



CHAPTER PRESIDENT'S MANUAL

Introduction

The President of any organization is unquestionably the key figure in determining whether or not that organization will be successful. Unless a person is endowed with certain attributes, which combined, make up that very elusive quality called leadership, that person is not good material for the presidency, regardless of personal contributions to the Chapter's activities or popularity with other members. While both of these qualities are necessary to a good leader, it does not always follow that one who has only one or the other, or perhaps both, will make a good leader. This manual will give a bare outline of some of the necessary qualifications that will help produce a good president and, thus, create a good organization. It is not, and cannot be, all inclusive, but a faithful adherence to the recommendations contained herein will give any leader the necessary tools with which to do an outstanding job.

Leadership calls for interest, preparation and enthusiasm.
Interest in the work and aims of the organization.
Preparation of the projects designed to achieve those goals.
Enthusiasm in the execution of various projects.

Ambition, personal aggrandizement or ego building does not qualify a person for leadership. A desire to gain the center stage and an unwillingness to relinquish focus of attention will stymie the initiative on the part of members and lead to a quick deterioration of any worthwhile endeavors. A leader should be very careful not to dominate a meeting or a club's activity. The most successful leader appears not to be leading at all. Therein lies the secret of success. The president must be completely familiar with all the activities of the chapter and the relationship of those activities with those programs of UNICO National, the Constitution of UNICO National and the chapter and the various committees of the chapter, district and National; the programs of UNICO National.

THE MORE KNOWLEDGE THE PERSON HAS, THE BETTER JOB THAT PERSON CAN DO.

All the training and all the skills of any leader will fall on stale soil unless care is taken in choosing chapter, district and National projects. No better thought for starting the study of leadership in UNICO National could be devised than to carefully study the National and district constitution. Of equal importance is a proper survey at the local level of the needs of the community and resources of the chapter. Know what UNICO National stands for, know all about its important National committees, and know what the district goals are so your chapter may work effectively with other chapters. Find out what local needs may be so your chapter can do something about it, and then know how to do that something.

KNOW WHY!

KNOW WHAT!

KNOW HOW!

Immediately after your election, and before assuming the duties of the office:

1. Study the UNICO National constitution.
2. Study the Constitution of the Chapter; know what constitutes a quorum; know the standing committees; procedures concerning new membership and finance.
3. Learn how to properly conduct a meeting; familiarize yourself with Robert's Rules of Order.
4. Proper decorum and adherence to proper procedure will insure the orderly conduct of business, be impressive. For prospective new members, facilitate the operation of worthwhile programs.
5. Select committees and committee chairpersons.
6. Outline the duties of officers, committee chairperson and committees.
7. Prepare the budget. Proper accounting procedures will insure availability of funds to carry out all the projected programs, without the embarrassment of bankruptcy.
8. Become familiar with the UNICO National Website- www.unico.org. Information on the site includes: reports, manuals, rituals and the National Directory.

AFTER INSTALLATION:

1. Check property - order necessary supplies.
2. Audit accounts.
3. Review the minutes with the Secretary.
4. Appoint the committees and committee chairpersons.
5. Delegate.
6. Instruct.
7. Supervise.
8. Follow through.

Leadership is not necessarily the ability to do great quantities of work yourself, but rather the ability to inspire others to work for and with you. Therefore, utilize the talents of your members. Make them eager to complete a task by delegating authority. Instruct the committee chairpersons with some degree of particularity reserving to the committee some authority to improvise and feed into the project.

Supervise and follow through by determining that the committees are functioning. A strict timetable for reports is important. Prepare the year's program and use the newsletter as well as personal influence to insure its success.

Work with the Districts:

1. Recommend committee members.
2. Notify the District Governor of the Chapter's Officers and Delegates.
3. Confirm that your Chapter's National Dues are paid.
4. Coordinate activities with the District Governors and other Chapter Presidents.

Work with National:

1. Recommend committee members.
2. Confirm that all reports for the National Office are sent on time.
3. Contact the National Office and request that a specimen of all forms be sent to you.
4. Evaluate committee needs.

First Chapter Meeting:

1. Review the year's programs.
2. Announce committee appointments; use committee assignment and report forms.
3. Review District and National programs.
4. Fix place and time for future meetings.
5. Submit budget for approval.
6. Outline the agenda for the meetings.

In brief, Mr. / Ms. President, know what you are expected to know and do. Take over all property and records; send in necessary reports and recommendations to District and National at once. Make committee appointments promptly and properly. Pay the National and District dues; know your financial position. Get out your newsletter; get publicity for the Chapter.

Remember to:

1. Delegate!
2. Instruct!
3. Supervise!
4. Follow Through!

CHAPTER ORGANIZATION CHART

President
Board of Directors
Vice-President(s)
Secretary
Treasurer General
Counsel
Sergeant-At-Arms

Committees:

Americanism
Budget and Financial
Cooley's Anemia
Expansion
Membership and Retention

Mental Health
New Project
Publicity and Public Relations
Scholarship
Sickness and Distress

COMMITTEE WORK

You, Mr. / Ms. President, must organize and give overall direction to committee work. The success of your term will depend on what the committees do or don't do. The member's interest, plus conference with past officers will guide you, as well as your own careful scrutiny of each member's background and past performance.

Don't by any means, let the Vice Presidents sit idle. They must be put to work chairing important committees and supervising others. Give your membership a chance to judge their leadership's initiative and ability so that your Chapter won't fall into the trap of "automatic" promotion.

Be sure to tell the Newsletter Editor to name outstanding committee workers with appreciation, and see that your Publicity Chairperson makes outstanding projects known to the public at large through news media.

1. Instruct committee chairpersons to review reports of the same committee in previous years.
2. Give a time schedule to the chairpersons as to when reports will be expected.
3. See that a copy of all committee minutes is forwarded to the responsible Vice President and to you promptly.
4. Instruct your committees to use the .
5. Praise and reward work well done.
6. Make sure the Board receives committee findings and recommendations and that the Board, in turn, makes recommendations for the membership; remember the bulk of the Chapter's business should be transacted in committee and board meetings.

DELEGATE! INSTRUCT! SUPERVISE! FOLLOW THROUGH!

COMMITTEES' WORK AND REACH OUT

Every member of a Chapter should serve on at least one Chapter Committee. Committees do the important planning and work of a club. By a person's committee work, fellow UNICANS will get to know the person's interest, enthusiasm and ability to lead. People who work hard on committees and do a good job are the persons who should be considered for important Chapter Offices; they are the people to watch for District and National leadership material. The committee chart outlines typical Chapter Committees.

