



## **FELLOWS AND HONORARY FELLOWS POLICY**

March, 2012

## POLICY REGISTER

### Policy No 2010/5

<b>POLICY TITLE</b>	FELLOWS AND HONORARY FELLOWS POLICY
<b>OFFICER RESPONSIBLE</b>	Chief Executive Officer, SSSI
<b>LAST REVIEW DATE</b>	March 2012
<b>VERSION</b>	2.0
<b>SSSI STRATEGIC PRIORITY</b>	6

### OBJECTIVES

This Policy has been endorsed by both the Consultative Council and Board of SSSI as the rules and protocols that govern the advancement of members to Fellows and Honorary Fellows within SSSI. The objective of this policy is to ensure a standard process that is consistent across the Institute.

### POLICY STATEMENT

#### 1. Intent

The SSSI may confer, from time to time, on individual members of SSSI the title of “Fellow” or “Honorary Fellow” of the Institute. These titles are conferred to individuals that have made a significant contribution to the Institute or to the Profession and are only approved following a rigorous nomination and election process.

## 2. Context

The Surveying and Spatial Sciences Institute confers, from time to time, on individual members the title of “Fellow” or “Honorary Fellow” of the Institute. These titles are conferred to individuals that have made a significant contribution to the Institute or to the Profession and are only approved following a rigorous nomination and election process, that includes a 75% in favour vote by the SSSI Consultative Council or board.

Under the constitution of SSSI the following excerpt should be noted when reading this policy:

*There shall additionally be titles that may be bestowed as follows:*

*6.9.1 Honorary Fellows, which shall be either distinguished persons who from their position have been or are being of assistance to the Institute in carrying out its aims, or persons eminent in science, experienced in pursuits kindred to those of the Members elected by Council in accordance with Council policy and subject to rules approved by the Directors;*

*6.9.2 Fellows, who shall be elected by Council from nominated Members who have rendered conspicuous service to the profession in accordance with Council policy and subject to the Rules as approved by the Directors;*

When looking at the nomination process for Fellows and Honorary Fellows the following policy will be adopted.

## 3. Risk

The absence of a Fellows and Honorary Fellows policy may result in applications that do not satisfy SSSI nomination requirements, embarrass the professional standing of individuals and may incur unnecessary support costs.

## 4. Policy Detail

### Fellow Nomination

#### Introduction

A Fellow shall have rendered notable service to the profession through one or more of the following:

- ◆ Promotion of surveying and spatial sciences and the status of surveyor or spatial scientists (or one or more of the commissions and its members),
- ◆ Notable activities that enhances the public perception of spatial scientists, or one or more of the commissions.

The Person nominated must be at the grade of Member and be financial.

Nominating persons can be at any grade within the SSSI except for Student members.

The Fellow applications must be submitted to the Fellows Assessment Group for consideration within three months of the date of signing of the nomination form to

allow the Fellows Assessment Group one month for consideration and voting process.

## **Nomination Process**

1. Nominations must be supported by six (6) financial members of a Region and/or Commission fully substantiating the nominees' suitability for this grade.
2. Nomination will be forwarded to SSSI Regional Chair where the nominated member resides. The nomination will be noted at a Regional Committee meeting and will be forwarded to the SSSI CEO.
3. The SSSI CEO will refer the nomination to the SSSI National Commission Chair where it is the primary commission of the nominee. The National Commission Chair will establish a Commission Fellows Committee (CFC) to progress the nomination. The CFC shall review and consider the nomination. If the CFC considers more information is required then the nomination will be referred back to the SSSI CEO with details for passing onto the Regional Chair.
4. The CFC may assist the nominating persons to develop a citation. This citation will be the basis for the decision and needs to be of a high quality. The attached pro forma nomination forms will need to be completed and submitted with the citation for consideration.

The Citation to include:

- ◆ Name of Nominee,
- ◆ Nominees Commission(s),
- ◆ Highlights of service to their profession,
- ◆ Qualifying education – additional education,
- ◆ Highlights of professional experience,
- ◆ SSSI activities and service,
- ◆ Other details (optional)

CFC checks the credentials of nominees and have power to veto poor quality nominations or provide further advice on the supporting documentation.

5. Once the CFC has deliberated and agreed, the nomination should then be presented to the National Commission committee for consideration. The National Commission committee must endorse the nomination through a successfully supported motion and the National Commission Chair forwards all information and associated documents to the SSSI CEO with a recommendation for approval.
6. The SSSI CEO forwards the nomination on to the Fellows Assessment Group – the Fellows Assessment Group may contact the CFC if additional information is required in the citation or if the content structure needs addressing to improve the quality of citation. Once satisfied the Fellows Assessment Group forwards all information and associated documents to the SSSI CEO, who will forward the nomination onto the Consultative Council.

