



THE NON-RESIDENT NEPALI ASSOCIATION AUSTRALIA LIMITED
BY-LAW
[No 3]

NRNA AUSTRALIA EXCELLENCE AWARD POLICY AND GUIDELINE

(By-law made pursuant to Clauses 13, 18 and any clauses in the Constitution that deals with this matter of THE NON-RESIDENT NEPALI ASSOCIATION AUSTRALIA LIMITED Constitution("Constitution"))

By-law to provide for the guidelines for making the decision to award for the community on behalf of NRNA Australia (NRNAA).

This is effective from 10 August 2019

1. General

Award is a way of recognizing the exceptional contribution, performance or achievement in the Nepalese community in Australia. And it is also an incentive to motivate the people for the community service. Non-Resident Nepalese Association Australia (NRNAA) as a community organization representing all the people of Nepali origin living in Australia have always acknowledged the exceptional contribution, outstanding performance or extraordinary achievements that people of Nepali origin have made in the community. And it is also the need of the Nepalese community in Australia.

In order to recognize their efforts and contributions, NRNAA has established this award system. This recognition will be known as NRNA Australia National Excellence Award (Award) and will be awarded every two year in the annual convention of NRNA Australia.

It is also an opportunity to share award winners' stories so that we can draw inspiration from them to serve and promote the interest of Nepalese community in Australia.

2. Policy

The aim of the NRNA Australia National Excellence Award is to recognize and reward exceptional performance demonstrated by Nepalese community members for their outstanding contributions that has significant impact on the Nepalese community.

This policy applies to NRNA Australia registered members and people of Nepali origin in Nepalese community in Australia who are not the registered members.

3. Responsibility

NRNA Australia has the responsibility to administer this Award. This task is delegated to NRNA Australia National Excellence Award Taskforce. The Executive Committee of the



NRNA Australia by the recommendation of the President will nominate the National Excellence Award Coordinator.

Every two years NRNA Australia National Excellence Award is given in each category through the recommendation of the NRNA Australia National Award Taskforce.

4. Member of the Taskforce

National Deputy Excellence Award Coordinator and National Excellence Award Secretary will be nominated by the Executive Committee besides National Award Excellence Coordinator.

There must be at least 1 member from each State by the recommendation of State Coordinator who will take recommendation from SCC, State Youth Forum, Nari Nikung, State Advisors, NCC member of that State or if there is National Office holder in that State then National Office holder.

National Award Excellence Coordinator can nominate 3 members in the Taskforce. If there is the need for more than 3 people, then the present Taskforce will nominate the required number of members.

While forming the Taskforce, NRNA Australia recommends having at least one continuing Taskforce member from previous year to have consistency and direct the process to make it more efficient.

5. Meeting

The task of election must be at least completed by July, final report to be presented after 2 weeks of National Conference and formation of Excellence Award Taskforce may only happen on the first week of April, therefore, the frequency of meetings is many. There may be urgent meeting called by secretary with permission from National Excellence Award Coordinator. The member must be prepared for the frequency of the meeting and must be able to give sufficient time to conduct the election fair and transparent plus hand the report to the NCC. If the formation of the NRNA Australia National Excellence Award Taskforce is formed at the beginning of the term, then will meet every 2 months and give report to the NCC.

The Secretary of Excellence Award Taskforce must use the By-Law of meeting agenda and minutes from the NRNA Australia BY-LAW - MEETING AGENDA AND MINUTES OF THE MEETING GUIDELINES - No 4.

6. Tasks of Taskforce

This Taskforce have the following responsibilities:

- Call for nominations
- Receive nominations



- Review nominations
- Recommend awardee in each category for NRNA Australia Excellence Award to the President by the deadline declared in the given year.

The Taskforce should meet as required during each Award period to consider nominations received for the Award. The meeting may be face to face or online.

The first task of the Taskforce is to consider whether the nominee meets minimum criteria or requirement in accordance with the guidelines. The next task for the Taskforce is to recommend awardee to the NRNA Australia President. The recommendation of the Taskforce is final. The recommendation of the awardee in each category must be decided unanimously in accordance with the guidelines or more than 75% of the Taskforce.

7. Excellence Award Recipients

Award recipients will be invited to attend the Award Ceremony to be held during NRNA Australia Biannual National Convention.

8. Members of Nepalese Community

Members of the Australian Nepalese community of Nepali origin are eligible to make nomination, to become referee and to be nominated for the Award.

9. Joint Recipients of the Award

In any category, after the selection criteria has been placed and the Taskforce comes with more than one person with same marks or ranking then the Taskforce can announce joint recipients. But one person or organizations cannot have more than one Award at the Award Ceremony. If there is more than one Awards to be given then the Coordinator must ask the Awardee, which Award he or she wants to keep it.

