) The nominee must be an active member of SCMA and currently a paid member. A lifetime member is preferred and members with annual dues paid continuously for 5 years may be considered. The nominee must have participated in 30% of the association's activities in those years as determined by the current board. For the purpose of determining qualified activities, any gathering of Mapua Alumni sanctioned by SCMA, except monthly meetings, shall be considered. These activities shall include, but not limited to, gatherings such as annual dinner dance/fundraising, Christmas Party general membership meeting, summer picnic general meeting, and golf tournament fund raising, and others as designated by the board.
- 3) The nominee must be of good moral character, in good standing in his/her community and among his/her fellow Mapuans.

Award for Outstanding accomplishment in the course or field of study, e. g., Civil Engineering, Electrical Engineering, Mechanical Engineering, etc.

- 1) The nominee must have a certifiable minimum 10 years of practice in that specific field.
 - a) ***Practice as an employee of a firm or government entity:***
 - i) The nominee must have served in a supervisory position for a minimum of 5 years.
Or:
 - ii) In lieu of supervisory position, as a rank and file employee, the nominee must have performed outstanding tasks in that field within the firm, e.g. published technical papers, worked in a notable and responsible position on specific projects, and successfully performed difficult tasks recognized by that firm. Such tasks performed must be certified and proofs such as plaques, certificates, newspaper articles, etc, must be presented. **Or:**
 - iii) The nominee has obtained patents on specific tasks/projects/inventions/published a book.
 - b) ***Practice in private, self-employed or in partnership, or has established and run a business.***
 - i) The nominee's own business must be in continuous existence for a minimum of 10 years. In partnership, the nominee must have at least 35% ownership , **and**

- ii) The business must be in that specific course or field of study, **and:**
- iii) The nominee must be performing technical tasks in that firm (for engineering field). A nominee who performs only management tasks in the firm cannot be nominated for award for that specific course.

Award for Alumni Service

- 1) The nominee must have served as president of the association and completed the term of office. Notwithstanding any provision of these guidelines, past presidents of SCMA, who have successfully completed their terms of office, shall be eligible for nomination for the Alumni Service Award. **or:**
- 2) The nominee must have served as a member of the executive board for 2 terms and has worked for the association in a commendable and responsible manner as determined by the current board of directors, **or:**
- 3) The nominee must have contributed financially to the association in a significant manner as determined by the board of directors

Award for Community Service

- 1) The nominee must be an active leader in civic association outside the scope of SCMA continuously for a minimum of 5 years.
- 2) The nominee must have participated in community activities consistently in a satisfactory and verifiable manner. These include positions such as, an elected official, a commissioner in a county/city, etc., an appointed official in a government bureaucracy who is in the top 5 positions, etc.

Award for International Entrepreneurship/Endeavor

- 1) The nominee must have engaged in business continuously for a minimum of 10 years, **and**
- 2) The nominee must have held a top management position in the company of employment for at least 10 years. Top position shall include the top 5 positions in the company
- 3) In a partnership or corporation, the nominee must own at least 35% of the company or firm.

Special Awards

- 1) For winning awards in sports, artistic performances, or any competition that involves physical and mental skills. Award certificates, trophies, pictorials, and newspaper articles may be required as proof of accomplishments.

SCMA Procedures

- 1) Any member of good standing may nominate any alumnus/alumnae to the board.
- 2) The nominee shall appear before the board in person to submit the application and personally answer some questions from the members.
- 3) The nominee shall commit to travel to Manila to receive the award in person, except in case of illness or incapacity.
- 4) The board shall review the application and shall vote in a secret ballot procedure.
- 5) The current president shall sign the endorsement in the application form to NAMA.
- 6) NAMA rules and guidelines shall be strictly followed and adhered to.

Special Circumstance Consideration

- 1) The board, by means of a 2/3 majority vote, may give consideration to nominate an alumnus with an extraordinarily exemplary accomplishments, in which case the above requirements, all or in part, may be waived except for the basic (mandatory) requirements.
- 2) The nominee must be a lifetime SCMA member at the time of nomination. **Or:**
- 3) Notwithstanding the provisions of these guidelines, the current board, by means of **unanimous consent**, may nominate an outstanding alumnus and thereby set the minimum requirements for that alumnus to follow to obtain the SCMA nomination for TOM award.

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Approved By: Executive Board **Date:** 10-17-2015