

AIA Florida/Caribbean Design & Honor Awards Manual

Revised October 7, 2016

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The Bylaws

ARTICLE VIII. COMMITTEES/TASK FORCES

Section 5. Other Standing Committees

There shall be established by the Association President, with concurrence of the Board, sufficient standing committees to carry out the business of the Association. Specifically, committees shall be established under the jurisdiction of each Vice President.

The Member Recognition Committee chair is the immediate AIA Florida past president. The Director of Communications will work with the commission chair and the executive vice president (EVP) to manage the awards program. All major decisions are to be made, by consensus and recommendation of the commission, by the commission chair, EVP and in some instances, the Association's president.

The President

- 1.2 The president shall sign all agreements, certificates of membership, certificates of honor or awards, and other documents and instruments relating to his duties and office whereon his/her signature is required by law, the *Bylaws*, or these rules.

The AIA Florida president must sign all award certificates, and in partnership with the committee chair will participate in the presentation of all awards at the presentation ceremony and dinner.

Related Rules

The following can be found on page 17 of the "Rules of the Board of Directors" document.

CHAPTER X

AWARDS

1. The Association shall maintain an active program of awards for honor and design. The Member Benefits and Recognition Commission shall maintain an Awards Policy Manual outlining categories of awards, awards juries, and related awards guidelines.

2. Any changes to the Awards Policy Manual must be submitted to the Board for approval.

Award Categories

Design Awards

The five Design Award categories include the Award of Excellence, the Unbuilt Award, the Theoretical and Research Design Award, the Test of Time, the Masonry Award and the COTE Sustainable Design Award.

For purposes of the design awards program a licensed architect is defined as a person who is registered to practice architecture in the Florida/Caribbean region.

The Award of Excellence

The objective of the Design Awards program is to encourage excellence in architecture, to elevate public consciousness of good design, and to recognize those architects whose work enriches our built environment.

To be eligible, entries must be architectural projects designed by licensed architects at the time of design or submitted by architects of record either of which must be members of AIA Florida, AIA Puerto Rico or AIA Virgin Islands and have offices within the Florida/Caribbean region. Projects submitted may be located anywhere in the world, but must have been completed within the immediate past five calendar years.

The program is open to architectural projects of all sizes and classifications. It is not necessary for the entry's classification to be designated by the entrant. Eligible projects include single buildings, groups of buildings, parks and plazas, historic preservations, additions, remodelings, adaptive re-use, and interiors.

The Award of Excellence is segregated into three categories:

- New Work
- Renovations & Additions
- Historic Preservation & Restoration

Two award levels may be recognized by the jury: "Honor Award" for Excellence in Architecture, the higher of the two levels, and "Merit Award" for Excellence in Architecture.

The Unbuilt Design Awards

The Unbuilt Design Awards program recognizes work by licensed architects. Attention is focused on the process of design.

Its purpose is to recognize outstanding examples of recent, commissioned architectural designs not yet built or complete. The entry shall exemplify excellence in design while exploring the nature and science of our profession.

Eligible projects must be designed by an architect who is a member of the Florida Association of the American Institute of Architects, AIA Puerto Rico or AIA Virgin Islands and who practices within the Florida/Caribbean Region. Projects submitted may be located anywhere in the world, but must have been designed within the immediate past five calendar years. Eligible projects include single buildings, groups of buildings, urban designs, additions, renovations and extended use projects. Award winners are subject to verification. Entries must be commissioned for compensation on behalf of a client. Construction must not be substantially complete prior to the deadline for receipt of entries.

Two award levels may be recognized by the jury, “Honor Award” for Unbuilt Design, the higher of the two levels, and “Merit Award” for Unbuilt Design.

Theoretical and Research Design Award Category

The Theoretical and Research Design Awards program recognizes work by associate architects, interns and students who are members of AIA Florida, AIA Puerto Rico, or the AIA Virgin Islands; or the American Institute of Architects Students (AIAS) and currently enrolled in an accredited architectural degree program in the Florida/Caribbean region.

Entries must be projects that are academic (executed as a class or terminal project under the supervision of at least one professor of an accredited Florida/Caribbean region architectural school); a competition entry (executed in direct response to an organized design competition entry requirement; or theoretical/research projects which are executed in the interest of the advancement of the profession). The entrant must designate whether the project is academic, a competition entry, or theoretical/research. Projects submitted must have been designed within the immediate past five calendar years.

Two award levels may be recognized by the jury, “Honor Award” for Unbuilt Design, the higher of the two levels, and “Merit Award” for Unbuilt Design.