1. The President delegates to Vice Presidents the direct supervision of appropriate committees.
2. Each committee has a chairperson.

When a Vice President fails to keep in touch with committees, when the Vice President does not know what they are doing and why, the Vice President should be eliminated from consideration for advancement. How can a person become a good president who has neglected their responsibilities as a member and in other capacities?

THE COMMITTEE CHAIRPERSON

The member's duty is to call meetings and guide deliberations. The first meeting of a committee should be a survey and planning meeting to discuss and analyze what the committee is assigned to do, when the assignment must be completed. Then, either at the first meeting or in subsequent meetings, come such questions as what the Chapter can do and how to get it done; all followed by a complete summary and report to the Vice President in charge and then to the Chapter. In short, know what you are doing at all times. Too often, committee meetings end up as "social" hours. And, too often, wasted time may cause busy members to "drop out".

To help committees define what, when and how to make written reports, the Committee Assignment and Report form may prove very helpful.

PUBLICITY The work of a committee very often deserves publicity. The chairperson should funnel important news through the publicity chairperson.

LIAISON To coordinate and plan joint projects, the District Delegates must report back all District business. And, they must bring Chapter recommendations to District. They should see that the Chapter knows about and supports District. Example, the mental health drive and appropriate district level activity. What is said of District Delegates applies, of course, to National Delegates as well. All Delegates have the duty to report both ways. Thus, it may be readily apparent that through work on committees, individual UNICANS can reach out to the District and National level.

It is worth repeating that the committee does the Chapter's work; committees do District work; committees do National work. What a member does on committees tells you what kind of executive they are likely to make. Be sure you educate your Chapter members that elections are not rewards but recognition of ability and work.

COMMITTEES WHICH WORK WELL WILL TRAIN:

Chapter Leaders
District Leaders
National Leaders

DELEGATE! INSTRUCT! SUPERVISE! FOLLOW THROUGH!

PROGRAM COMMITTEE

Good programs at the general meetings are a must! Most members join UNICO to enjoy fellowship with others of like heritage and to "do things" in common service. The Program Chairperson has an important job. Their planning should be, at least, three months in advance at all times. They may well consider a quarterly scheduling of a program of general interest, with spouses and friends invited, such as some of the Italian culture suggestions.

What Makes a Good Program?

Warmth, an inbred part of our heritage, means lively introduction and cordiality toward visitors and new members open arms for visiting UNICANs. Get music and other entertainment when possible. Precede meetings by social hour.

Humor, in good taste and not overdue can brighten any meeting.

Timing, Run on schedule; don't let speakers wait through boring business sessions (most business belongs at board meeting not general meeting); let speakers know their time limit; adjourn on time.

Standard Topics

There are certain subjects, which are a recurring matter, such as: speakers on topics relating to District and National projects. The District Governor's Visitation: visits of National Officers. BE SURE YOU KNOW PROTOCOL! Don't overlook your own members as possible speakers.

Suggestions

- Plan Ahead
- Vary programs, keeping in mind seasonal events such as Thanksgiving, Christmas, etc.
- Have activity committees put on programs.
- Place Entertainment Committee and Italian Culture Committee in charge.
- Arrange a "District Day" visit by the District Governor.
- Give newsletter and Publicity Committees information, several days in advance, about future meetings and speakers.
- Have all information for introducing speaker well in advance so introduction can be made without reading.
- Program sources in different communities:

Chamber of Commerce
Colleges and Universities
Music and Art Schools
High Schools
Theater Groups
Public Officials

Other Organizations such as:
YMCA, Boy Scouts, Dante Alighieri Society;
Italian Teachers
Distinguished foreign visitors
Law court personnel
Police Officials

CONDUCT OF MEETINGS

Meetings should not lack:

- A. Advance planning
 - B. An agenda
 - C. A time schedule
- A. Advanced Planning - The President should know what plans and programs are to be discussed at the meeting, the problems expected and probable solutions. The President must be prepared to meet any eventuality. The President must know the basic rules of parliamentary procedure and the proper method of conducting a meeting.
- B. The Agenda - Prepare a proper agenda and adhere to it. A sample agenda could be:
1. Call to order.
 2. UNICO Prayer.
 3. Salute to the flag.
 4. Roll call of new members.
 5. Induction of new members.
 6. Reading of the minutes of the previous meeting.
 7. Reading of the Board of Directors' minutes.
 8. Bills and communications.
 9. Report of committees.
 10. Unfinished business.
 11. Balloting on new memberships.
 12. National programs.
 13. New business.
 14. Good and welfare.
 15. Report of the treasurer.
 16. Adjournment.
- C. Strict Time Limits - No one likes to see a meeting drag on and arguments continue ad infinitum. It is the duty of the chairperson of the meeting to be firm and polite in limiting the length of time a member may use; limiting the number of times a single member may speak on the same point; be firm and polite in moving a question. Insisting that reports be in writing can save time. The President or Chairperson should know how to refer controversial matters to the particular committee for further refinement and decision.

UNICO PRAYER

Bless us, O Lord, our Heavenly Father;
Bless this food which we are about to partake through thy grace!
Bless this meeting and the work we are engaged in!
Bless UNICO and all those who contribute to its cause!
Make us, O Lord,
Strong in our Unity,
Constant in our love for our Neighbor,
Honest in our Integrity,
Unselfish in our Charity, and Grateful
for the Opportunity to serve. We ask
it in Thy Name-Amen.

BENEDICTION

We give Thee thanks, O Lord, for these Thy gifts and this Spirit of Unity that has made this gathering pleasing to thine eyes and all our associates. We ask that this Spirit of Unity, Neighborliness, Integrity, Charity and Opportunity, as practiced by UNICO, be preserved and may we in our endeavors, always be mindful of our duties toward Thee and all our fellowmen, and keep uppermost in our hearts and minds why we are here, and, in our service, that we be blessed with all Thy bounties. Amen.

CHAPTER PRESIDENT - YOUR BAG OF TRICKS

You're in charge. You have to get your Chapter members to work together as a team; you have to get new members involved in the Chapter activities. Your first job will be to make your year's program well known to all the old members just as they know each other. But whenever a new meeting is faced, make sure that a person is properly introduced and that the member gets to meet the other members. Your first job, then, is to get people acquainted with each other and with your program.