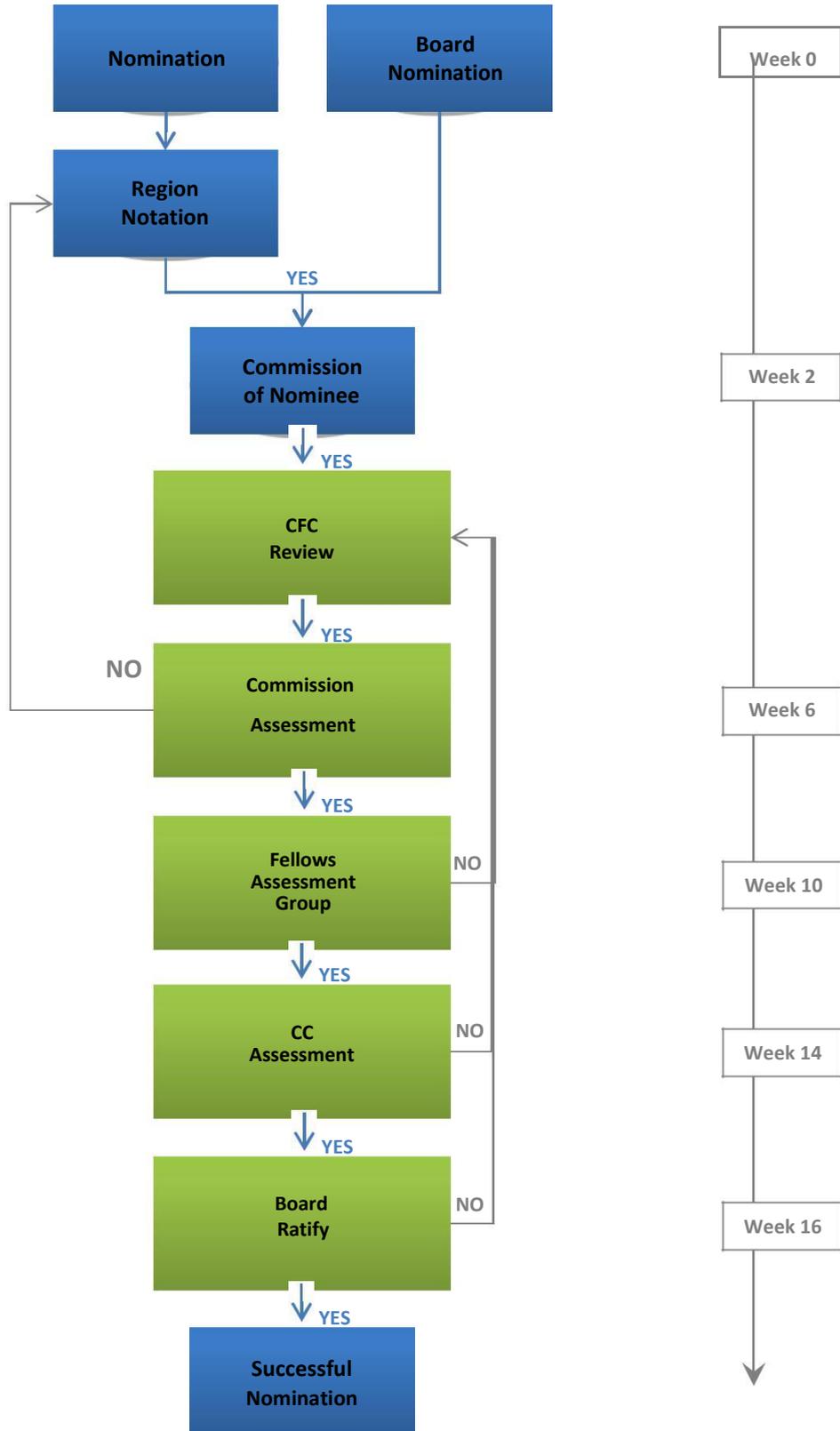
7. The SSSI Consultative Council members receive the nomination one month prior to a CC meeting to enable due consideration and diligence. The nomination is discussed at the CC meeting and if considered to be in order by the CC a motion will be moved and a voting process will take place. A favourable vote of a minimum of 75% of the total number of filled position of the SSSI Consultative Council in secret ballot (either phone or email direct to the CEO (as returning officer) is required for endorsement. Abstaining votes are classed as a negative vote. Voting is to occur within 5 Business Days of the Motion at the Consultative Council.
8. The Board will then ratify the decision of the Consultative Council.