The Test of Time Award

The Test of Time Award recognizes distinguished single works of architecture and planned developments affecting more than one building, after a period of 25 years in which the function, aesthetic statement, and execution can be reassessed. Further, it is the intent of the program to recognize works that, by the timelessness of their design, have influenced that building or building type.

Eligible projects must have been designed by a licensed architect who is a member of the Florida Association of the American Institute of Architects, AIA Puerto Rico or AIA Virgin Islands and who was practicing in the Florida/Caribbean region at the time of the original project completion, and it may be located anywhere in the world. The project

must be standing in substantially completed form, in good condition, and should substantially still carry out the original program. Change in use is permitted when it has not substantially altered the original intent of the design. Buildings whose basic function have been modified, or have been adapted for reuse are eligible. The project may be of any building type or may be one of a group of buildings forming a single project. Projects previously submitted for the Test of Time Award that did not receive the award may be resubmitted.

Only projects completed 25 years ago or more are eligible for this award.

Two award levels may be recognized by the jury: “Honor Award” for Test of Time, the higher of the two levels, and “Merit Award” for Test of Time.

The Masonry Awards

The purpose of the Masonry Awards is to bring recognition to AIA Florida/Caribbean architects based on the technical and creative use of masonry in meeting aesthetic and functional design challenges.

To be eligible, entries must be architectural projects designed by licensed architects at the time of design or submitted by architects of record either of which must be members of AIA Florida, AIA Puerto Rico or AIA Virgin Islands and have offices within the Florida/Caribbean region. Projects submitted may be located anywhere in the Florida/Caribbean Region, but must have been completed within the immediate past five calendar years.

The program is open to architectural projects of all sizes and classifications. Entries can be submitted for residential or commercial work, with at least 75% of the structure and exterior skin using masonry wall system. The following masonry materials are acceptable: single wythe block; traditional brick and block; block and stucco; architectural block; adhered thin stone on block and thin brick on block i.e. split face, ground face and burnished; concrete and clay bricks; glass block; natural and man-made stones. Concrete panels and thin brick in concrete panels (precast and tilt-up) will not be considered.

Two award levels may be recognized by the jury: “Honor Award” for Masonry in Architecture, the higher of the two levels, and “Merit Award” for Masonry in Architecture.

The COTE Sustainable Design Award

The COTE Sustainable Design Award recognizes excellence in the design of sustainable projects including buildings, building complexes and urban design projects by the architectural profession and is presented by AIA Florida. These Awards are intended to promote public awareness of the built environment and the design of sustainable projects.

To be eligible, entries must be architectural projects designed by licensed architects at the time of design or submitted by architects of record either of which must be members of

AIA Florida, AIA Puerto Rico or AIA Virgin Islands and have offices within the Florida/Caribbean Region. Projects submitted may be located anywhere in the world but must have been built and occupied within the past five years. Eligible projects can be of all types and sizes.

Two award levels may be recognized by the jury, “Honor Award” for Sustainable Design, the higher of the two levels, and “Merit Award” for Sustainable Design.

Honor Awards

The Honor Awards include the following categories:

Firm of the Year

This award recognizes outstanding achievement in design, community services, education, and service to the profession and the AIA by an architectural firm. Projects, accomplishments and service submitted must reflect a period of at least 10 years. The firm must be an AIA Florida Firm Member and have been under the direction of substantially the same principal or principals for a period of ten (10) years or more.

The Gold Medal Award

This award recognizes an individual architect in Florida who has distinguished himself or herself in a manner resulting in a profound impact on the profession over an extended period of time. This is the highest award that AIA Florida can bestow on one of its members and only one may be given in a year. Any individual who has been a member of AIA Florida for a minimum of 10 years is eligible. The individual’s long-term, noteworthy accomplishments in the AIA, as well as community organizations or governmental bodies, must demonstrate distinguishable results characterizing one’s career in a manner over and above what is normally expected. AIA Florida members in good standing are eligible by nominations made by any AIA Florida Chapter or any five (5) members at large.

The Medal of Honor for Design Award

This award recognizes an individual architect in Florida who has distinguished himself or herself, by the high quality and originality of one’s work, advancing the value and public awareness of good architecture over an extended period of time, and by one’s leadership, provided an inspiration to colleagues and others. This is the highest award for design that AIA Florida can bestow on one of its members. Any member of AIA Florida in good standing for at least ten (10) years, whose work under consideration extends over a period of not less than ten (10) years, is eligible for this award. Nominations may be made by any AIA Florida chapter or any five (5) members at large.