10. Excellence Award Categories

NRNA Australia Excellence Award can be given in 14 different categories. These categories are based on general community development principles and frameworks

The following are the Award categories:

1. Student of the Year – Year 12 Level
2. Student of the Year – University Level
3. Sports Person of the Year – Over 18
4. Sports Person of the Year – Under 18
5. Nepalese Cultural Ambassador of the Year
6. NRNA Australia Youth Person of the Year
7. NRNA Australia Woman of the Year
8. NRNA Australia of the Year
9. Friends of Nepal of the Year



- 10. Business Person of the Year
- 11. Community Service Person of the Year
- 12. Organization of the Year
- 13. Media Person of the Year
- 14. State Person of the Year
- 15. NRNA Australia President Award

1. Student of the Year – Year 12

Key selection criteria and eligibility are as follows:

- A person who has secured top score in the annual Year 12 or equivalent exam conducted by the Board of Studies in any of the States and Territories of Australia. There may be different system in each States and Territories. The Taskforce is to use the marking as prescribed by the Australian Education System and refer to the Australian Education Board guidelines.
- A member of the Nepalese community in Australia who is of Nepali origin.
- The following are the Certificates for Year 12 in each State and Territory:

State and Territory Senior Secondary Certificate of Education (SSCE)

State	SSCE Title	Abbreviation
New South Wales ^[1]	Higher School Certificate Board Developed Course - ATAR Board Endorse Course - Non-ATAR Content Endorse Course - Non-ATAR Life Skills Course - Non-ATAR	HSC
Victoria ^[2]	Victorian Certificate of Education - ATAR Victorian Certificate of Applied Learning - Non-ATAR	VCE VCAL
Queensland ^{[3][4][5]}	Queensland Certificate of Education "Authority" Subjects - OP/ATAR "Authority-Registered" Subjects - Non-ATAR	QCE



South Australia	South Australian Certificate of Education	SACE
Western Australia	Western Australian Certificate of Education 2016 - present: "ATAR" and "General" Courses 2007 - 2015: Stage 2 and Stage 3 subjects (ATAR) 2007-2015: Preliminary and Stage 1 subjects (Non-ATAR)	WACE
Tasmania	Tasmanian Certificate of Education Level 3 - ATAR Level 1 and Level 2 subjects - Non-ATAR	TCE
Australian Capital Territory ^[6]	Australian Capital Territory Year 12 Certificate "T" and "H" course Subjects - ATAR "A", "V", "M", "C", "E" and "R" course Subjects - Non-ATAR	
Northern Territory	Northern Territory Certificate of Education	NTCE

- NRNA Australia National Excellence Award Taskforce uses Nationally accepted Australian Tertiary Admission Rank (ATAR) Score to determine the awardee.

Australian Tertiary Admission Rank (ATAR) Score

The ATAR is a ranking of Year 12 results that measures your overall academic achievement compared with all other final year students in Australia (excluding Queensland). However, for Queensland students, only students who are eligible for an Overall Position (OP) are eligible for an ATAR. The ATAR is not a score out of 100 – it is a rank. The ATAR allows tertiary institutions to compare the overall achievements of all students who have completed Year 12.

More information about the ATAR can be found below link:

<https://www.uac.edu.au/future-applicants/atar>

<http://www.vtac.edu.au/files/pdf/publications/abcofscaling.pdf>

<http://www.tisc.edu.au/static/guide/atar-about.tisc>

https://en.wikipedia.org/wiki/Australian_Tertiary_Admission_Rank



The following information or documents must be submitted along with nomination:

- Certified copy of the Merit Awards or Transcript from the Board of Studies in any of the States and Territories of Australia.
- Certified copy of Identification document of the nominee.

It is possible to have a joint recipient if both people have equal marks in ATAR. The recipients can be more than 2 persons.

2. Student of the Year – University Level

Key selection criteria and eligibility are as follows:

- The top scorer or grade achiever amongst students from people of Nepali origin in either Bachelor, Master or PhD in Australian University.
- A member of the Nepalese community in Australia who is of Nepali origin.
- Recommendation from University or Lecturers will have great weight in deciding the awardee.
- More priority is given to PhD students unless there are exceptional cases in Bachelor or Masters.

The Taskforce may use the content on below link to assess the awardee:

Academic Grading in Australia for Tertiary Academics

https://en.wikipedia.org/wiki/Academic_grading_in_Australia

<https://www.scholaro.com/pro/countries/Australia/Grading-System>

<https://www.aqf.edu.au/aqf-qualifications>

The following information or documents must be submitted along with nomination:

- Certified copy of the Merit Awards or Transcript from the Australian University in any of the States and Territories of Australia.
- Certified copy of Identification document of the nominee.

