



# **Policy and Process for Nomination and Registration of Life Fellows, Fellows and Honorary Fellows**

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# **Policy and Process for Nomination and Registration of Life Fellows, Fellows and Honorary Fellows**

## **Preamble**

Prior to the review of the constitution in 1998, the registration of Life Fellows and Fellows required a written submission to the Directors (usually by a Chapter President). This submission was based on the history of the service the nominee had given to the Institute and the profession.

Following the review of the constitution in 1998, the grade of Fellow was open to any person to make a personal application provided they could meet the very limited criteria. Application could be made by people with no previous involvement with the Institute, in fact many applicants were appointed directly to the grade of Fellow. This process was subsequently suspended and is one of the prime reasons for the development of the policies and processes contained in this document.

## **Policy**

The membership grades of Life Fellow and Fellow recognise that an AIPM member has rendered exceptional service to the Institute and is prominent in the profession of project management. The grades are not to be considered as part of a normal progression of membership status; they are an accolade by peers that a Member is deserving of special recognition.

The grades are related to membership and have no association with the RegPM program; however, assessment of applications will, where appropriate, take into account an applicant's professional qualifications.

No person shall nominate himself/herself as a Fellow or Life Fellow or seek to be nominated as a Fellow or Life Fellow. Nomination shall be initiated by another Member of the AIPM

The number of Fellows shall be limited to 1% of the membership of the Institute.

The number of Life Fellows shall be limited to 0.1% of the membership of the Institute.

The number of Honorary Fellows shall be limited to 0.1% of the membership of the Institute.

The Council of Fellows shall annually review the list of Life Fellows and Fellows who have resigned and, in the case of Fellows, those who have not renewed their membership subscriptions after the normal period allowed for membership renewal. The Council shall analyse the list and make appropriate recommendations to counter adverse trends.

## **The Requirements of the Constitution**

The following extracts from the Constitution are relevant to Life Fellows and Fellows.

### **Section 3.4 - Life Fellow**

**3.4.1** - A Fellow may be designated a Life Fellow by resolution of Members at general meeting upon nomination of the Directors.

**3.4.2** - A Fellow may be nominated by the Directors if the Fellow in the opinion of the Directors:

- (a) has rendered exceptional and conspicuous service to the Institute and project management profession;
- (b) is eminent and is a distinguished person in the project management profession; and
- (c) made an important contribution to the profession of project management or materially advanced the profession of project management.

**3.4.3** - On acceptance of nomination by the nominee the Directors will put forward a resolution at the next Annual General Meeting of the Institute proposing the designation of the nominee as a Life Fellow.

**3.17.5** Life Fellows shall not be required to pay annual membership fees.

### **Section 3.5 - Fellow**

**3.5.1** From time to time the Directors may invite a Member to prepare a Fellowship Submission with the intention of conferring on that Member the grade of Fellow.

**3.5.2** The Directors may resolve that a person be designated in the Register as a Fellow if that person has produced evidence to the satisfaction of the Directors to show that he/she has rendered exceptional service to the Institute and is prominent in the profession of project management.

**3.5.3** To demonstrate that a person has rendered exceptional service to the Institute and is prominent in the profession of project management the Fellowship Submission must show:

- (a) The number of years the person has been a Member of the Institute. This period is expected to be not less than ten years unless exceptional circumstances exist and the Directors agree with the lesser period; and
- (b) The number of years the person has been employed in positions of full responsibility as a project manager or where the person has been involved in the advancement of the project management profession. This period is expected to be not less than ten years unless exceptional circumstances exist and the Directors agree with the lesser period, and/or
- (c) The prominent positions held by the person within the project management profession; and
- (d) The level of service to, and participation in, the Institute; and
- (e) The contribution made to the advancement of the profession; and
- (f) The educational or professional qualifications held

### **Section 3.6 – Honorary Fellow**

**3.6.1** The Directors may resolve that a person, who is not a member of the Institute, be designated in the Register as an Honorary Fellow if that person has, in the opinion of the Directors, rendered conspicuous and meritorious service to the profession of project management, or is eminent in the field of project management, or is a distinguished person whom the Directors would like to honour as having rendered meritorious service to the community.

## **Assessment Criteria for Selection**

The criteria for the assessment of applications for the grades of Life Fellow, Fellow and Honorary Fellow are based on the requirements of the AIPM constitution, in particular Sections 3.4, 3.5 and 3.6.

### ***Assessment Criteria for the Grade of Life Fellow***

#### **Criterion 1 - Membership of AIPM**

The nominee must be a Fellow of the AIPM.

To enable the assessment of the membership status of the nominee, the submission shall include:

- Evidence of current membership of the AIPM at the grade of Fellow and the nominee's membership number.

#### **Criterion 2 - Service to the AIPM and the profession**

The nominee must have rendered exceptional and conspicuous service to the Institute and project management profession.

To enable the assessment of the service to the AIPM and the profession, the submission shall include:

- Evidence of the nature of service to the AIPM and the profession and how that service has been given in a way that can be considered to be in excess of that which is normally given by members.