Once the Nomination is ratified the following action will occur:

- ♦ if the vote is successful the SSSI CEO notifies the Regional SSSI Chair and National Commission Chair of decision, the Regional Chair will make the necessary arrangements to provide advice to the successful applicant.
- ♦ if the vote is not upheld advice will be provided to the Regional Chair that the Nomination was unsuccessful, no further action will be required.

The number of Fellows shall not exceed ten per centum of the membership within a Commission. If this is exceeded then not more than one additional Fellow shall be elected in any one year.

## Workflow for a nomination not requiring further instruction during the process



# Honorary Fellow Nomination

## Introduction

An Honorary Fellow shall have rendered notable service to the profession through one or more of the following:

- ◆ Promotion of surveying and spatial sciences and the status of surveyor or spatial scientists (or one or more of the commissions and its members)
- ◆ Notable activities that have enhanced the public perception of spatial scientists, or one or more of the commissions.
- ◆ Other activity that is worthy of election to Honorary Fellow
- ◆ Service to profession, based on accomplishments since being a Fellow. This does not preclude nomination straight from Member to Honorary Fellow.

The person nominated can be an SSSI member of any grade or a non-member.

Honorary Fellow nomination by Regional Chair, Commission Chair or Director of the Board must be submitted to the Fellows Assessment Group for consideration before the SSSI Board consider the nomination within two months of the date of signing of the nomination form.

## Nomination Process

1. Nomination must be by a Regional Chair, Commission Chair, or Board member supported by six (6) financial members – unrestricted as to Region and/or Commission.

The process is based on peer evaluation and a nomination could be based on one stand-out event. If requested by nominees the Commission Fellows Committee should be available to assist in preparation of citations.

2. Nominations must be forwarded direct to SSSI CEO who will forward the nomination on to the Fellows Assessment Group – the Fellows Assessment Group may contact the nominee if additional information is required in the citation or if the content structure needs addressing to improve the quality of citation. The attached pro forma nomination forms will need to be completed and submitted with the citation for consideration.

The Citation to include:

- Name of Nominee,
- Nominees Commission(s),
- Highlights of service to their profession,
- Qualifying education – additional education,
- Highlights of professional experience,
- SSSI activities and service,
- Other details (optional)

Once satisfied the Fellows Assessment Group forwards all information and associated documents to the SSSI CEO.

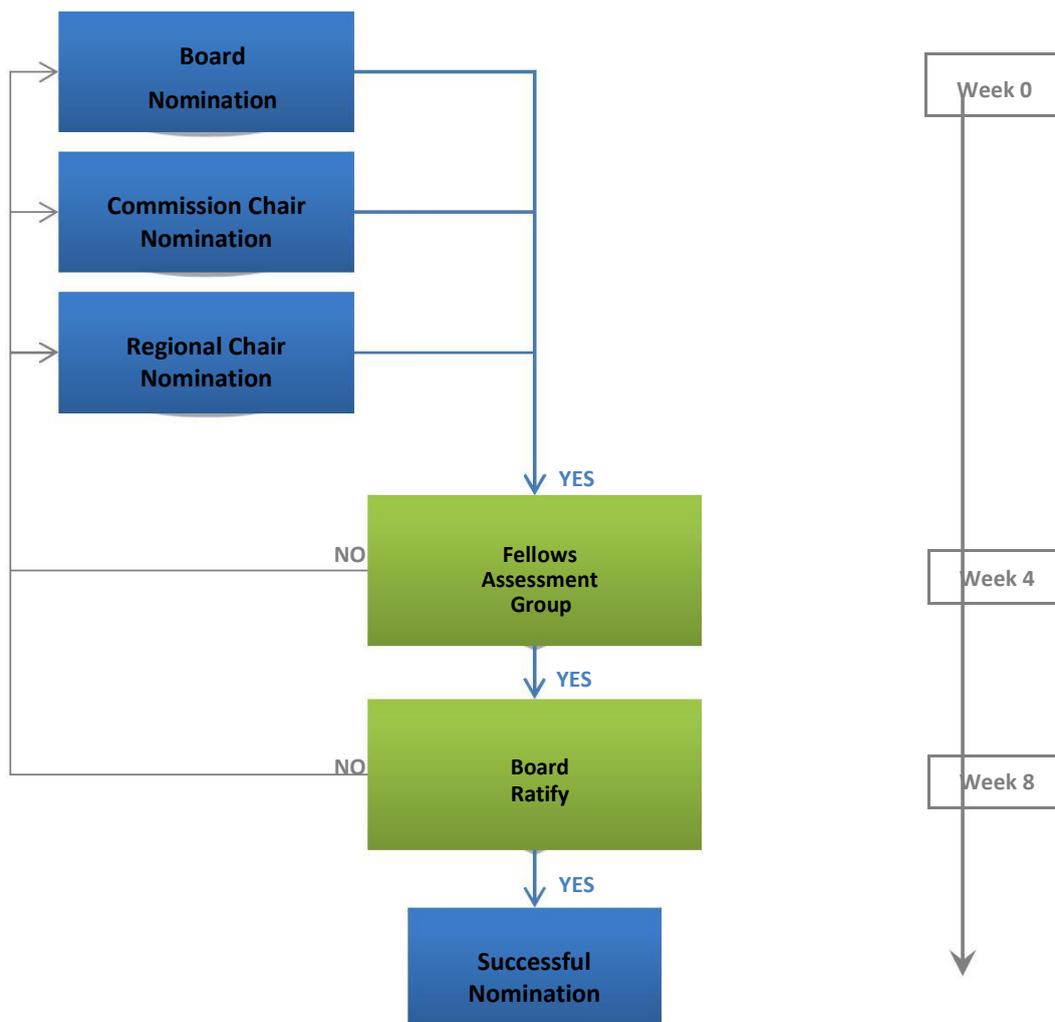
3. The SSSI CEO forwards the nomination onto the SSSI President and SSSI Board for consideration and decision.