3. Sports Person of the Year – Over 18

Key selection criteria and eligibility are as follows:

- The nominee must be a player, man of the match, team captain, sport coach, coordinator or manager of a team or club.
- The sports may include soccer, volleyball, badminton, basketball, cricket, long tennis, table tennis, athletics, swimming or any other sports in any



major tournament or championship held within Nepalese or mainstream Australian community in Australia.

- A member of the Nepalese community in Australia who is of Nepali origin.

The following documents or information must be provided along with the nomination:

- Certified copy of the award or certificate from the sport organizer
- Certified copy of Identification document of the nominee.

4. Sports Person of the Year – Under 18

Key selection criteria and eligibility are as follows:

- The nominee must be a player, man of the match, team captain, sport coach, coordinator or manager of a team or club.
- The sports may include soccer, volleyball, badminton, basketball, cricket, long tennis, table tennis, athletics, swimming or any other sports in any major tournament or championship held within Nepalese or mainstream Australian community in Australia.
- A member of the Nepalese community in Australia who is of Nepali origin.

The following documents or information must be provided along with the nomination:

- Certified copy of the award or certificate from the sport organizer.
- Certified copy of Identification document of the nominee.

5. Nepalese Cultural Ambassador of the Year

Key selection criteria and eligibility are as follows:

- Must have contributed to the promotion and development of Nepali language and culture in Australia individually or through an organisation.
- A member of the Nepalese community in Australia who is of Nepali origin.

The following evidence or information must be provided along with the nomination:

- Certified copy of letter of appreciation, certificate and/or any other form of evidence if available.
- Certified copy of Identification document of the nominee.



6. NRNA Australia Youth Person of the Year

Key selection criteria and eligibility are as follows:

- Person who has significantly contributed to strengthen and promote the unity, harmony and welfare amongst Nepali community residing in Australia through community work.
- A person contributing to the development of Nepal and / or relief work for needy people in Nepal individually or through an organisation.
- A person may be recognised by Nepal or Australian government international community and / or Nepali community living in Australia for his / her work towards peace and welfare of the people around world.
- A person may have significant impact on community work, Australian politics, sports, language, literature, business, human rights advocate and so on.
- A person who not only makes Nepalese proud but also has significant contribution to mainstream Australian community.
- A person is also known with reputation outside Nepalese community.
- A person must be under 35 years of age.
- A member of the Nepalese community in Australia who is of Nepali origin.

The following evidence or information must be provided along with the nomination:

- Certified copy of letter of appreciation, certificate and/or any other form of evidence if available.
- Certified copy of Identification document of the nominee.

7. NRNA Australia Woman of the Year

Key selection criteria and eligibility are as follows:

- Person who has significantly contributed to strengthen and promote the unity, harmony and welfare amongst Nepali community residing in Australia through community work.
- A person contributing to the development of Nepal and / or relief work for needy people in Nepal individually or through an organisation.
- A person may be recognised by Nepal or Australian government international community and / or Nepali community living in Australia for his / her work towards peace and welfare of the people around world.
- A person may have significant impact on community work, Australian politics, sports, language, literature, business, human rights advocate and so on.



- A person who not only makes Nepalese proud but also has significant contribution to mainstream Australian community.
- A person is also known with reputation outside Nepalese community.
- A member of the Nepalese community in Australia who is of Nepali origin.

The following evidence or information must be provided along with the nomination:

- Certified copy of letter of appreciation, certificate and/or any other form of evidence if available.
- Certified copy of Identification document of the nominee.

8. NRNA Australia of the Year

Key selection criteria and eligibility are as follows:

- Must have contributed significantly to strengthen NRNA Australia organisational structure and achieve NRN objectives.
- Must have held NRNA Australia registered membership for the last two years.
- A member of the Nepalese community in Australia who is of Nepali origin.

The following evidence or information must be provided along with the nomination:

- Certified copy of letter of appreciation, certificate and/or any other form of evidence if available.
- Certified copy of Identification document of the nominee.

9. Friends of Nepal of the Year

Key selection criteria and eligibility are as follows:

- Person who has contributed significantly for the development of Nepal or the Nepalese community in Australia.
- A person who has contributed significantly for the promotion and development of Nepali language, culture and community in Australia.
- An Australian citizen or resident of non-Nepalese background.

The following evidence or information must be provided along with the nomination:

- Certified copy of letter of appreciation, certificate and/or any other form of evidence if available.
- Certified copy of Identification document of the nominee.