#### **Criterion 3 - Standing within the profession of project management**

The nominee must be eminent and a distinguished person in the project management profession.

To enable the assessment of the standing within the profession, the submission shall include:

- Evidence of service to the profession of project management that can be considered to be of an exceptional nature, the period over which that service has been given and the nature of the service.
- Evidence of any formal peer recognition of service or standing in the profession and/or evidence of any awards or citations received for services to project management.

#### **Criterion 4 - Contribution to and advancement of the Profession**

The nominee must have made an important contribution to the profession of project management or materially advanced the profession of project management.

To enable the assessment of contributions to the advancement of the profession, the submission shall include:

- Evidence of positions of influence held by the nominee that have materially advanced the profession.
- Positions held in a teaching or similar role where the nominee could influence the development of project management knowledge.
- Published texts and papers, particularly those where innovation or new directions in project management have been developed.

## **Assessment Criteria for the Grade of Fellow**

### **Criterion 1 - Membership**

The nominee must be a current member of the AIPM and must also have been a member for a period expected to be not less than 10 years unless exceptional circumstances exist and the Directors agree with a lesser period.

To enable the assessment of the membership status of the nominee, the submission shall include:

- Evidence of current membership of the AIPM, including the membership number of the nominee.
- Evidence of the number of years of continuous membership of the AIPM immediately preceding the nomination. This is expected to be not less than 10 years, unless exceptional circumstances exist and the Directors agree with a lesser period, and can include years as an Associate and Member.

### **Criterion 2 - Service to the AIPM**

The nominee must have rendered exceptional service to the AIPM over the period of his/her membership.

To enable the assessment of participation in the AIPM, the submission shall include:

- Details of the extent of service as a Director or Chapter Councillor and any offices held.
- Extent of involvement in ongoing or ad hoc committees set up at National or Chapter level.
- Extent of involvement in the organisation of National or Chapter events, including conferences and seminars.
- Extent of involvement in the PMAA program as an organiser, judge or other role at the National or Chapter level.
- Extent of involvement in the RegPM program in any capacity.
- Involvement in specific assignments in the drafting or review of policies and procedures or similar documentation for the AIPM.
- Any specific initiatives undertaken by the nominee while a member, which have been acknowledged as contributing to the advancement of the AIPM.

### **Criterion 3 - Prominence in the Profession of Project Management**

The nominee must have been employed in, and be prominent in, the profession of project management.

To enable the assessment of prominence in the profession of project management at large, the submission shall include:

- Number of years of full time employment as a project manager or where project management principles are implemented. It is expected that this will be current and for a period of not less than 10 years unless exceptional circumstances exist and the Directors agree with a lesser period.

- Any public or business positions to which the nominee has been appointed which are related to the profession of project management or where project management is a key focus.
- Extent to which the nominee has contributed to mentoring, education or training related to project management.
- Positions held in any other professional bodies or honorary positions related to project management.

#### **Criterion 4 - Educational and Professional Qualifications and Published Works**

The educational and professional qualifications of the nominee will be taken into account as part of the assessment of the submission.

The submission shall include:

- A listing of the educational and professional qualifications of the nominee, including the qualification, date received and awarding institution. RegPM certifications should be included.
- Listing of any books or published or refereed papers where the nominee is the author. This is to include the title of the book or paper and when and where it was published.
- Listing of the papers that have been presented at AIPM national or chapter conferences.
- Any award received by the nominee for services to project management or for his/her expertise in project management.

### ***Assessment Criteria for the Grade of Honorary Fellow***

#### **Criterion 1 - Membership**

The nominee must not be a member of the AIPM.

#### **Criterion 2 - Service to the profession**

The nominee must:

- (a) have rendered conspicuous and meritorious service to the profession of project management, or
- (b) be eminent in the field of project management, or
- (c) be a distinguished person whom the Directors would like to honour as having rendered meritorious service to the community.

To enable the assessment, the nomination shall address the criteria and provide reasons why the nominee should be recognised as an Honorary Fellow.

## **Schedule for Nominations and Registration**

### ***Life Fellows***

Nominations for Life Fellows will be considered on an annual basis with calls for nominations published on the AIPM website in early June, The deadline for submission of nominations to the Chair of the Council of Fellows is close of business on 31 July, with Board consideration in early September.

Board endorsed applicants for Life Fellows will be nominated by the Directors to Members at the next Annual General Meeting for designation as 'Life Fellows'. Approval will be by acclamation unless a majority of voting members present vote against the motion.

### ***Fellows***

Nominations for Fellows may be forwarded to the Chair of the Council of Fellows at any time.

### ***Honorary Fellows***

Nominations for Honorary Fellows may be forwarded to the Chair of the Council of Fellows at any time.