A Motion for the Nomination is moved and a voting process will take place. A favourable vote of 75% of the SSSI Board in secret ballot (either phone or email direct to CEO as returning officer) is required for endorsement. Voting is to occur within 5 Business Days of the Motion at the Board:

- ◆ if the vote is successful the SSSI CEO notifies the Regional SSSI Chair and National Commission Chair of decision, the Regional Chair will make the necessary arrangements to provide advice to the successful applicant.
- ◆ if the vote is not upheld advice will be provided to the Regional Chair or National Commission Chair that the Nomination was unsuccessful, no further action will be required.

The number of Honorary Fellows shall not exceed fifty, and not more than eight Honorary Fellows shall be elected in any one year. The attached pro forma nomination forms will need to be completed and submitted with the citation for consideration.

### Workflow





## **NOMINATION FOR ELECTION FORM as SSSI Fellow**

The Surveying and Spatial Sciences Institute confers, from time to time, on individual members the title of “Fellow” of the Institute. This title is conferred to individuals that have made a significant contribution to the Institute or to the Profession. Nominations are only approved following a rigorous nomination and election process that includes a vote of the SSSI Consultative Committee of over 75% in favour which is then ratified by the Board.

The nomination must be provided in the following format:

Font type – Arial

Font size - 12 point

Line spacing – 1.5 lines

Paragraph spacing: Before – 6pt | After – 6pt

The Nomination must be accompanied by an Executive Summary of 150 words maximum. And the Criteria for nomination of Fellow include the following word limit guidelines. It is expected that all criteria will be addressed, but this is not an absolute requirement for success.

- ◆ Outstanding service to the SSSI and/or the surveying and spatial sciences profession over an extended period of time (over and above that which would normally be expected of members). (300 words maximum)
- ◆ Held in highest respect by peers. (250 words maximum)
- ◆ Has made a lasting difference to the surveying and spatial sciences profession by his/her leadership and/or contribution. (300 words maximum)
- ◆ Outstanding contribution to continuing professional development. (250 words maximum)
- ◆ Any additional information that may be included in the nomination that needs to be considered by the Council or Board. (250 words maximum)

The total words for the Citations should be 1500 words maximum.