10. Business Person of the Year

Key selection criteria and eligibility are as follows:

- Exceptional business entrepreneurship in Australia.
- Contribution to financial support to Nepalese community projects.
- This award is a provision for the Business community who have not only excelled in the business but have made significant contributions both capitol and in-kind to the welfare of the community consistently over a period of time.
- Close association with Nepalese community associations in Australia.
- A member of the Nepalese community in Australia who is of Nepali origin.

The following evidence or information must be provided along with the nomination:

- Certified copy of letter of appreciation, certificate and/or any other form of evidence if available.
- Certified copy of Identification document of the nominee.

11. Community Service Personality of the Year

Key selection criteria and eligibility are as follows:

- Person who has significantly contributed to strengthen and promote the unity, harmony and welfare amongst Nepali community residing in Australia through community work, nor for profit community media including TV, radio or newspaper and/or any other means.
- A person contributing to the development of Nepal and / or relief work for needy people in Nepal individually or through an organisation.
- A person may be recognised by Nepal or Australian government international community and / or Nepali community living in Australia for his / her work towards peace and welfare of the people around world.
- A member of the Nepalese community in Australia who is of Nepali origin.

The following evidence or information must be provided along with the nomination:

- Certified copy of letter of appreciation, certificate and/or any other form of evidence if available.
- Certified copy of Identification document of the nominee.



12. Organization of the Year

Key selection criteria and eligibility are as follows:

- Organization who has significantly contributed to strengthen and promote the unity, harmony and welfare amongst Nepali community residing in Australia through community work, sports, arts, culture or any form that promotes harmony and unity of people of Nepali origin in Nepal.
- Organization works may be promoted via media including TV, radio or newspaper and/or any other means.
- Organization contributing to the development of Nepal and / or relief work for needy people in Nepal and any part of the world.
- Organization may be recognised by Nepal or Australian government international community and / or Nepali community living in Australia for his / her work towards peace and welfare of the people around world.
- Organization must be Nepalese organizations in Australia.
- Organization has demonstrated harmony and multiculturalism among the Australian and Nepalese community

The following evidence or information must be provided along with the nomination:

- Certified copy of letter of appreciation, certificate and/or any other form of evidence if available.
- Certified copy of Identification document of the nominee.

13. Media Person of the Year

Key selection criteria and eligibility are as follows:

- The nominee must have worked in any discipline of media like Newspaper, Radio, TV and Online in Australia.
- Used his / her media training and entrepreneurship for the service of Nepalese community in Australia.
- Should have well proven track record of minimum of 2-4 years' service in the media in Australia.
- This award is a provision for the media community who have made significant contributions through audio visual media such to the welfare of the Nepalese community consistently over a period of time in Australia.
- A member of the Nepalese community in Australia who is of Nepali origin.



The following evidence or information must be provided along with the nomination:

- Certified copy of letter of appreciation, certificate and/or any other form of evidence if available.
- Certified copy of Identification document of the nominee.

14. State Person of the Year

Key selection criteria and eligibility are as follows:

- Have done significant work in his / her State or Territory to lobby Nepalese interest in Australian community.
- Have promoted Nepal in his / her State or Territory in Australia to visit Nepal.
- Is known outside of his / her State or Territory in Australia.
- It can have maximum of 3 awardee in this category.
- A member of the Nepalese community in Australia who is of Nepali origin.

The following evidence or information must be provided along with the nomination:

- Certified copy of letter of appreciation, certificate and/or any other form of evidence if available.
- Certified copy of Identification document of the nominee.

15. NRNA Australia President Excellence Award

This award is design for the appreciation of excellent contribution to NRNA Australia and Nepalese community in Australia during the relevant tenure. No nomination is accepted for this Award. NRNA Excellence Award Selection Taskforce will nominate on its own judgements with recommendation from NCC, SCC, Nari Nikung and Youth Forum of NRNA Australia.

There can be maximum of 10 awardees in this category.

11. Compelling Guiding Principles and Factors in Decision Making

The below factors or principles can guide you to make the right decision to choose the awardee for the year.

i. LANGUAGE, ARTS & CULTURE

The above factors are relevant to preserve Nepali culture in Australia.

Followings can be further factors:

- Teaching, instructing or training for development of Nepalese language and culture.



- Reporting or publishing Nepalese media leading to develop Nepalese language and culture.
- Promoting Nepalese language and culture through events, festivals or any other programs.
- Contribution to Nepalese literature through authoring, producing, publishing or distributing Nepalese books, films or documentaries.
- Any other type of contribution for Nepalese language and culture as deemed true for the Taskforce.

Please Note that the Nepalese language and culture do not only represent Nepali language and culture but also represent the broader languages spoken in Nepal and culture practiced in Nepal for people of Nepali origin.

ii. PROFESSIONAL OR ACADEMIC ACHIEVEMENT

The above factors are relevant to Nepalese community to develop better community in Australia.