The Silver Medal - Hillard T. Smith Community Service Award

In honor of AIA Florida Past President Hilliard T. Smith of Palm Beach, this award is given to recognize an architect whose leadership in community activities and service has been a direct benefit to the profession or community. Any member of AIA Florida is eligible for this award.

The individual's leadership and service must demonstrate, beyond any reasonable doubt, qualities, outcomes in works of art, programs or civic influences that have benefited the profession or the community. Any member of AIA Florida in good standing, whose leadership in a community fulfills the intent and purpose of this award is eligible. Nominations may be made by any AIA Florida Chapter or individual member.

The Anthony "Tony" Pullara Individual Honor Award

AIA Florida has established this award in the memory of Anthony L. Pullara. Because Tony Pullara was devoted to service over and above his official capacities, and because there was no existing acknowledgement of such service, it is hoped that this award will perpetuate Tony's memory and those things for which he stood in our profession. This award will be given to an AIA Florida member for outstanding service to AIA Florida which is over and above that normally required of a member of the AIA. Any member of the AIA Florida who has exemplified the purpose of this award is eligible. Any AIA Florida Chapter or individual member may make nominations.

The Anthony "Tony" Pullara Chapter Award

Given in memory of Anthony L. Pullara, AIA, this award is intended to inspire all chapters to strive to exceed the Guidelines for Component Excellence as established by AIA and its members' expectations, particularly in the areas of Public Awareness/Outreach, Political Effectiveness, and Membership Development.

All AIA Florida Chapters are encouraged to submit information on programs that target their areas of public awareness/outreach, political effectiveness and membership development. Guidelines for submittal may be requested from the AIA Florida office.

William G. McMinn, FAIA Award for Outstanding Architectural Education Contributions

The AIA Florida William G. McMinn, FAIA Award for Outstanding Architecture Education Contributions is named after William G. McMinn, FAIA, the 2006 recipient of the Topaz Medallion. This award is bestowed to celebrate an individual who has made outstanding contributions to architecture/ education for at least 5 years, and whose teaching and values have inspired the young men and women who will ultimately shape our environment as architects.

Nominee must be a current or former member of the faculty of an accredited school of architecture in the state of Florida, living at the time of nomination, and an educator for at least five years.

Criteria for this award can include:

- Teaching of great breadth;
- Influencing a wide range of students;
- The ability to maintain relevance through the years by directing students toward the future while drawing on the past;
- Innovative techniques or programs that challenge and provide a unique educational experience;

- Research achievements in relation to architectural education;
- Involvement in community activities relating to architectural education;
- A candidate for this award must be an AIA member.

A candidate for the award must be nominated by a sponsor who is an AIA Florida member or an AIA Florida Component. All exhibits must be submitted per the submission requirements of the AIA Florida Design and Honor Awards Handbook. Each submission shall contain the following information, in the order listed:

1. A completed AIA Florida Honor Awards Nomination Form.
2. A nomination letter by the sponsor not to exceed one (1) page.
3. A biography of the candidate not to exceed two (2) pages.
4. A statement of contribution not to exceed four (4) pages.
5. Supporting material (e.g., clippings, articles, etc. relating to the purpose of the award) not to exceed four (4) pages.
6. A minimum of five (5) and a maximum of ten (10) letters of support, not to exceed one page each (letters should be explicit in their recommendation and contain specific reasons for support), submitted by:
 - a. An AIA member who knows the quality of the nominee's teaching;
 - b. A colleague who is a full-time educator;
 - c. A student or former student;
 - d. An administrator at a university that has an accredited School of Architecture;
 - e. A person who has had direct interaction with the nominee in Architecture Education;
7. A clear photograph of nominee(s). Color or black and white photo must be a high quality electronic format.
8. Nominee's contact information.

Associate Member Individual Honor Award

The Associate Member Individual Honor Award recognizes an associate member whose leadership, activities and service to AIA Florida have been a direct benefit to the profession.

The Bob Graham Architectural Awareness Award

The Bob Graham, Honorary AIA, Architectural Awareness Award is given to an individual citizen or public official who is not an architect, and who by their interest, activity and concern for the profession of architecture, shall have advanced the cause of good design and planning and/or contributed to the dignity and value of the architectural profession. The Award is named in honor of Bob Graham, two-time Governor of Florida and former member of the U.S. Senate, who has been designated an honorary member of AIA Florida and the AIA for his outstanding support for architecture in both his public and private life.

Any person who is not an architect, fulfilling the purpose of this award as described, is eligible. Any AIA Florida Chapter or individual member may make nominations.