An effective way of getting a large group to work is to break up into buzz sessions of five to ten for the hashing out of ideas for, say, six to ten minutes. This is very good when you have an interesting speaker of a topic vital to your Chapter's interests and you want the members to thrash out his message and formulate questions. Using this method, intelligent debate in small groups can produce pointed and meaningful queries, whereas, spontaneous question and answer sessions tend to peter out or to fall into the hands of the more vociferous (not necessarily more capable) members. There are, at least four good ways to get a problem before a group for consideration, discussion and action:

1. The leader may state the problem.
2. A member of the group may describe an actual problem situation.
3. The group may select it by means of a problem checklist.
4. The members may "act out" the problem by role-playing.

In this brief article, not enough can be stated about each of these methods. But you can get any one of the books listed at the end of this article; particularly Sutherland's *When You Preside* for details. So far, we have mentioned getting acquainted, buzz sessions and problem census. Other methods you should know include brainstorming sessions, keeping people interested, making clear explanations and how to present proposals involving change. Many large corporations have used brainstorming sessions. If the group is too large for this, the members may form smaller groups and break up into buzz sessions sitting faced to one another. All ideas must be positive, no criticism allowed. Everyone is urged to speak up no matter how far out an idea may seem. Members may pour out ideas as they come and are invited to add to or revise ideas of others.

To get and keep people interested, get and keep everyone participating: show your own enthusiasm. Call on interested members first; use humor; make every member feel important; what are they curious about? A good way to keep them awake is to never name the person to whom you address a question until after you have asked the question; above all, keep things moving, maintain balance in arguments. When you explain what you want to do, be sure they know your motives and the objectives of your proposal are beyond attack. Present the pros and cons of your request, being sure to state the best argument in favor of what you want to do last. Use visual aids such as charts, drawings and models. Use language clear to the audience and make sure you let them know exactly what you expect them to do. Expect resistance to change. Learn to overcome the fear, distrust, lack of understanding and dislike of being different, which make people say NO to new ideas. Make each member understand why you think changes should be made. Lead them through your own line of reasoning and explain benefits of the change.

Useful books:

Sutherland, *When You Preside*, (Ill. The Interstate 1962).

Roger Gray, *Leadership Aids* (Dupl.-Print Services, Mansfield, Ohio).

Milligan and Milligan, *The Club Member's Handbook*, Dolphin Handbook C463, revised edition 1965.

THE CHAPTER NEWSLETTER

- Purpose:** To educate, stimulate and entertain; keeps everyone informed and interested; makes members better acquainted; keeps absent members abreast of Chapter doings; prepares way for future programs and events.
- Editor:** One who likes to write; likes people and knows the members; is dedicated to UNICO.
- Cost:** May take in ads if not overdone; or may be part of Chapter budget; a good bulletin may be simple, copied sheets. Whatever the cost, every Chapter should have a newsletter.
- Content:** Announce program for next meeting.
Outline last meeting in brief.
Announce board meetings and board Actions.
Publish committee appointments.
Report committee activities.
Encourage expansion.
Pass on district and National news.
Recognize achievements of members.
Thumbnail sketch of officers and member
- Appeal:** Use names.
Write as you would speak.
Put in drawings and pictures.
Tell your chapter's story with enthusiasm.
Invite guest editorials.
Use anecdotes, humor and quotes.
- Heading:** Choose an interesting name and design attractive masthead; Pick a name appropriate to your Chapter or region (e.g. The Hilltopper, The Valleyite, the Mission Bugle, etc.)

The editor of the newsletter should work closely with the publicity chairperson. The newsletter itself is a means of publicity. You may put important local officials on your mailing list; newspapers; other organizations. By all means, send copy to District Governor of your District, to the National President and to the National Office.

PUBLICITY RELEASE

From the _____ (name) _____ Chapter of UNICO National.

For release _____ (date) _____.

For more information call _____ (name and phone)

DIRECTIONS:

START HALF WAY DOWN THE PAGE so newspaper can write in heading. Don't try to write in the heading yourself.

ALWAYS DOUBLE SPACE. Don't break words at end of lines. Always start a new page with a new paragraph. At bottom of page, type "MORE" if there is another page.

DON'T EDITORIALIZE. Write facts and let them carry the story. If you quote, do so accurately.

SEND OUT ORIGINALS TO EACH PAPER neatly typed or printed.

SPELL ALL NAMES CORRECTLY. There is no excuse for a story from UNICO to carry misspelled Italian names! This is a cardinal sin for a reporter. Try to get at least one name besides surname, or at least get two initials. And be sure to get the correct title of the person.

NEWSPAPERS LIKE "FILLERS"- two line data without time element that are statements of fact. Send out a couple pages of factual data about your Chapter or UNICO National, labeled "FILLERS FOR IMMEDIATE RELEASE" and send to City Desk.

Your story must contain, "WHO, WHAT, WHEN, WHERE AND HOW," memorize these five must elements. Give other details such as purpose of meeting, details of program, and names of persons in charge, taking part in program, etc.

Always make the OPENING SENTENCE contain ALL-IMPORTANT DETAILS in case the newspaper cuts your story for lack of space. Study your local newspaper to see how this is done.

Public Relations experts say, "First, find out facts, not only what you want to influence public to do, but what kind of public you are dealing with." Second, write primarily facts, and let them speak for themselves. Third, don't try to make changes too fast, and without regard for inborn resistance of those you want to influence.

A good PR man does not just "shoot arrows into the air".

A good PR man knows all media available and how to use them.

INTEREST FINDER

The "INTEREST FINDER" is a letter to be sent out by the new President to every member of the Chapter with a return envelope. It can be tailored to your own particular city, but a good format is as follows:

Dear Fellow UNICAN:

What a challenge and honor it is to be the new President of our Chapter of UNICO National. Aglow with the enthusiasm of installation night, and proud of the outstanding caliber and dedication of the new board and of our entire membership, I can hardly wait to see our first projects come to life.

It is especially encouraging to know that I can count on you to help plan and carry out our Chapter's purposes and programs. And, since our committees will do the real work of the Chapter, I know you will want to serve on at least one, and possibly more of our important committees. A Chapter is no better than its committees; its committees are no better than the members who serve it.

Which of the committees listed below are of the greatest interest to you? Please let me know your preference for service this coming year by marking (1) for your first choice, (2) for your second choice, etc.