Followings can be further factors:

- Any professionals from Nepalese community with excellent and/or recognized performance in serving local community.
- Any professionals from Nepalese community with excellent and/or recognized contribution in economic/business development.
- Any professionals from Nepalese community with excellent and/or recognized performance in sports.
- Any professionals from Nepalese community with excellent and/or recognized performance in developing technology.
- Any Academics from Nepalese community with excellent and/or recognized achievement in education.
- Any students from Nepalese community at school, college or university level achieving excellent results.
- Any other type of admirable achievements by members of Nepalese community as a professional, an academics or student as deemed true by the Award Taskforce.

iii. INITIATIVE, LEADERSHIP OR ADVOCACY

The above factors are relevant to Nepalese community as the community will produce better leader, advocate interest of people of Nepalese origin and imitate the development of Nepalese community in Australia.



Followings can be further factors:

- Any person, group of people or organization initiating any landmark trends which have benefited the interest or position of Nepalese Community in Australia.
- Any person, group of people or organization achieving superb outcome by providing leadership to serve the specific or general interest of Nepalese Community in Australia
- Any person, group of people or organization being able to achieve exceptional result in protecting or attaining concerns of Nepalese community by advocating.
- Anyone who have performed outstandingly to lead the economic, political or wide-ranging development of Nepal as being a member of Nepalese community in Australia.
- Anyone who have been acknowledged as suitable by the Award Taskforce.

iv. COMMENDABLE SERVICE TO NEPALESE AND AUSTRALIAN COMMUNITY

The above factors are relevant to the Nepalese and Australian community members.

Followings can be further factors:

- Exceptional service for safety, health and wellbeing of Nepalese and Australian community in Australia.
- Remarkable advocacy for the overall interest of Nepalese and Australian community in Australia.
- Any other type of commendable services by friends of Nepalese community in Australia.
- Any significant contribution for improving the livelihood, education, health and so on of people of Nepali origin and Australian community.

12. NRNA Australia National Excellence Award Procedure

NRNA Australia Excellence Award will be given biennial and it shall follow the procedure which is set here in sequential order:

- Formation of the Excellence Award Taskforce

The formation of the National Excellence Award Taskforce is already stated in Clause 3 of this By-Law.

NRNA Australia will provide with all necessary and possible logistics to the National Excellence Award Taskforce to complete the task. The Taskforce should maintain all the records and later hand over to the NRNA Australia including minutes of its meetings. The Taskforce can perform any logical and legal actions to complete whole process.



The Taskforce should propose the budget to purchase either medal or trophy and certificates.

The Taskforce should in their first meeting must decide on the date when the nomination will open, when the nomination is closed and when to recommend the awardees to the NRNA Australia President.

The Taskforce must use any form of media like NRNA Australia online newsletter, website, posters, Facebook or any other methods to reach all the people of Nepali origin living in Australia.

- Announcement and call for nomination

The National Excellence Award Taskforce should announce the Award and call for the nomination on behalf of the NRNA Australia as soon as possible. Taskforce should assure the enough time have been given for the nomination. The Taskforce should make sure the

Nomination Form is readily available and communicate the policy and procedure of the Award to all the people of Nepali origin or Australian citizen in Australia.

It is expected to have all reasonable and possible efforts put by the Taskforce for communicating the Award and the Nomination Process. The Taskforce should not accept nominations which are not conferring the Policy and Procedure of the Award.

- Deciding on nominations and recommendations

The National Excellence Award Taskforce should analyze all received nominations. If the nominations are not complete the nominator may be contacted and shall try best to complete the nominations. The Nomination Form needs to be filled in full and no part to be left blank.

The Taskforce should always check the reference for the nomination. The referee should be contacted, and the reference given by the referee should be recorded in Prescribed Form or Minutes.

Based on the eligibility and Award criteria set in the Policy and Procedure, the Taskforce should decide on the recommendations for the Executive Committee. While deciding on recommendations the Taskforce should consider the excellence of the nominee's particular performances or achievements.

- Decision on the nomination

The Taskforce must decide on all awardees in all categories prior to 4 weeks before the Nation Convention or Award Ceremony of that given year so that sufficient time is present to prepare memento for the awardee with their name printed on it to make the memento personal.



- Preparation of the Certificate for the Awardees

If recommended by the President, The Taskforce must prepare certificates for each awardee in the category and any certificates that may be given by the Excellence Award Taskforce. The NRNA Australia will provide the sample of Award certificate.

- Informing and inviting to Receive Award

After the awardees are decided, the Coordinator of the Excellence Award Taskforce should confidentially inform the recipient about the nomination and the NRNA Excellence Award.

