



# UNION OF CANADIAN TRANSPORTATION EMPLOYEES

## HONORARY AWARD

### GUIDELINES

1. The person nominated for an **Honorary Award** shall be a member or a former member of the Union of Canadian Transportation Employees (UCTE).
2. The person nominated for an **Honorary Award** shall have given outstanding or exemplary service to UCTE.
3. Outstanding service means service of a very significant nature involving a single incident or high calibre level of service over a period of time; the service may be at any level of the organization.
4. A member shall be granted applicant status if nominated during a period of lay-off, or on leave without pay.
5. Nominations for an **Honorary Award** may be made by:
  - a. UCTE Locals; or
  - b. The National Executive of the UCTE
6. All nominations shall be made on a form prescribed by the National Executive for that purpose; a separate application form shall be completed for each nominee. Application forms can be obtained from the UCTE National Office.
7. All applications for awards shall be referred to the UCTE Standing Committee on Honours and Awards, who will make a recommendation to the National Executive. Awards require approval by a two-thirds majority of the National Executive assembled in regular meeting and voting by secret ballot.
8. If photos are taken of the nominees, they become the property of the National Office for use at its discretion.



UNION OF CANADIAN TRANSPORTATION EMPLOYEES

**HONORARY AWARD**

**APPLICATION FORM**

1. \_\_\_\_\_  
Name of Nominee & Local

2. \_\_\_\_\_  
Name of Local contact person

\_\_\_\_\_  
Address of Local contact person

\_\_\_\_\_  
City / Town / Province / Postal Code

\_\_\_\_\_  
Non-work email address

\_\_\_\_\_  
Phone Number

3. **Statement of Outstanding Service.** Briefly explain the services considered outstanding or exemplary which have been rendered by the nominee to their Local and/or other levels of UCTE. (If more space is required, attach a separate page.)

**Note: Please refer to attached guidelines for the definition of outstanding services.**  
*(Any information provided in this section may be used by UCTE in its promotion)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Motion or resolution passed by the Local Executive.** Include a copy or excerpt of the minutes from the meeting where the nomination was passed. The excerpt must include the date of the meeting.

\_\_\_\_\_  
**Signature of Local President**

\_\_\_\_\_  
**Date**

**Send completed form(s) to:  
The UCTE Honours and Awards Committee  
233 Gilmour St. Suite 702, Ottawa ON K2P 0P2**