I have enclosed a self-addressed envelope so that you may sign this form and return it to me this week. Please do it now so that we may all pitch in without delay to get our Chapter in action for the good of the community.

Sincerely,

(Name)

Chapter President

STANDING COMMITTEES

- Budget & Finance Committee
- New Projects Committee
- Membership & Retention Committee
- Civic Awards Committee
- Publicity and Public Relations Committee
- Sickness and Distress Committee
- Expansion Committee
- Mental Health Committee
- Scholarship Committee
- National Awards Committee

Please sign your name

Be sure to include President's name.

PROTOCOL GUIDE

1. Invite the National President and the District Governor of your District to all Chapter functions, enclosing a complimentary ticket. Other National Officers may be invited with or without complimentary tickets at the discretion of the Chapter.
2. When the National President accepts the invitation to attend a Chapter function, every effort should be exerted to give him a proper reception and comfortable accommodations befitting the office. Also, make provisions for the attendance of the President's spouse.
3. It is good practice to invite other Chapters in the area to a Chapter event, but do not enclose tickets or other items for them to sell for you. Remember they have their own functions to support. Each Chapter should conduct its function on its own without dependency or support from other Chapters.
4. Provide for all National Officers to sit at the head table.
5. Arrange to introduce all National Officers and Chapter Presidents present at all Chapter events.
6. No UNICO function should be held where the American Flag is not prominently displayed on the dais. It is a mark of good Americanism to sing a patriotic song or recite the Pledge of Allegiance or both. An Italian flag should also be displayed.
7. No UNICO function should be held where the UNICO banner is not prominently displayed on the dais, preferably behind the center of the head table.
8. No UNICO function should be held where it does not begin with the saying of the UNICO PRAYER by a member of the clergy. It is also suggested that another member or the same member of the clergy say the Benediction.
9. Make the National President's appearance on the Chapter program a primary event, so that the President's remarks will climax the function. The National President is the Chief Executive of UNICO and nothing in the program should detract from that position.
10. Arrange for publicity and a photographer for all Chapter functions. Prepare and send publicity and pictures to your local press and to the UNICO magazine Editor.

RITUAL FOR INSTALLING NEW MEMBERS

Mr. /Ms. President - I am pleased to present to you (names of new members) for induction into the _____ Chapter of UNICO National. Each of these new members has been duly screened and accepted for membership by the committee, the Board of Directors of the Chapter and the general membership.

INSTALLING OFFICERS:

My fellow members - you have been voted into membership in the _____ Chapter of UNICO National by the unanimous vote of the Membership Committee, the Board of Directors and the general membership. Your membership is a sacred trust and a grave responsibility. Guard well that trust and responsibility. Remember that the success of this chapter lies in the hands of its entire membership. Become fully acquainted with the duties of our membership for upon us all rests the responsibility, by word and deed, to increase an interest in social, cultural, charitable, educational, and civic work, and those activities which will make UNICO National outstanding in our community.

PLEASE REPEAT WITH ME THE FOLLOWING OATH:

I (give your name) having been voted membership in the _____ Chapter of UNICO National, do solemnly swear that I will faithfully and impartially perform duties required of all members and will do my best to preserve, protect and defend the Constitution of the United States, the Constitution, By-Laws and Rules and Regulations of UNICO National as they are now in force, and which may hereafter be enacted and promulgated. So help me God.

WELCOME TO NEW MEMBERS BY PRESIDENT:

Members of UNICO:

Now that you have become members of this organization, we should again like to remind you that UNICO is based upon the principle of "Service above Self." UNICO develops friendship, leadership, and it seeks to build better communities through the intelligent interest, active and unselfish loyalty of its members. The objectives of UNICO are: To stimulate the desire of every member to be of service to their fellow citizen, and to society in general, to encourage high ethical standards of business and the professions, to quicken the interest of each member in the public welfare of his community, and to cooperate with others in its civic, social, commercial and industrial development.

The five pillars upon which UNICO is founded are interpreted as follows:

- U - Unity
- N - Neighborliness
- I - Integrity
- C - Charity
- O - Opportunity to Serve Others

We further interpret the letters in UNICO as follows: In Unity there is strength; In Neighborliness, we are our brother's keeper; In Integrity, to thyself be true; In Charity, charity for all, malice toward none; In Opportunity, action not words.

Follow these objectives, members, and UNICO will become a community By-Word.

* On the National website, an alternate swearing-in ceremony created by Andre` DiMino, is available. *

BASIC RULES OF PARLIAMENTARY PROCEDURE

To OPEN the meeting: Chair calls to order

- No discussion until a motion is made.

Get the FLOOR:

- A MAIN motion brings proposal.
- Only one main motion at a time.
- Body acts by adopting, rejecting, amending, delaying, and suppressing.

SECOND a motion:

- Need not rise; merely say clearly "I second the motion."

To AMEND a motion:

- By elimination: "I move to amend by eliminating the words..."
- By striking: "I move to amend by striking the words..."
- By addition: "I move to amend by adding the words..."
- By substitution: "I move to amend by substituting the words..."
- By substituting a motion: "I move to amend by striking out all words after that" and substitute an entirely new motion.

To SPEAK:

- Rise, wait to be recognized; always address the chair. If someone else is recognized, sit, and rise when they are finished.
- Keep it short. (Most Chapters limit to 5 or 10 minutes); do not speak twice on same question, on same day, without permission of body and only after everyone has had a chance.

To VOTE:

A Quorum, according to by-laws, is required. Proxy voting is a matter of whether constitution and by-laws allow.

Voting may be by:

- General consent: Member says, "I ask for general consent to..." If there are no objections, chair grants request.
- By Voice: "All in favor.....Aye" "Opposed.....No"
- By Roll Call
- By Standing

Size of vote:

- Majority-over half votes cast (unless otherwise by by-laws)
- Plurality-more than any other individual candidate among several
- 2/3 vote required for certain matters

To NOMINATE:

- Second not required.
- 2/3 vote needed to close nominations.
- Nominations may be reopened by majority vote before election. This may be amended but not debated.
- Nominations usually by committee, from the floor, by rotation.

Each President should obtain a pocket size "Roberts Rules" and familiarize himself with it.

THE EIGHT STEPS OF DECISION MAKING

These eight basic elements of group action to arrive at decisions and recommendations give chairperson a guide for conducting discussion.