Coordinator on behalf of NRNA Australia should also send an official invitation to the recipient for attending the Award Ceremony. Taskforce will also notify unsuccessful nominees about the outcome and send a thank you note for participating in the nomination process.

- Printing of the Certificates and preparation of the memento

The host city who is holding the National Convention for the year is responsible for the printing of the certificates and preparing the memento decided by the Excellence Award Taskforce and present that on the day of the Award Ceremony or National Convention to be given to the awardee.

- Preparing Report

After completion of the Award Ceremony, the Taskforce must produce report and hand it to Executive Taskforce within 2 weeks of the Award Ceremony. In that case, the Taskforce must have started the report prior to the Award Ceremony for the taskforce to produce and hand over reports on time. The reports must state the strength and weakness of the Award Ceremony, any recommendation to make it better Award Ceremony and anything the Taskforce wants to include on the report. The Executive Committee will review the report and make any changes to future Award Ceremony. The Award categories cannot be changed. It will only change with special resolution as allowed by the Constitution and the *Corporations Act 2001*.

The program outline, distribution and administration of the Award are main factors that may be included on the report.

- No Nominations Received

In the case that no nominations are received in any one of the categories, then the members of the Taskforce must choose the Awardee for that category where there are no nominations. In the Award Ceremony, there should not be any Awardee missing in any of the categories.



13. Debt to NRNA Australia

The Award recipients should not have any debt owed to NRNA Australia. Unless the debt is cleared, the Award cannot be given due to character and moral ground. The promise made is not fulfilled, then no matter what community work or other work you have done becomes not relevant.

The organization and individual may incur debt when pledging money on fundraising and sponsorship and so on. The staff of the organizations does not fall under this category. Only Directors, Shareholders and Senior Officials come under the category for Organizations and Organizations itself.

After finalizing the Awardee, the NRNA Australia National Excellence Award Taskforce must contact Treasurer if there is any amount owing for the individual, originations and its only Directors and Shareholders and incase of Community Organization, Community Organization itself and its Office holders. The debt period has no limit. It can be from year 2005.

NRNA Australia National Excellence Award Taskforce must give time to pay the debt to make sure the deserving candidates or organizations receive the respected, reputed and credible NRNA Australia Award.

14. Preparing the Short Introduction of the Awardee

After finalizing the awardees in each category, the Taskforce must prepare short introduction of the awardee in each category with background and achievement while presenting the Award. It will make the awardees feel satisfied and it is norms of award giving in Australia. That introduction sheet prepared for each awardee is to be handed to the President so that the President can give that introduction sheet to whoever announces the awardee for the Award.

15. Organizing the Award Ceremony

NRNA Australia should organize the NRNA Excellence Award Ceremony. The Award Ceremony should preferably be organized around July or August of the year the National Convention date. This Award ceremony can be combined with other ceremony or events.

NRNA Australia should organize the Award Certificate. The Taskforce should recommend to NRNA Australia NCC memento to be awarded for the recipients. If there is any sponsorship associated with the Award, it should be also acknowledged during the presentation of Certificate.

The Coordinator or any person appointed by the President with the recommendation of the Program Coordinator of the National Convention for the year should announce the recipients of the NRNA Australia Excellence Award in the Award Ceremony. While



announcing the recipients, the Coordinator or the person appointed should briefly provide the background of the recipient's excellence prepared by the Taskforce.

16. Recording the details and Acknowledgement

NRNA Australia should maintain a record book where all the recipients should be recorded. A brief introduction, the excellence that have been performed or achieved and a photograph if available should be recorded for each recipient and information uploaded in NRNA Australia website.

This record book should be made available for public viewing on request.

The Excellence Award Taskforce should ask for passport size photos of each awardee so that it can be uploaded on NRNA Australia website with their achievements.

The Excellence Award Taskforce should hand over all the documents and records of the procedure in deciding to nominate awardees to the NRNA Australia upon completion of their task. The NRNA Australia NCC will then dissolve the Taskforce with due acknowledgement.

17. Excellence Award Eligibility

- All members of extended public community who are of Nepali origin are eligible to nominate for the NRNA Australia Excellence National Award.
- Any person, group of people or organization are eligible to be referees for the nomination who are of people of Nepali origin.
- Members of the current Excellence Award Taskforce and the current NRNA Australia are not eligible to be nominated for the NRNA Australia National Excellence Award.
- Anyone as an individual, group of people or legal entity having any criminal history are not eligible to be nominated for any NRNA Australia National Excellence Award.
- There is no limit for nominators to submit nominations, for nominees to be nominated or for referees to provide reference.
- For the award of Friends of Nepal of the Year, the person should be outside Nepalese community and not people of Nepali origin.
- None can nominate themselves for the NRNA Australia Excellent Award.
- No reference can be accepted for themselves for NRNA Australia National Excellence Award
- Supporting documents like news clip, photos, website and any other published evidence can be supplied with the nomination for reference check.



