

**Women's Sailing Association of Santa Monica Bay (WSA)**  
**Marilyn Butefish Award Guidelines**  
Adopted May 17, 2011

In 1986 the WSA Board of Directors established a perpetual award as a memorial to a valuable member, Marilyn Butefish. Every year since then, WSA has proudly recognized award recipients for their exceptional contributions. These guidelines are effective in 2011 and until such time the Board of Directors deems it necessary to modify.

**Purpose of Award:**

Award is presented each year by WSA in recognition of a WSA member(s) who has made an exceptional contribution to the promotion of women's sailing through service to WSA. This award recognizes service that goes "beyond mere performance of duty".

**Eligibility:**

Any current WSA member (female or male) is eligible for award. It is acceptable to allow a nomination for more than one member for an exceptional "team contribution".

**Nominations:**

The Board of Directors will solicit nominations from the membership via August through October newsletters and a nomination submission sheet at October general meeting. The solicitations will 1) define the purpose of award and eligibility, 2) list recent years' recipients, and 3) provide direction on how to properly submit written nominee suggestions to the Board.

At the October Board meeting, the Board of Directors will submit eligible nominations including the suggestions received from the membership. The nominations will include name and a few sentences with explanation of why person(s) is deserving of this award. There is no limit to number of nominations per Board member. If duplicate nominations are submitted, the sentences will be combined and summarized for the ballot. All nominations will be listed on the election ballot.

**Election:**

Nominees are listed on a ballot along with summary of their contribution. WSA members will vote for one nominee at the November general meeting. Election Committee is responsible for counting votes. Nominee with the most votes will be named award recipient. If two nominees receive the most number of votes, both nominees will be named recipients of the award.

**Trophy:**

WSA will maintain a perpetual trophy for this award. The Board of Directors will refurbish, repair or replace trophy as needed.

**Trophy Engraving:**

The Jr. Staff Commodore is responsible to engrave new recipient name(s) on perpetual trophy and to purchase an award gift for full reimbursement of reasonable costs.

**Trophy Presentation:**

At the Board of Directors Installation event in December, the new recipient(s) is announced and perpetual trophy with award gift is presented to recipient(s). If recipient is not available to attend event, trophy and gift will be presented to recipient at next earliest WSA general meeting possible. The award gift is for the recipient(s) to keep.

**Location of Trophy:**

The trophy will remain in possession of WSA at all times. The Board of Directors will determine the appropriate and secure place to display the trophy each year (e.g. trophy case at host club).

