

AWARDS & HONOURS



Royal Victorian Association of Honorary Justices

*The peak membership body for Victoria's
Justice of the Peace and Bail Justice volunteers*



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The Board has approved the following RVAHJ Honours & Awards system. Our system has been designed to be:

- Simple and easy to understand
- Totally transparent
- Fastidiously fair
- Achievable by ordinary, hard working members
- Relevant to Honorary Justice work
- Consistent with comparable Awards

RVAHJ bestows the following four (4) Honours:

- Life Membership
- Fellowship (FRVAHJ)
- Meritorious Service
- Certificate of Appreciation

RVAHJ Service Awards:

- From 10 Years then each 5 year anniversary

RVAHJ Certificates:

- Membership Certificate
- Branch Charter

RVAHJ Life Membership

The award of Life Membership is the most prestigious award that the Association bestows on a member and quite rightly is awarded to only a very small number of individuals.

Qualification – meets any of the following:

- Significant meritorious service to the Honorary Justice community
- Order of Australia recipient recognised specifically for their service as an Honorary Justice and who has been a RVAHJ member for at least 10 continuous years
- 20 years of significant service, and membership, including active participation in Branch executive roles for at least 10 years (Chair, Secretary, Treasurer, DSS Coordinator etc)
- Board member with at least 10 years Honorary Justice service and membership who has held the roles of President, Vice President and Immediate Past President

Life Members have an important role to play in our organisation. As esteemed “elder statespersons” of the Association, they commit to:

- Provide informal advice and guidance to the current Board
- Represent the Association at Branch and other community activities
- Present Awards
- Identifying and supporting fundraising activities
- Leverage their community and other contacts for the benefit of the Association

Life members are not required to pay an annual membership fee to the Association starting from the first year following the year in which they were appointed as a Life Member. Many Life Members, recognizing the value that the Association brings, choose to make a donation to the Association of equivalent value as the then current membership fee.

Meritorious Service

The Meritorious Service honour recognises outstanding contribution to the Association in a significant way that is above normal service expectations and is widely recognised by their peers.

Qualification – meets any of the following:

- Outstanding contribution in a Branch executive position or DSS Coordinator role for at least 3 year
- A single instance of brilliance or act widely acknowledged by peers and/or the community as an outstanding effort
- Must have at least 5 year service
- Must not have served on the RVAHJ board for the preceding 2 years





Fellowship - FRVAHJ

The RVAHJ Fellowship is awarded to members who have displayed outstanding commitment to their Honorary Justice role and the Association over a solid period of time.

Qualification is based on service time and activity – meets any of the following:

- For a JP: 5 years service + 200 signing station rosters, or 10 years service
- For a BJ: 5 Years service + 500 hearings, or 10 years service
- For Branch office holders: 5 years Branch officeholder service +80% meeting attendance
- For RVAHJ Board members: 5 Years Board service + 80% meeting attendance

RVAHJ Fellows are the “cornerstones” of the Association.

They hold an honourable position of respect amongst their peers and commit to:

- Active participation in their local Branch or Association committee activities, which, depending on individual skills and capabilities, may include but is not limited to:
 - o Presenting Association training
 - o Providing learned articles for Custodes
 - o Identifying and supporting fundraising activities
 - o Historian activities
- Active recruitment of new members
- Peer support, advice and guidance to other members
- Driving a positive and inclusive fellowship for all members
- Providing constructive feedback to continuously improve the Association and the value we bring to members

Certificate of Appreciation (For Organisations/Individuals non member)

The Association is assisted in many of its tasks and undertakings by organisations and individuals who are not members of the association. The award is to recognise the service and assistance that those individuals and organisations provide on behalf of the Association.

Qualification – meets any of the following:

- An individual or organisation that has contributed to the Association in a significant and measurable way that is widely recognised by the membership
- An individual or organisation who has provided the Association and its membership, through their commitment, recognised benefits that have enabled the Association and its members to provide a better level of service to the community. This ability will have been enhanced by their involvement
- An individual or organisation who has demonstrated through their community or civic involvement a significant role in the recognition of Honorary Justices and the Association

Service Awards

Service awards recognise the length of service of an Honorary Justice. Service is measured from the date of appointment as a member of the Association (RVAHJ):

- 10 Years
- 15 Years
- 20 Years
- 25 Years
- 30 Years
- 35 Years
- 40 Years
- 45 Years
- 50 Years

OTHER CERTIFICATES

For completeness, there are two other certificates available, related but not integral to the Awards system:

- Membership Certificate (ordinary, associate and honorary)
- Branch Charter (upon branch formation)



RVAHJ Honours & Awards - Procedural Overview

The processes that implement our Awards are designed to make it easy for all, whilst retaining an appropriate level of scrutiny required for probity.

Award and Certificate of Appreciation Nominations

Nominations for all Awards and Certificates of Appreciation can be made by a Branch or financial member of the Association. All nominations must be endorsed by either the President or Vice President of the Association. Nominations are to be made using the RVAHJ – Honours & Awards Nomination Form and include appropriate justification.

Other Certificates

Membership Certificates and Branch Charters do not require a nomination process.

Evaluation

Evaluation of each Award nominations will be made by the Membership Committee Awards subcommittee and endorsed by the executive committee.

- Life Membership and RVAHJ Fellowship Awards must be unanimously recommended at both of these each stages
- Nominations for Order of Australia Awards must be unanimously recommended at both of these each stages
- Meritorious Service Award and Certificate of Appreciation require a simple majority at both of these stages

Presentation

The preference is for all awards to be made in person at the RVAHJ Annual Dinner and shall be in the form of a certificate and citation to be read by the President or Guest Speaker directed specifically to the recipient. Alternative presentations may be arranged as necessary or appropriate, or at the request of the recipient.

Membership Committee - Awards Subcommittee

The Membership Committee is responsible for the operating the Honours & Awards system on behalf of the Board.

The membership committee will convene an Awards Subcommittee to consider all submissions for Honours and Awards bestowed by the Association. The committee will consist of no less than three (3) and no more than five (5) ordinary members of the association. The subcommittee will meet as required, but no less than annually, to consider any nominations. The subcommittee is also responsible to consider and make recommendations to the Board on improvements or other changes it thinks are necessary for the Honours & Awards system. The subcommittee will review all submissions for commendations against the published criteria.

The subcommittee will submit to the executive committee such nominations for commendations as it considers meet the criteria and are worthy of consideration for review by the executive.

Recommendations for Life Membership and RVAHJ Fellowship Awards must be unanimous at subcommittee, executive and Board level. Meritorious Service Award and Certificate of Appreciation require a simple majority at each of these stages.

The executive will review the nominations and forward to the Board all nominations it has agreed are worthy.

The subcommittee will deal with and approve recognition certificates by authenticating the criteria and forwarding the certificate for appropriate signature. The subcommittee will cause the appropriate recognition certificates to be produced after examining the relevant records in accordance the criteria with in a timely fashion.

The subcommittee will regularly (at least annually) call for nominations for all awards in a timely manner and promulgate eligibility criteria for nominations and the attendant process for deciding on the recipients.