18. Excellence Award Criteria

The nomination should be assessed based on criteria set in this policy and procedure.

Nomination for the Award should only be made based on the following criteria:

- Completeness of the nomination

The nomination form must be complete to be considered. Only basic and logical effort will be given by the Excellence Award Taskforce to make sure the nomination form is complete and accordingly.

Reference is a must for all nomination. Hence, referee should be provided for every nomination. If the contact details are not correct for either referee or nominee or nominator and the Excellence Award Taskforce finds hard to contact any of them the nomination will be rejected.

If the Taskforce fails to collect the reference from the referee with reasonable effort, then the nomination will be considered not complete. Excellence Award Taskforce will put reasonable and logical effort to gain a reference check for the nomination.

- Excellence Award Categories and eligibility

Nomination for the award should always be based on the categories defined in the policy and procedure. The nominee should qualify to be nominated on that category.

Nomination should also be eligible to be nominated as per the award eligibility.

The nominee, nominator and referee should be eligible to be nominated, to nominate or to be referee respectively.

There is no necessity for all the category of awards to be presented every time. If none of the nomination qualifies for some category, then National Excellence Award

Taskforce can decide not to present award for that category in that year. Likewise, there can be more than one awardee for same category in any given Award period.

- Excellence in performance or achievement

Performance or achievement should have the essence of excellence to receive the Award. National Excellence Award Taskforce will evaluate and mark the performance or achievement as being exceptional to rest of the performance or achievement in general.

Following performance or achievement indicators may be considered in evaluating the nomination:

- ✓ Efforts and Contribution
- ✓ Information and Knowledge
- ✓ Process management, Improvement and Innovation
- ✓ Communication and Leadership



- ✓ Strategy and Planning
- ✓ Success and Sustainability

- Contemporary norms, standards, practices and values

While evaluating the performance or achievement being excellence, the contemporary norms and standards will be considered based on the contemporary practices and values of the Nepalese community members in Australia. It is anticipated that these norms, standards, practices and values keeps on changing based on wide range of factors. Every time the consideration has to be given to the then practices and values and should consider then norms and standards.

- Outcome, Impact or Benefit

Performance or achievement should also be evaluated based on the outcome, impact or benefit of it to the Nepalese community or broader community in Australia. Any performance or achievement can't be extraordinary just because it has been performed extraordinarily. The performance should have direct or indirect outcome or impact or benefit to be remarkable.

- Exclusions

Previous Award recipients are not eligible for nomination on the same category and can be nominated for a different category if the nominee feels that person fulfils the eligibility for other categories.

- Disclosure of Awardee

The recipient of the Awardee in all categories must be kept secret and revealed to public at Award Ceremony only. Only exception to this is if the Executive Committee decides to publish publication about the National Convention then the names of the Excellence Awardee will be disclosed before announcement of the Excellence Awardee on the Award Ceremony as the names of the Excellence Awardee may be published on the publication.

19. Implementation, Communication and Review

NRNA Australia NCC is responsible for implementing, reviewing and communicating this policy and procedure. The copy of this policy and procedure is available for public viewing on request. Information on NRNA Australia Excellence National Award will be communicated via official website of NRNA Australia. All other relevant documents and information will be made available in NRNA Australia website.

20. Revocation of Award

NRNA Australia can revoke the Award of any recipients if later found that prior to granting of the Award, the recipients were convicted of any criminal offence and that



offence has not been appealed. If the offence has been appealed, then the outcome of the final determination will demand whether to revoke or not. If convicted on final outcome, then it should be revoked. If the Award Taskforce has been warned of the convictions, then the Award Committee should sit meeting and determine the outcome to the Executive Committee. It is a best practice for Award Taskforce to inform the Executive Committee if any warning has been given about the recipients. Even if there was no protest prior to Awarding the Award, if anyone comes with the evidence that the Awardee was convicted of criminal offence prior to the selection then the Award may be revoked even it was handed at the Award Ceremony.

On other cases if any Awardees has later been found convicted of criminal offence then the Executive Committee will determine the outcome case by case. If later found that the Awardee has owed any money to the NRNA Australia and it has not been paid to NRNA Australia after the request to clear the debt, then the Award must be revoked.

21. Dissolution of the Taskforce

After the Award Ceremony, when the Taskforce hands the report within 2 weeks to the Executive Committee after the Award Ceremony, this Taskforce will dissolve. Even if the report is not handed, the Taskforce is dissolved after 2 weeks of the Award Ceremony.