1. State the question (the problem item of business, or group desire) clearly. Be sure it is a question which is properly the business of the group; that the members are prepared to consider it; that it needs attention now. The group may study any recommendation; postpone it; otherwise dispose of.
2. Consider the question. Relate it to the purposes of the Chapter. The solution (in form of a proposal or motion) comes out of consideration.
3. Present a proposal as a "trial balloon", expecting discussion and improvement. The chairperson may:
 - a) Ask the secretary if they can put the group discussion into the form of a proposal.
 - b) Frame a proposal.
 - c) Accept a proposal from a member.
4. Review of the proposal. The group examines it thoroughly, suggests changes. Be sure to ask for discussion on only one item at a time; break the proposal into parts if necessary.
5. A motion is stated. This is the final form in which a decision must be cast, either by consensus or by vote. The person who originated the proposal usually has the chance to state the motion, taking in all criticism and changes made during review. Sometimes it is good to state a motion in several parts for separate decision on each. The chairperson or secretary may request such separation if necessary to make voting easier.
6. Re-statement and sponsors of motion. Members may request restatement so as to understand the motion. Try not to waste time in mere "words", usually the person who presented motion will permit restatement so that members will be clear on what is being voted on. In larger groups, unnecessary wasted time on matters not of general interest can be avoided by requiring a motion to be sponsored by 10 percent or more of the group; if a motion does not get a 10 percent vote for further study it is dropped.
7. Expression of commitment. This is very important stage. When members vote for a motion, they are committing themselves to do whatever it requires. The vote of a majority commits everybody, including those against it. So important is this that the chairperson must be certain the group knows what it is doing. Don't make complicated contracts by group vote but refer details to a qualified member or committee for laying out in proper legal form, etc. A motion may be revived after defeat, but be careful not to abuse the group's time and patience.
8. Set up a plan of action. The actual job of seeing a plan through to completion is the duty of officers and committees. But, out of this meeting, get decisions to enable progress to be made. A plan requires supervision and following through. It should be submitted to the general membership if a matter of major policy and commitment, but only after being well thought out and documented. The plan should be communicated to the membership through the Chapter bulletin as well as announcement and discussion at meetings.

IRS FILING REQUIREMENTS FOR UNICO NATIONAL CHAPTERS

1. An organization whose gross receipts are normally \$50,000 or less is now required to complete and file Form 990-N(Postcard) with the IRS. This must be done online at www.eforepostcard.org. You must first register and get a login and password and then file your 990-N.
2. An organization whose gross receipts are normally over \$50,000 but less than \$200,000 is now required to complete and file Form990 -EZ with the IRS.
3. An organization whose gross receipts are normally over \$200,000 is now required to complete and file Form 990 with the IRS.

NOTE: There may also state filing requirements. Please consult with your individual state in which the Chapter is located in order to determine any state filing requirements.

4. Gross receipts are the total amount the Chapter received from all sources during its annual accounting period, without deducting any costs or expenses.

The above summary is a very brief explanation of the filing requirements for a non-profit organization. Please consult with a tax professional for additional information about your particular Chapter.

The following is a list of some points that each Chapter should perform immediately to insure that the Chapters are in compliance with IRS and State regulations:

1. Prepare a budget (if not already done) of Revenue and Expenses to forecast what criteria of filing status it will fall into for the current and future years.
2. Obtain a copy of all prior year's Returns filed with the IRS and respective states. This is to update the records of the filing status.
3. Obtain a Federal Employer Identification Number (www.irs.gov) and a State Registration Number.

PROPOSED LETTER OF INVITATION

Date _____, 20_____

NAME

TITLE

ADDRESS

Dear _____:

On behalf of the _____ Chapter of UNICO National, I wish to extend you a cordial invitation to be our guest at a meeting to be held on (Date) 20, at the _____. Your participation will be _____. The attire for the evening's program will be _____.

In order to formalize the printed format for this event, I would appreciate hearing from you at your earliest convenience as to whether or not you will attend. Upon receipt of your acceptance, you will receive a follow-up letter, which will include the final details such as where you will be staying, if lodging is required, the time you will be expected to arrive at the location, and all other pertinent details.

On behalf of the entire membership of the _____ Chapter, I feel that your presence will be one of the highlighting features of the program.

Yours in UNICO,

(Be sure to sign letter and type name under signature)

UNICO NATIONAL DEADLINES FOR REPORTS AND PROGRAMS

<u>SUBMISSION DATE</u>	<u>REPORT ON PROGRAM</u>
July 1	Certified List Minimum First Half of National Dues
November 30	Chapter Election Form-Officer-Delegates-National Program Chairs Adjustments to Certified List Balance of National Dues
February 1	Vastola Award Rizzuto Award Cianci Award Americanism Awards National Athletic Awards <ul style="list-style-type: none"> a. Vincent T. Lombardi-Professional b. Dr. D. M. Nigro-Amateur
March 1	Marconi Award
April	Deadline DiMattio Celli Study Abroad Scholarship
April 15	Cooley's Anemia Month
May	Deadline Scholarship Awards
May 1	Mental Health Month
July 15	Scholarship Applications due to National Office Chapter Achievement and Award (needed early to close out year) Tally and Score Sheet (final) for: <ul style="list-style-type: none"> a. Chapter Achievement Award b. District Award

Chapter Reports due **monthly**, whether or not a meeting is held.

CHAPTER SECRETARY'S MANUAL

SECRETARY CHECK OFF LIST

- Certified Membership List - please review; update address, telephone numbers.
- Have you indicated - clergy, life members, exempt, new members?
- Half of National Dues on dues paying members;
- Complete forms of all Officers, Delegates, Chairpersons of National programs.
- New Member applications - review for completeness, make and retain copy.
- \$ _____ Initiation Fee.
- Are all your members receiving our ComUNICO magazine? Any member not receiving, please indicate name, address, etc. on additional sheet.
- Have you taken an inventory of Chapter supplies?
- Has all pertinent material been transferred to the incoming President, i.e. manual - gavel - Chapter - National Constitution?
- If no to the above question, request these items from outgoing President and Secretary.
- Has all pertinent material been transferred to the incoming Secretary, i.e. previous certified list, etc?