Allied Member of the Year Award

This award recognizes an Allied Member (state component only) who is not an architect, but who, by their interest, participation and concern, has promoted and contributed to the dignity and value of AIA Florida and the architectural profession.

This award will be given to an AIA Florida Allied member for outstanding service to the Association which is over and above that normally required of a member of the AIA. Any member of AIA Florida who has exemplified the purpose of this award is eligible. Any AIA Florida Component or individual member may make nominations.

The Charles W. Clary Government Service Award

The Charles W. Clary Service Award, named in honor of Senator Charles W. Clary, FAIA, Destin, a former member of the Florida Senate, is given to an AIA Florida architect who, by their interest, activity and concern for the profession of architecture, shall have advanced the cause of good design and planning, and/or contributed to the dignity and value of the architectural profession as an elected or an appointed or employed government official.

Any architect member of AIA Florida, fulfilling the purpose of this award is eligible. Any AIA Florida Chapter or individual member may make nominations.

The Mellen C. Greeley Craftsman Award

In honor of Jacksonville architect Mellen C. Greeley, FAIA, this award is given to a craftsman in the State of Florida who has exemplified interest, ingenuity, and outstanding performance in the pursuit of one's trade or craft. This award pertains to outstanding craftsmanship performed in any phase of construction.

Any craftsman who is a resident of the State of Florida and who has performed outstanding workmanship in the pursuit of a craft or trade is eligible. In order to recognize the talent in our state, the immediate past recipient is ineligible. Any AIA Florida Chapter or individual member may make nominations.

Photographer of the Year

This award recognizes high quality and originality in still photographs, which advance the cause of outstanding architectural photography in Florida. The photographs must have been taken during years prior to when the nominee is being considered.

In order to recognize the talent in our state, the immediate past recipient is ineligible. Nominations may be made by any AIA Florida chapter or individual member.

Builder of the Year

This award recognizes a company or firm in Florida who has exemplified a sincere and genuine interest in encouraging and affecting outstanding craftsmanship and workmanship in the performance of work on a specific project. Such company may be a general contractor, subcontractor, manufacturer, etc. Any company licensed in Florida who has fulfilled the intent and purpose of this award may be nominated. In order to

recognize the talent in our state, the immediate past recipient is ineligible. Nominations may be made by any AIA Florida chapter or individual member.

Object Award

This award recognizes the design of an 'object' by members of AIA Florida which demonstrate a level of invention, creativity, and craftsmanship beyond the constraints of space or cost restrictions, as well as excellence in design. This competition is only open to members in good standing with AIA Florida.

Each entry will be judged for the success with which it meets the individual project program, intent and requirements. Entries shall consist of a maximum of eight and a minimum of four images and a written statement of no more than 200 words including the statement of program and contextual background. In addition, the statement should include any special challenges or considerations, unique and/or innovative solutions, lessons learned or other information pertinent to understanding the project.

Presidential Awards

The AIA Florida president may wish to award certain individuals for their service and/ contributions. The bestowment of such awards is solely up to the President, who will provide verbiage for each individual selected to receive such an award.

Juries

The Member Benefits and Recognition Commission Chair will coordinate and confirm the appointment of all jury members with commission members.

Juries are expected to meet face-to-face to review all of the entries as a group. (Travel fees are not reimbursable.)

Design Awards: Award of Excellence, Unbuilt, Theoretical & Research, the Test of Time, Sustainable Design and Masonry Awards

One jury will judge all design awards by category and appropriate sub-category. Merit and Honor levels apply to all Design Awards categories. Out-of-region jury members are preferred for this task as it, promotes a level of unbiased evaluation of the projects. Preferred composition of the juries: one small practice architect, one large practice architect, one architectural educator and at least one with sustainable design knowledge and experience. A minimum of three jurors, maximum of five are necessary. It is preferred that jury members be themselves, recipients of AIA awards for design excellence and sustainable design, either nationally or locally.

Individual Honor Awards: Firm of the Year, The Gold Medal, Silver Medal, The Pullara Individual, The Pullara Chapter Award:

Should no formal submissions be received in any category, the jury has the discretion to select a worthy recipient without a formal submittal. All honor awards will be presented at the design and honor awards program held concurrently with the AIA Florida Annual Convention.

Firm of the Year

Composition of jurors for this award shall include one representative from the prior year's award-winning Firm of the Year and two to four additional members of AIA Florida, that have a minimum of 20 years in the AIA.