The handing of the report is important tasks of the Taskforce and must be given to the Executive Committee. Without the report, the Taskforce has not been able to deliver or complete its objective.

22. Nomination Form

The nomination form is supplied with this By-Law. That would be the official nomination form for the NRNA Australia Excellence National Award.

23. Amendment

This initial By-Law can only be amended wholly or partly to change the scope of the By-Law by Special General Meeting or Annual General Meeting.

However, Executive Committee can insert (or add) words, sentences, or paragraphs in this By-Law where some important clauses have been missed or to make it in line with current trend and not changing the in initial intention of the By-Law. Executive Committee also can strike out and insert (or substitute) words, sentences, or paragraphs of this By-Law to make it more robust. But it must not change the intention of the initial By-Law.

If the Executive Committee wants to change or amend the initial purpose of this By-Law, then it must be passed through Special General Meeting or Annual General Meeting.

If this By-Law is against the law of Australia, then Executive Committee must make change to the extent of only making it legal.



If this By-Law is inconsistent with Constitution of NRNA ICC and NRNA Australia, then Executive Committee must make change to the extent of making it consistent with the Constitution of NRNA ICC and NRNA Australia.



**NRNA AUSTRALIA EXCELLENCE AWARD NOMINATION FORM
AWARD YEAR: 2019**

IMPORTANT NOTICE: Nomination Form should be filled fully. No section should be left blank unless discretion used by the Award Taskforce. Nomination may be **INVALID** if the form is not properly filled. Please submit **VALID** Nomination Form to the designated email address provided by the National Award Taskforce with certified copies of supporting evidences to support your nomination. The more evidences have more weight in deciding the nomination. The nomination should be sent to award@nrn.org.au.

Please check the **BYLAW - NRNA AUSTRALIA AWARD POLICY AND GUIDELINE - No 3** prior to filling the nomination forms so that you are aware of the award criteria that can be found in documents section in www.nrn.org.au website.

Section 1: Nomination Category

Nomination Category (Select only one, if you need to nominate for several categories use different nomination form for each category)	
<input type="checkbox"/>	Student of the Year – Year 12 Level
<input type="checkbox"/>	Student of the Year – University Level
<input type="checkbox"/>	Sports Person of the Year – Over 18
<input type="checkbox"/>	Sports Person of the Year – Under 18
<input type="checkbox"/>	Nepalese Cultural Ambassador of the Year
<input type="checkbox"/>	NRNA Australia of the Year
<input type="checkbox"/>	NRNA Australia Youth of the Year
<input type="checkbox"/>	NRNA Australia Woman of the Year
<input type="checkbox"/>	Friends of Nepal of the Year
<input type="checkbox"/>	Business Person of the Year
<input type="checkbox"/>	Community Service Person of the Year
<input type="checkbox"/>	Organization of the Year
<input type="checkbox"/>	Media Person of the Year
<input type="checkbox"/>	State Person of the Year



Section 2: Nominee's Details

Title:	First Name:	Last Name:
Address:		
Suburb:	Post Code:	State:
Organization:		Position:
Telephone:	Mobile:	Fax:
Email:		

Performance or Achievement (Briefly describe the performance or achievement of the nominee)		
Brief Bio-data of the Nominee (Briefly list the key bio-data of the nominee)		
Does the nominee know about this nomination?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



Section 3 Referee's Details (Please copy this section if you want to provide alternate referee)

Title:	First Name:	Last Name:	
Address:			
Suburb:		Post Code:	State:
Organization:			Position:
Telephone:	Mobile:	Fax:	
Email:			
Relationship to nominee:			
Does the referee know about this Award & nomination?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the referee know about being nominated as referee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has nominee been convicted of any offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Section 4 Excellence Claim (Please provide supports for your claim as far as possible)

How the performance or achievement is exceptional?



What is the outcome, impact or benefit of the performance or achievement to Nepalese community?

Section 5 Nominators Declaration

Are you aware of the person, group or organization being nominated having any criminal history?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
I state that the information I have provided is true and correct to the best of my knowledge. I will notify NRNA Australia of any changes to the circumstances that may affect this application. I acknowledge that NRNA Australia may refer this application to external parties for assessment, comment or reference. I understand that this nomination may not necessarily be successful for receiving Award.			
Signature:		Date:	
Title:	First Name:	Last Name:	
Address:			
Suburb:		Post Code:	State:
Organization:		Position:	
Telephone:	Mobile:	Fax:	
Email:			

Further Notes: Provide information you think necessary for nomination and attach relevant documents for better chance of your nominee to be successful.