THE NATIONAL OFFICE ACKNOWLEDGES RECEIPT OF THE FOLLOWING:

- Certified Member List for 20XX-20XY
- National Dues in the amount of \$_____, leaving a balance due of \$_____ as indicated in the enclosed invoice.
- List of New Officers
- List of New Delegates and Alternate Delegates
- Your _____ new member applications and initiation fee of \$_____ (as set by Board of Directors) Membership kits are enclosed for their use.
- Your _____ new members, which cannot be processed until we are in receipt of:
 - Initiation Fee
 - Completed Application
- We have noted your life paid members and your exempt life members, no National Dues are due.
- Clergy is exempt from National Dues.

IN ORDER TO COMPLETE OUR FILE FOR YOUR CHAPTER FOR THE FIRST HALF OF OUR 200X- 200Y FISCAL YEAR, WE NEED THE FOLLOWING:

- Certified Membership List
- National Dues Payment
- List of New Officers
- List of New Delegates
- List of New Alternate Delegates
- Payment of initiation fees and/or completed applications.

BE ADVISED THAT YOUR CHAPTER WILL BE INELIGIBLE TO VOTE AT THE CONVENTION, UNLESS WE ARE IN RECEIPT OF ALL THESE ITEMS.

- I. Structure of UNICO National
 - a. Recording Secretary
 - b. Corresponding Secretary
 - c. Financial Secretary

- II. Function of Recording Secretary
 - a. Active managing officer under president's supervision and under control of the Board of Directors.
 - b. Sign documents, attendance of members at meetings, yearly report of activities
 - c. Fill out reports due to district and National level.

- II. Corresponding Secretary
 - a. Mail notices for Chapter and Board meetings.
 - b. Handle correspondences per specific instruction.

- III. Financial Secretary
 - a. Receive monies, keep an accurate account.
 - b. Turn monies over to treasurer.
 - c. Send statements to all members for dues; registered mail to delinquents.

- IV. Qualifications of a Secretary - One, who wants to be, can have:
 - a. Best training ground to become an efficient Chapter President.
 - b. Variety of duties or knowledge of procedures keeps member and Chapter functioning on a stabilized basis.
 - c. Directs or points direction Chapter should hold to and not deviate.
 - d. Maintain files, preserve permanent records for references other officers and Committees can use.
 - e. Must learn to be a "string-saver" - in a sense-pick up ideas from members and record them like "Ways and Means", printed programs scattered about for past record for use again in the future, available speaker lists available, program records of prior events that could help new committees continue the good work done in the past.
 - f. Help new officers step into the shoes of the past officers and give them material and paraphernalia to guide them; chapter grows and must build on what has been done in the past.

THE SECRETARY MUST KNOW

- A. References:
 1. Constitution and local By-Laws; at least have booklets ready and available for reference.
 2. Quorum members present.
 3. Motions and seconds, as well as amendments, per *Robert's Rules* (also keep reference on hand).
 4. Know how many votes necessary on various kinds of business, as for motions, Constitutional Amendments, By-Laws changes, the election of new members and officers. (Secretary has right to ask chairperson or president of the meeting to appoint a parliamentarian).

- B. Minute-Taker or Agenda Forms
 1. Take and record minutes; accuracy (Sample form as Agenda Record and Minutes Taker can help).
 2. Use short, clear sentences on the sample form (this is to be considered as taking notes of the proceedings).
 3. Do re-writing of the minutes (or notes) right away (after the close of the meeting) while details are fresh in your mind.
 4. Ask for copies of the committee reports for future use and also use to help with the re-writing of minutes in approved form (helps to defend position of minutes' taker and prevent questions at some future meeting as to the proper motives of the committee reports).

- C. Conservation of Records:
1. Upon taking office, get possession of all Chapter files, records, and paraphernalia, including the charter and banner.
 2. Set up files (if there are none to be inherited) successors will be able to know and use.
 3. Keep supplies on hand for every phase; certificates of membership, buttons, plaques, use the National list of supplies.
 4. Study the President's Manual.
 5. Roster of membership kept up-to-date; notify National of changes in addresses, additions (get Treasurer and Financial Secretary to cooperate). Full roster should be mailed to membership once or twice a year (good to know who's with you).
- D. Before the Meeting:
1. Know what is on the Agenda.
 2. Have the year's calendar of events on hand; helps to avoid conflicts; check for the display of the banner.
 3. Have the budget list available; keep check on voting of funds.
 4. Have all correspondence received since the last meeting.
 5. Bring Minute Book of past meetings for references.
 6. Have the minutes of the last Board of Directors' meeting as well as the last general meeting.
 7. Have the Agenda available for yourself and the president to guide the sequence of handling the meeting as follows:
 - a) Call to Order
 - b) UNICO Prayer
 - c) Salute to the Flag (U.S.A.)
 - d) Roll call of officers, also members present
 - e) Induction of new members
 - f) Reading of previous minutes
 - g) Minutes of Board
 - h) Bills and communications
 - i) Committee reports
 - j) Unfinished business
 - k) New Membership
 - l) Good and Welfare
 - m) Treasurer and Financial Secretary Report
 - n) Adjournment
- E. During the Meeting: (taking minutes is one of your duties)
1. Handle attendance without taking up meeting time (have someone make a spot check for you and give you their names) incorporate names in the introductory part of minutes, record as part of the roll call.
 2. Read minutes smoothly; be alert to what is going on (don't record list of views, have the President get a motion on the subject, a second and the result of a vote).
 3. Watch the calendar to avoid conflicts, being aware of the Constitution and By-Laws, budget.
 4. See that guest speaker or guests are made comfortable.
 5. Make new members to be initiated comfortable and that sponsors introduce them.
- F. After the Meeting:
1. Send copies of the minutes to officers and committee chairs involved in the business of the last meeting; especially those who have been absent.
 2. Take care of publicity or work with the Publicity Chair.
 3. Read thoroughly all chapter, district and National bulletins.
 4. Help the newsletter editor.
 5. Check minutes for any involvement of reports, membership and advise president of follow-ups.

CHAPTER SECRETARY CHECKLIST

DATE, TIME, PLACE of meeting

RITUAL - Invocation by _____. Allegiance by _____.

MINUTES OF LAST MEETING (accepted, corrected, skipped, etc.)

TREASURER'S REPORT and action on it

BUSINESS: What carried over from previous meetings, but not covered in future committee reports?

Item

Disposal or motion.

Who made and seconded?

Vote for and against?

COMMITTEE REPORTS and action thereon

What committees reported?

Who Presented report?

Written report attached.

(You should get written report from committees to be made a permanent part of Chapter's records by attaching to minutes.)

Motion on Committee Report.

By who seconded?

Any amendments of motion?

Action on motion.

