

1. Purpose of the Behçet's UK Members Award

- 1.1. The Behçet's UK Members Award has been created by Behçet's UK to recognise the contribution of individuals who, have been instrumental in supporting, improving quality of life, independence and dignity of anyone in the Behçet's UK Community.

2. The winner

- 2.1. The winner of the Behçet's UK Members Award will be announced and awarded at the Annual Behçet's UK Conference and AGM, which is typically held on the third Saturday in October.
- 2.2. There will be one winner each year who will win a glass trophy. There is no cash or alternative award available, in whole or in part, and the award will be given directly to the winning nominee.
- 2.3. If the conference is held in person the Board of Trustees, if necessary may agree to arrange and cover, within reason, the travel and accommodation costs for the winner to attend the Annual Conference and AGM and receive the award in person.
- 2.4. If the winner chooses not to accept the award live (either in-person or online) the winner can send a written or video acceptance which will be shared at the conference. Behçet's UK will then send the glass award to the winner within a month of the conference.
- 2.5. Details of the winner will be available on the website <https://behcetsuk.org/buk-members-award> within two weeks of the Annual Behçet's UK Conference and AGM.

3. Eligibility criteria

- 3.1. Who is eligible to receive the award?
 - Nominees whose activities relate to the purpose of this award.
- 3.2. Who is NOT eligible to receive the award?
 - Members of the Board of Trustees, whilst in office.
 - Behçet's UK Staff, current and past.
- 3.3. Restrictions
 - An individual can only receive the Behçet's UK Members Award once.
 - It is not possible for a member to be awarded both the Behçet's UK Members Award and the Judith Buckle Award.

4. Nomination criteria

- 4.1. Nomination form
 - All nominations must be supported by a written reason which demonstrates how the activities of the nominee relate to the purpose of this award.
 - Nominations can only be accepted if submitted using the online nomination form or by submitting a paper nomination form (which is available from the administration office).
 - All nominations must include the names and membership details of a proposer.
- 4.2. Who is eligible to propose a nomination?
 - Current standard members (voting) of Behçet's UK, including those based overseas.
 - Volunteers who are also current standard members.
- 4.3. Who is NOT eligible to propose a nomination?
 - Non-voting members, such as associate and junior members.
 - Current Behçet's UK Staff.

- Members of the Board of Trustees, whilst in office.

4.4. Restrictions

- Self-nominations will not be accepted for this award.
- Nominators can only submit one nomination per year 01 May – 30 April. If multiple nomination forms are submitted by the same nominator only the first nomination received will be accepted.

5. Judging process

- 5.1. A judging panel consisting of a minimum of 4 current trustees will be formed to review all nominations. The full names of the judges shall be made available on request in writing.
- 5.2. The judges will base their decision on merit and information provided on the nomination form. The number of nominations for an individual will not influence the decision.
- 5.3. When shortlisting, priority will be given to nominees:
 - who are current members of Behçet’s UK;
 - whose activities clearly relate to the purpose of this award.
- 5.4. The judges have absolute discretion as to who is selected and their decisions are final. No correspondence will be entered into.
- 5.5. The judges reserve the right not to make an award if they feel the nominations received don’t meet the purpose of the award.

6. How to submit a nomination

- 6.1. You must seek consent from your nominee before submitting the nomination form. If your nominee is under 18 years old their parent or guardian must give their consent.
- 6.2. Nominations can be submitted throughout the year but nominations received after 30 April will be considered for the following year.
- 6.3. Nominations must be made via the appropriate online or paper nomination form.
 - Online form: <https://behcetsuk.org/buk-members-award/nomination>
 - Paper form: a paper nomination form can be requested from the administration team by calling 0345 130 7328.
- 6.4. Behçet’s UK accepts no responsibility for lost, mislaid, incomplete or delayed nominations.

7. Privacy and data protection

- 7.1. The holding and processing of personal data is for any purpose reasonably connected with the administration of the award including publicising the award and will be held and processed by Behçet’s UK in accordance with our privacy policy which is available to view on our website.
- 7.2. The person submitting the nomination must have the necessary consent to disclose personal data about the nominee or the reasons why you are nominating them. If the nominee is under 18 years old their parent or guardian must give their consent.

8. Additional terms and conditions

- 8.1. Behçet’s UK reserves the right to withhold, change or cancel the award in the event of non-compliance with this policy.
- 8.2. Behçet’s UK also reserves the right, at its discretion, to amend this policy at any time. Should this happen, a notice will be displayed on the website at <https://behcetsuk.org/buk-members-award>

Version	Last Review Date	Author
1.0	24 February 2023	Gemma Darlow