

# Fellow Member Procedure

Revised November 7, 2017

## Fellow Member

Fellow Member status is defined in Article III, Section 2.d of the bylaws. This paragraph contains the only mention of “Fellow Member” status in the bylaws. Although Section 2.d states the requirements for consideration, no procedure for evaluating nominees is provided. The **Award Committee** developed, and the Board of Directors approved during the Fall 2002 meeting, the initial procedures to complement the existing Bylaws language. These procedures have since been updated to reflect changes in technology and to clarify the process. At the Fall 2017 meeting the Board of Directors approved the language that is found herein. The three basic conditions of the Bylaws language are incorporated into the proposed procedure at appropriate points.

For the convenience of readers, the existing language of Article III, Section 2.d is reproduced below:

*Article III, Section 2.d. Fellow Member. Any individual who has been a member of the Society for a minimum of ten consecutive years and who has provided outstanding contributions to masonry. Any member may nominate an individual to this classification and, if approved by the Awards Committee, the nomination shall be recommended to the Board of Directors where it shall be approved with no more than two dissenting votes. Individual members who are made Fellows shall retain their voting rights.*

### Procedure for Granting Fellowship Nomination Package and Letters of Endorsement

Submitted to: Chair of the Awards Committee in care of The Society’s Executive Director

Deadline: February 1 of each year

Nominated by: Any member of the Society

Initial Approval by: Awards Committee

Final Approval by: Board of Directors

Presented: At the Society’s annual meeting

1. Fellow Member. Being cited as a Fellow Member is one of the two most prestigious honors given by the Society. Fellow Members are chosen by their peers from those persons who have been members of the Society for at least ten years. Any member may nominate a member to this status. Nominees must be in good standing with the Society and have notably contributed to the advancement of knowledge of masonry, to the improvement of the masonry industry, to education, or to service to the Society.
2. Submittal: An electronic copy of the nomination package and letters of endorsement shall be sent to the Chair of the Awards Committee, c/o The Masonry Society.
3. Confidentiality: The names of persons having been nominated for Fellow Member status shall be kept confidential to the Society membership. However, the nominee may be informed of the nomination and may assist in completing the nomination package if needed. The Masonry Society retains the right to make announcements of persons having been elected to Fellow Membership.
4. Basis of Judging: Nominations for Fellow Members shall be judged on the basis of the submitted nomination package and letters of endorsement. The nomination package must be complete and comply with the required format to be considered acceptable for consideration by the Awards Committee. Information provided by the nominee in the nomination package should be attested to by the nominator and endorsers. Any additional information concerning the nominee shall be considered only as discovered through the review by the Awards Committee. This may include their own experience with the nominee, as well as the opinions of other members of the Awards Committee during deliberations. Members of the Awards Committee that have submitted letters of endorsement for a nominee shall not be eligible to vote for said nominee, and shall not be counted in the number of eligible voters, but shall be permitted to participate in the discussions of the candidate. Members of the Awards Committee shall review each nomination package and decide if the nominee should be accorded Fellow Member status. Once all nomination packages have been reviewed, each member of the Awards Committee shall indicate to the Awards Committee Chair, via written or electronic document, which nominees should be accorded Fellow Member Status. The Awards Committee Chair shall tabulate the votes and forward a list of recommended nominees to the Society office. Approval by a two-thirds majority of Awards Committee members eligible to vote on a given nominee will constitute a recommendation to the Board that a nominee has been proposed for election to Fellow Member status.
5. Advice: Prior to the submittal of the nomination package, all solicitations for advice regarding the recommended contents of the nomination package are to be referred directly to the Chair of the Awards Committee. No advice will be given after the nomination package has been submitted.
6. Nomination Package
  - a. Written nominations shall be submitted by a voting member of the Society.
  - b. Nominations shall be made in the style determined by the Awards Committee.
  - c. The nomination package shall be completed by the nominator with assistance from the nominee, if needed.

- d. Published works, specifications, and designs shall not be submitted. Those who are familiar with the nominee's published works, specifications, and designs may comment on them in letters of endorsement.

7. Letters of Endorsement

- a. Letters of endorsement should corroborate specifics of the nomination with which the endorser is familiar. The quality of endorsements is far more important than the quantity of endorsements. A minimum of five letters is required and not more than seven are suggested.
- b. The nominator shall themselves submit a letter of nomination and shall solicit additional letters of endorsement as noted above.
- c. Original letters of endorsement in electronic format shall be sent by the endorser directly to the Chair of the Awards Committee, c/o The Masonry Society. These additional letters shall not be sent to the nominator or submitted by the nominator.
- d. A member of the Awards Committee submitting a nomination or providing an endorsement letter will not be permitted a vote when the nomination of the person they nominated or endorsed is considered.
- e. Letters of endorsement shall apply to only one nominee.
- f. Letters of endorsement are confidential.
- g. In order to preserve the objectivity of the endorsers, letters of endorsement are privileged and will not be provided to those not on the Awards Committee or Board of Directors, including the nominators, the endorsers, or the nominee.
- h. Writers of letters of endorsement must be familiar with the nominee and his or her work.
- i. If an endorser's personal knowledge of a nominee's performance indicates other than excellent qualification for advancement to Fellow Member, the endorser should be frank when drafting the letter of endorsement.

8. Nomination Deadline: The Society office must receive electronic copies of the nomination package and all letters of endorsement no later than February 1 of the year in which Fellow Member status is proposed to be conferred.

9. Unsuccessful Nominations: The Society's Executive Director will notify the nominator of those not recommended for consideration to the Board no later than 14 calendar days before the beginning of the Spring meeting. Unsuccessful nominees may be nominated again in subsequent years.

10. Successful Nominations: A task group composed of three members of The Awards Committee appointed by its Chair will draft summaries of each successful candidate's nomination package and endorsement letters and provide these summaries to the Society for consideration by the Board no later than 14 calendar days before the beginning of the Spring meeting. These summaries will be the sole documents provided to the Board for its use in evaluating candidates.

11. Action by the Board of Directors. The Board of Directors will consider nominations recommended by the Awards Committee in a secret ballot. Nominations must be approved by the Board with no more than two dissenting votes.

12. **Successful Candidates:** The Society's Executive Director will notify the Board and those elected to Fellow no later than sixty calendar days before the date of the next Awards presentation at the TMS Annual Meeting and request their presence at the Awards presentation of the TMS Annual Meeting. Associated meeting registration fees will be waived for new Fellows. The Society reserves the right to use part or all of the information contained within the nomination package for publicity purposes. The nominee will be asked to provide a photograph suitable for publication.
13. **Minimum Number of Persons Awarded Fellow Member Status Each Year:** There is no minimum number of persons to be awarded Fellow Member status each year.
14. **Maximum Number of Persons Awarded Fellow Member Status Each Year:** There is no maximum number of persons who can be awarded Fellow Member status each year.
15. **Benefits of Fellow Member Status:** The benefits of Fellow Member status are the public recognition of one's peers, the right to append the abbreviation "FTMS" to their names, and a pin and plaque presented at the Awards Lunch. Individual members who are made Fellows shall retain their voting rights in the Society as long as their dues are current.