Vote for and against?

NEW BUSINESS: To what committee is each item assigned, action taken.

If deferred mark your calendar to put on future meeting agenda.

What is it?

Presented by?

How Handled?

COMMITTEE REPORTS AND ANNOUNCEMENTS requiring no action (attach copies):

Who reported or made announcement?

Record essential facts if no copy attached.

NEW COMMITTEES APPOINTED AND TASKS ASSIGNED:

Attach Committee Assignment form.

Names of committee members.

SUMMARY OF THE PROGRAM: Speaker - Guests present, etc.

ADJOURNMENT (record how)

Note: Chapter Secretary, use this checklist during and after meetings (while memory still fresh) to make sure you include all essential information in your minutes. If you can get copies of committee reports in advance, your work will be much easier. REMIND NEWSLETTER AND PUBLICITY CHAIRPERSON about newsworthy events, which occur at meetings.

THE CHAPTER TREASURER'S MANUAL

The Treasurer is financial advisor to the Chapter and custodian of its funds. The Treasurer should make monthly reports to the board and quarterly to the membership. No checks should be written without authority of the board.

THE TREASURY

Audit-The incoming President and Treasurer should insist on an audit before taking over responsibility. They should institute or carry on businesslike procedures. They should change over bank signature cards.

Two funds-Every Chapter should carefully separate OPERATING funds from SPONSORSHIP (service) funds. While separate accounts are not absolutely necessary, it is a good idea to keep these monies completely separate and two bank accounts make this easier. Some Chapters deposit service funds into a local fund for disbursement.

Dues-Go into the operating fund and all usual expenses are financed from it. Income from other sources is placed in the sponsorship fund to be used only for projects approved and adopted by the Chapter.

Budget-The President and Board should work out a budget at the beginning of the term; a finance committee may be helpful to prepare and watchdog the budget. See the sample at the end of this article. The Treasurer's report keeps the members informed.

NATIONAL DUES

The Secretary and Treasurer must send a certified roster to the National Office before Convention time, with payment of one-half the annual Chapter National Dues (per member, per year); the balance is due no later than November 30th. A Chapter in arrears cannot participate and vote in national meetings and awards program. **PAY NATIONAL DUES ON TIME.**

Initiation Fee must accompany each new member's name sent in to National, except for reinstated, replacement or transfer members. Pay this when you send member's name in, not later. Please forward new member application at once.

Billings from National for supplies, dues, etc., must be paid at time order is placed.

The Treasurer should keep in touch with the Secretary, for the latter often gets billings.

DISTRICT DUES

Pay District dues promptly at the same time you pay first half of National Dues, accompanied by copy of the certified membership roster.

COMMITTEES

Insist that the Treasurer handle all income and disbursements except petty cash fund. It is usually poor policy to allow committees to set up independent bank accounts, and there is no need for such.

NEW MEMBERS - NEW CHAPTERS

MEMBERSHIP

The membership committee has the important duty of making the Chapter strong through membership retention and growth. Every Chapter of UNICO National constantly looks for outstanding people of Italian heritage. An important note: Don't try to sell a poor product; get your Chapter's house in order before you try to get new members. The Membership Committee must have in mind a "guiding image", just what the Chapter is doing and what its goals are. Back issues of the Chapter newsletter and newspaper stories of its work are good sales materials. In seeking members, at all times remember that UNICO is a service organization; it costs time and money to belong. While there are, of course, social benefits from working with the best people of Italian heritage in the community, prospects who are looking for a customer list or "contacts" should be discouraged. People who can't afford to support the Chapter's service projects should be discouraged; tell every prospect what it will cost to belong. Let them know they will be working in the Chapter.

For prospects, first of all, push all members to give names. Study all news media for Italian names. You can divide the Chapter into groups and put a member of the committee in charge to canvas the group for prospects, with a prize to the winning group or member.

Use an invitation letter when the prospective new member comes. Be sure to welcome them and see that they are properly introduced.

NEW CHAPTERS

The Achievement and Awards program requires sponsorship or co-sponsorship of a new Chapter within the year, Charter approved by July 1st; this can be done by working with the Regional and District Deputies of Expansion. Population statistics show a potential of great growth for UNICO National. In most parts of the country, Americans of Italian heritage make up about 10 percent of the population! This involves having answers to the argument "we have enough Italian clubs already"; it also involves finding out which the professional "joiners" are so that your new chapter won't end up as an old-fashioned social club under the name of UNICO.

Once you locate a good nucleus of people really interested in setting up a service Chapter for people of Italian heritage, try the "everybody bring somebody" method of gradual growth, but stress service at all times. A big selling point for UNICO, of course, is that it is National; this makes it ideal for bringing in small local Chapters. To start a new Chapter off right, seasoned members of UNICO should attend the first few meetings. Also, the new group should be indoctrinated from the very first meeting. Help the new group on publicity at first by preparing a press release; also, get out a newsletter.

In addition to the National literature, you should use local district bulletins and Chapter newsletters to tell the UNICO story in terms of accomplishments at the local level. Explain what concrete projects have been put across; tell about the local, district and National levels of achievement.

Growth is a vital part of the aims of every administration. Prospects should all be funneled through the membership committee and by the committee, in turn, to the board for approval, before being invited to a chapter meeting. No application should be considered unless accompanied by the initiation fee and at least half year's dues.

MODEL LETTER TO PROSPECTIVE NEW MEMBER

Dear _____:

_____ has informed our committee that you might like to know more about UNICO National and the work of our Chapter. I am enclosing a brochure and other materials, which explain the goals and purposes of UNICO. Please note the emphasis on service.

For you to really know and understand UNICO, you should have an opportunity to meet our officers and members. We cordially invite you to attend our next general meeting at

_____ on _____ 20XX, at _____ P.M.

Please indicate whether you will be able to attend the meeting by completing the enclosed card and returning it to me.

I look forward to seeing you at the meeting and introducing you to all our officers and members.

Very truly yours,

Membership Committee Chair

CHAPTER ACHIEVEMENT AND AWARD PLAN

To operate efficiently within the framework of our National Organization, it is important that each Chapter be cognizant of what is expected of it during its administrative year. Moreover, a yardstick is required to measure the performance of the Chapter during the same year and reward the Chapter for outstanding accomplishment.

A Chapter Achievement and Award Program, reflecting adherence to UNICO principles, is awarded nationally each year.