*This citation must address the above criteria in sufficient detail, as consideration by the SSSI Board and Consultative Council and is based on the submitted citation. The word limits attached to each criterion are to ensure that nominations from different regions or commissions are comparatively consistent. It is recommended that the response to the criteria is close to the suggested word limit for these reasons. Any additional supporting material for each criterion is encouraged and should be attached to the citation as appendixes.*

*Six signatories are required for each nominee and normally all signatories to a nomination for election as a Fellow or Honorary Fellow would be attached to the same region or commission as the nominee.*

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**NOMINATION FOR ELECTION AS FELLOW**

**FULL NAME OF NOMINEE** .....  
Surname Given Name(s)

**ATTACHED TO** ..... **REGION** ..... **COMMISSION**

**POSTAL ADDRESS** .....

**E-MAIL ADDRESS** .....

**CONTACT FOR THIS NOMINATION** .....

**E-MAIL ADDRESS** .....

**TELEPHONE CONTACT** .....

We the undersigned hereby nominate ..... for election as a Fellow/Honorary Fellow (delete as applicable) of the Surveying and Spatial Sciences Institute and certify to our conviction that the nominee, whom we know personally, is worthy of election to that grade of membership.

**SIGNATORIES**

1. Name in Full .....

Grade of Membership ..... Region .....

Signature ..... Date .....

2. Name in Full .....

Grade of Membership ..... Region .....

Signature ..... Date .....

3. Name in Full .....

Grade of Membership ..... Region .....

Signature ..... Date .....

4. Name in Full .....

Grade of Membership ..... Region .....

Signature ..... Date .....

5. Name in Full .....

Grade of Membership ..... Region .....

Signature ..... Date .....

6. Name in Full .....

Grade of Membership .....

Region .....

Signature .....

Date .....

**Declaration on behalf of the Committee**

Election of the above named as a Fellow/Honorary Fellow (delete as applicable) of the Institute was recommended by the:

Committee on: .....

Chair: .....

Region/Commission .....

**NOTES:** This form must be accompanied by a comprehensive citation supporting the nomination.



## **NOMINATION FOR ELECTION FORM as SSSI Honorary Fellow**

The Surveying and Spatial Sciences Institute confers, from time to time, on individual members the title of “Honorary Fellow” of the Institute. This title is conferred to individuals that have made a significant contribution to the Institute or to the Profession. Nominations are only approved following a rigorous nomination and election process that includes a vote of the SSSI Board of over 75% in favour.

There are no set criteria for this nomination but the citation must address the reason for the nomination. This could be for a distinguished person who, from their position, have been or are being of assistance to the Institute in carrying out its aims, or a person eminent in science, experienced in pursuits kindred to those of the members, or a person who has provided outstanding service for the Institute or any other worthy reason.

Thus one or more of the following elements could be the basis of the citation.

Promotion of surveying and spatial sciences and the status of surveyor or spatial scientists (or one or more of the commissions and its members)

1. Notable activities that have enhanced the public perception of spatial scientists, or one or more of the commissions.
2. Outstanding service to the profession, based on accomplishments as a Member or Fellow.
3. Held in highest respect or eminence by peers.
4. Has made a lasting difference to the surveying and spatial sciences profession by his/her leadership and/or contribution.
5. Any other activity or information that is worthy of election as Honorary fellow.

The nomination must be provided in the following format:

Font type – Arial

Font size - 12 point

Line spacing – 1.5 lines

Paragraph spacing: Before – 6pt | After – 6pt

Nominations must include an Executive Summary of 150 words maximum and a citation of not more than 1350 words.

*Nomination is to be by a Regional Chair, Commission Chair or Board Member and six signatories are required for each nominee from any Region or Commission.*

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**NOMINATION FOR ELECTION AS HONORARY FELLOW**

**FULL NAME OF NOMINEE** .....  
Surname ..... Given Name(s) .....

**ATTACHED TO** ..... **REGION OR** ..... **COMMISSION** .....

**POSTAL ADDRESS** .....

**E-MAIL ADDRESS** .....

**CONTACT FOR THIS NOMINATION** .....

**E-MAIL ADDRESS** .....

**TELEPHONE CONTACT** .....

We the undersigned hereby nominate ..... for election as a Fellow/Honorary Fellow (delete as applicable) of the Surveying and Spatial Sciences Institute and certify to our conviction that the nominee, whom we know personally, is worthy of election to that grade of membership.

**SIGNATORIES**

1. Name in Full .....

Grade of Membership ..... Region .....

Signature ..... Date .....

2. Name in Full .....

Grade of Membership ..... Region .....

Signature ..... Date .....

3. Name in Full .....

Grade of Membership ..... Region .....

Signature ..... Date .....

4. Name in Full .....

Grade of Membership ..... Region .....

Signature ..... Date .....

5. Name in Full .....

Grade of Membership ..... Region .....

Signature ..... Date .....

6. Name in Full .....

Grade of Membership .....

Region .....

Signature .....

Date .....

**NOTES:** This form must be accompanied by a comprehensive citation supporting the nomination.