

Fellow Member Procedure

Revised April 14, 2009

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 following procedure to compliment the existing Bylaws language. 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. Professional and Associate 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 awards luncheon of the Society 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. Number of copies: An electronic copy of the nomination package and each letter of endorsement shall be submitted to the Executive Director.
3. Submittal: Nomination packages and letters of endorsement shall be sent to the Chair of the Awards Committee, c/o The Masonry Society.
4. Confidentiality: The names of persons having been proposed for Fellow Member status shall be kept confidential. The Masonry Society retains the right to make announcements of persons having been elected to Fellow Membership.
5. 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. Any additional information concerning the nominee that is not included in the nomination package and letters of endorsement shall not be considered. Individual 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, individual members 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 all committee members will constitute a recommendation to the Board that a nominee has been proposed for election to Fellow Member status.
6. 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 the Chair of the Awards Committee. No advice will be given after the nomination package has been submitted.
7. 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. 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.
8. Letters of Endorsement

- a. Letters of endorsement shall be solicited by the nominator.
 - b. 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. Letters shall not be collected by the nominator for submittal with the nomination.
 - c. 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 ten are suggested.
 - d. When the nomination is made by an individual member, a letter of endorsement shall be prepared and submitted by the nominator.
 - e. A member of the Awards Committee submitting a nomination or providing an endorsement letter will excuse themselves when the nomination of the person they nominated or endorsed is considered.
 - f. Letters of endorsement shall apply to only one nominee.
 - g. Letters of endorsement are confidential.
 - h. 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.
 - i. Writers of letters of endorsement must be familiar with the nominee and his or her work.
 - j. 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.
9. **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.
10. **Action by the Board of Directors.** The results of the Awards Committee's evaluations and balloting will be provided to the Society for distribution to the Board of Directors no later than 14 calendar days before the beginning of the Spring meeting. 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 submission to the Board. These summaries will be the sole documents provided to the Board for its use in evaluating candidates. Nominations recommended to the Board must be approved with no more than two dissenting votes.
11. **Notification:** The Society secretary will notify those elected no later than sixty calendar days before the date of the Awards Lunch of the TMS Annual Meeting and request their presence at the Awards Lunch of the TMS Annual Meeting.
12. **Successful Nominations:** Successful nominations will be retained by the Society as part of the Fellow Member's permanent membership file. 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. Unsuccessful Nominations: All original materials and electronic copies of original materials—nominating forms, letters of endorsement, et cetera—will be deleted by the Awards Committee and the Society office.
14. 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.
15. 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.
16. Maximum Number of Fellow Members: At no time may the number of living Fellow Members exceed ten percent of the current year's voting members.
17. 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. Professional and Associate members who are made Fellows shall retain their voting rights.