The phases of activity in which a Chapter must participate to qualify are:

1. Membership
2. Attendance
3. National and district relations
4. New Chapter Expansion
5. Civic and Welfare
6. Local Project

Membership - To qualify for Membership Achievement a Chapter must

- a. Gain or exceed a membership increase of 5 during the year or
- b. Obtain one life membership and two new members.

Attendance - To qualify for Attendance Achievement, the Chapter must attain or exceed an average attendance quota of 60 percent for the year.

National and District Relations - To qualify, each Chapter must:

- a. Send Delegates to National Convention.
- b. Attend all District meetings.
- c. Submit all reports on time to National and District.
- d. Submit to National all required per capita tax by July 1.
- e. Submit names and addresses of new officers to National by July 1.

New Chapter Expansion - To qualify each Chapter must:

- a. Sponsor, or co-sponsor with another Chapter, a new UNICO Chapter within the administrative year; Charter application to be approved by Expansion Director not later than July 1.
- b. In lieu of a new Chapter, credit will be given to an existing Chapter, which gains 20 new members, by July 1.

Civic and Welfare - To qualify, each member must participate in:

- a. National Scholarship Competition
- b. Vastola Award
- c. Rizzuto Award
- d. Major local civic project such as Columbus Day, I Am an American Day, or similar observances.
- e. Charitable, cultural or civic programs such as Mental Health, etc.

Local Project - To qualify, a Chapter must participate in local civic programs.

Classification - Method of classification is accomplished by point award summation. To become an "Honor Chapter" requires 1000 points for fulfilling requirements in all areas except expansion. The "Distinguished Chapter" award requires 1500 points and must include new Chapter expansion.

Additional Credit - Special points are given by special accomplishments such as donating to the UNICO Foundation, the National Convention Souvenir Journal, etc.

Administration & Awards - The Achievement and Awards Committee is responsible for the supervision of this program. It shall be the committee's duty to select not only the Honor and Distinguished Chapter, but also the Chapter with the highest rating in the country, which will be singled out for a special award at the National Convention. It shall be the responsibility of this Committee to give distinctive awards to deserving Chapters and individuals. All "Honor & Distinguished Chapters" will receive a ribbon or badge which will be fastened to Chapter Banners as evidence of achievement. Presidents of the top three Chapters will receive, in addition, a tangible gift, such as a plaque from the National President.

NATIONAL AWARDS

On the National level, UNICO presents the following awards:

1. Scholarships-Submission Deadline April 15:
 - Four Undergraduate Scholarship grants per year over 4 years.
 - One Post-Graduate Scholarship (Basilone) grant per year over 4 years.
 - Medical School Scholarship, (Cottone)
 - Bernard & Carolyn Memorial Nursing Scholarship
 - Ella T. Grasso Literary Scholarship
 - DiMattio/Celli Family Study Abroad Scholarship-**DEADLINE MARCH 1**
 - Louise Torracco Memorial Scholarship for Doctoral Students in the Sciences
 - Ralph Torracco Memorial Scholarship for Doctoral Students in History and/or Archaeology of Mediterranean Cultures
 - Ralph Torracco Scholarship for Doctoral Studies in Music
2. The Anthony P. Vastola Award to a UNICAN, submission deadline February 1.
3. The Antonio Rizzuto Award to a non-UNICAN, submission deadline February 1.
4. Joseph Cianci Humanitarian Award, submission deadline February 1.
5. Marconi Science Award, submission deadline February 1.
6. Americanism Awards, submission deadline February 1.
 - Grand Patriot
 - William Paca
 - Civis Illustris
7. Two Athletic Awards, submission deadline February 1:
 - Vincent T. Lombardi-Professional
 - Dr. D. M. Nigro-Amateur

In addition, many Chapters award their own individual scholarships to deserving students of Italian heritage who are also United States citizens.

DISTINGUISHED AWARDS

1. The Anthony P. Vastola Award

Given to the person who must have been a member of UNICO for at least ten years and must have performed exceptional service above and beyond the call of duty, who has shown initiative and originality and performed such service without monetary reimbursement. Such a person must have demonstrated the belief in and practiced the ideals of UNICO.

2. The Antonio R. Rizzuto Memorial Award

Basis: Must be an individual, not a UNICAN, who had made a definite contribution in services and otherwise to UNICO; or may have contributed to the general betterment of mankind through sciences, music, drama, etc., or may have contributed in some way to the welfare and advancement of Italians in our country or abroad; has shown service to all Americans regardless of race, creed or religion. Basically, those persons who have upheld, believe in, and practiced the fundamentals and principles embodied in the UNICO creed.

3. The Joseph P. Cianci Humanitarian Award

This Award was established to honor the efforts of a young man or woman who proved his/her dedication to UNICO, its principles and its obligations by his/her constant and untiring service to the local and the National Organizations. Joseph P. Cianci, a young and forceful Connecticut attorney, was about to become National President when he was stricken by a most serious fatal illness. The Humanitarian Award, named in his honor, is presented to a person in recognition of many years of dedication and exceptional service, without remuneration or recompense.

He/she must have demonstrated by word and deed his/her definite concern for and his/her commitment to serving his/her fellowman; that unselfish dedication must have touched all people without regard to race, color, creed or national origin.

4. The Marconi Award

UNICO created this Science Award to celebrate the centennial (1895-1995) of the first wireless transmission and to recognize the great scientific contribution to the world. Eligibility requirements are:

- a. Must be a living U.S. citizen of Italian descent
- b. Must be involved in the Physical Sciences (electronics, physics, chemistry, geology, etc.)
- c. Must be nominated by a UNICO Chapter in good standing. Applications must be received by February 1st.

5. Americanism Awards

Grand Patriot- In recognition of fostering freedom and good will to mankind.

William Paca - For researching historical facts and contributions by many unsung heroes whose lives were expended in making our country the beacon of freedom in the world today.

Civis Illustris - For achievement in the arts and sciences that will benefit humanity, working for the interest of their fellow man in civil, social, commercial and industrial development.

6. Athletic Awards-Two National Athletic Awards are presented as follows:

1. The Vincent T. Lombardi Memorial Award, named after the late-distinguished coach of the Green Bay Packers, and first awarded in 1957.
 - a. Presented to the Pro Athlete of the Year of Italian Extraction, either man or woman, and in any sport.
2. The Dr. D. M. Award for the College Athlete of the Year
 - a. Must be of Italian Ancestry, and can be won by either a man or a woman in any sport.