Gold Medal

The Immediate Past President will appoint a three-person committee, consisting of past AIA Florida Gold Medal recipients, to jury and select a winner.

Silver Medal

The Immediate Past President will appoint three past AIA Florida recipients of the Silver Medal.

Medal of Honor for Design

The Immediate Past President will appoint a three-person committee, consisting of past AIA Florida Award of Medal of Honor for Design recipients will be selected to jury and select a winner.

Anthony L. Pullara Individual Award & Anthony Pullara Chapter Award

The Immediate Past President will appoint a minimum of three members and a maximum of five members and may include past recipients with the majority of jurors being AIA Florida members with a minimum of 20 years membership in AIA. The jury will have statewide geographical representation.

William G. McMinn, FAIA Award for Outstanding Architecture Educational Contributions

The jury will consist of three previous winners.

Bob Graham Architectural Awareness Award, Clary Government Service Award, Greeley Craftsman Award, Photographer of the Year Award, and Builder of the Year Award, Associate Member Individual Honor Award, and Object Award.

Combination Jury: A jury composed of a minimum of three members and a maximum of five members, may include past recipients, with the majority of jurors being AIA Florida members with a minimum of 10 years of membership in AIA. The jury will have statewide geographical representation and can be the members of the Member Benefits Commission.

Call for Entries

The Call for Entries is to be reviewed by the Member Benefits Commission prior to printing and should be sent to the AIA Florida membership by the middle of February via mail and to AIA Puerto Rico and AIA Virgin Island members via email to allow for timely delivery.

Entry Format

For each category a specific PowerPoint template will be sent to those that have registered. Standard guidelines will be provided to each entrant with regards to specific content expected in each presentation. All submissions must also include a "Project Data Sheet." This sheet shall include a single 5x7 image of the project and text describing the project on one side of a letter-sized sheet of paper. The description shall not exceed 500 words and should describe program requirements and design solutions. Each project submitted will also be required to complete a "Concealed Information" form which will include the name of the project, contact information of the architect and major suppliers and/or contractors that contributed to the project as well as all pertinent contact information. This information will not be shared with the jury- it is for in-house use only. The completed entries should be submitted to AIA Florida via a designated FTP site.

Media Specifications

Once the winners are selected, they will be contacted by AIA Florida staff for copies of images to be included on a CD.

Awards Program Publicity

The AIA Florida Director of Communications/Public Relations will submit press releases to the newspapers, magazines, and other media in the state with the list of the winners, including their respective projects and contact information.

The Awards Presentation Video

CD's of the projects, appropriately labeled should be given to the production manager. This process of filming should begin about two months before the convention to allow for a member to monitor the voice over taping.

Medals, Certificates and other Prizes

Medals are engraved with the winners' names. Certificates are printed on pre-printed certificate paper. Gold trimmed paper is for the Design Honor awards, silver is for the Design Merit, and the red is for the Honor Awards.

Display Boards

Display Boards are to be completed by the Design Award winners. The spec sheet in the Appendix has all information. Dates, deadlines and shipping information will need to be filled in each year.

Appendix

Display Board Specifications for 20__ AIA Florida/Caribbean Award Winners

Presentation boards for the 20__ Design Awards winners will be on display during the Awards Presentation and Dinner, **Day, Date at location**. Following the awards ceremony, the boards will continue to be displayed at the AIA Florida Headquarters office.

Below are the specifications for fabrication of the boards. Boards that do not follow these guidelines cannot be displayed in the AIA Florida Headquarters office.

1. Outside dimensions should be 30" x 40", **vertically**. Horizontal boards cannot be displayed at AIA Florida's offices due to the nature of the presentation space. Please do not create horizontal boards.
2. Display boards should have a **black finish** and be constructed for stability to stand without bowing, on an easel. They can be constructed from ¼" gator board or ¼" foam core. The gator board makes a much sturdier presentation board.
3. The content of your presentation is up to you. You may include any combination of color or black and white photographs, drawings, plans, text, etc. **Your board must include the following information:**
 - a. Project Name and Location
 - b. The Official Award Received
 - c. The trademark logo of AIA Florida. This can be obtained in electronic format from AIA Florida. Please e-mail the request to cmunz@aiafla.org.
4. You may hand deliver your board to the AIA Florida Registration desk at location, no later than noon on date of presentation. Any boards shipped to The convention location must have all shipping and receiving costs paid for in full, by your firm.

If you have questions, please contact **Candy Munz**, AIA Florida's Communications & Public Relations Manager at (850) 222-7590 extension 209 or by email at cmunz@aiafla.org.