## **Process for Registration as Life Fellow and Fellow**

The process for registration as a Life Fellow or Fellow is:

1. Any Life Fellow, Fellow or Director may propose a Fellow for the grade of Life Fellow.
2. Any Member may propose another Member for the grade of Fellow.
3. The proposal shall be seconded by two other Members. Either the proposer or at least one of the seconders shall be a Life Fellow or Fellow.
4. The proposer and seconders shall not divulge the intent of the proposal to the nominee or any other person, nor shall they receive any benefit as a result of their role as proposer or seconder.
5. The proposer shall complete a Nomination form (see Annex A for Life Fellow and Annex C for Fellow), co-signed by the two seconders. The form shall require the proposer to provide as much detail as is known relating to the requirements stated in Section 3.4 or 3.5, as appropriate, of the Constitution. In addition the proposer is to provide detailed reasons why the nomination should be accepted.
6. The completed proposal shall be submitted to the Chair of the Council Fellows for Council consideration. The Chair shall arrange distribution of the proposal to all members of the Council. The proposal is to remain confidential within the Council.
7. The Chair of the Council is to reply to the Proposer, acknowledging receipt.
8. The Council of Fellows should liaise with the respective Chapter President and/or proposers and seconders if further information is required.
9. It is important that no situation arises whereby a perceived conflict of interest be seen between proposers/seconders and the nominee. Therefore, during consideration of the nomination, the Chair of the Council may seek "in confidence" confirmation from proposers/seconders that no potential conflict of interest, such as a commercial arrangement, exists with the nominee. Conflicts of interest will not necessarily debar the nomination, and each situation will be assessed on its merits
10. The Council of Fellows shall assess the nomination and shall submit the nomination to the Board of Directors, together with a statement on whether or not the nomination is supported. If the nomination is not supported, the reasons are to be documented.
11. The Board of Directors shall review the nomination. The Board shall not reject a nomination forwarded by the Council of Fellows; instead the Board shall refer the

nomination back to the Council of Fellows for reconsideration, giving the reasons why the nomination should not be accepted. If the Council of Fellows decides to maintain the nomination, further supporting reasons may be provided. If the Board then decides to reject the nomination, the reasons shall be documented in the minutes of the meeting.

12. If the nomination is supported by the Board, the Chair of the Council shall write to the nominee asking if he/she wishes to accept the nomination and inviting him/her to complete and return an Application form (see Annex B for Life Fellow and Annex D for Fellow), which requires the applicant to submit details relating to the requirements stated in Section 3.4 or 3.5, as appropriate, of the Constitution.
13. The Chair of the Council is to reply to the Nominee, acknowledging receipt. The Chair shall arrange distribution of the Application to all members of the Council. The proposal is to remain confidential within the Council.
14. The Council of Fellows shall consider the application. The number of votes necessary for agreement to the application shall be 75% of Council members. In cases where a “one person, one vote” process results in insufficient votes to achieve a clear 75% result, the Chair may make a casting vote.
15. The Council shall then submit a recommendation to the Board of Directors for approval.
16. The Board of Directors shall consider the recommendation.
17. Subject to the Board’s endorsement of applications for Life Fellow, the General Manager shall put forward a motion at the next Annual General Meeting of the Institute proposing applicants be registered as Life Fellows (refer Constitution clause 3.4.1). Subject to the motion being passed, the General Manager shall enrol successful applicants in the AIPM Register of Members as Life Fellows and shall issue a new membership certificate. Names of successful applicants shall be published in the next edition of the Institute’s magazine.
18. Subject to the Board’s approval of applications for Fellow, the General Manager shall enrol successful applicants in the AIPM Register of Members as Fellows and shall issue a new membership certificate. Names of successful applicants shall be published in the next edition of the Institute’s magazine. The membership fee for Fellow will not become due until the next annual subscription notice.
19. At the time that the General Manager issues the new membership certificate, he will send an accompanying letter of congratulation to the new Life Fellow/Fellow and shall send a copy of the letter to the Chair of the Council. The Chair of the Council may also wish to send a letter of welcome to the successful Applicant.
20. If an Application is not approved by the Board, the General Manager shall write to the Applicant advising him/her of the outcome. A copy of the letter shall be sent to the Chair of the Council.

Transparency of the process and its outcomes is important. In particular, the recorded reasons for rejection of a nomination or application (see paras 10 and 11 above) are to be kept with the nomination/application form in case a question is raised as to why the nominee/applicant was rejected.

## **Process for Following up Requests for Applications**

In the event that an Application for Life Fellow or Fellow has been sought, but has not been received within 6 months of the request, the General Manager shall follow up with a letter to the Nominee requesting a response. If the Application is not received after a further two months, the General Manager shall send a further reminder letter advising that if the Application is not received within thirty days, the Nomination shall lapse. Copies of these letters shall be sent to the Chair of the Council.

## **Process for Registration as an Honorary Fellow**

The process for registration as an Honorary Fellow is:

1. Any Member may propose a person for the grade of Honorary Fellow.
2. The nomination shall be seconded by two other Members. Either the proposer or at least one of the seconds shall be a Life Fellow or Fellow.
3. The proposer and seconds shall not divulge the intent of the proposal to the nominee or any other person, nor shall they receive any benefit as a result of their role as proposer or seconder.
4. The proposer shall complete a Nomination form (see Annex E), co-signed by the two seconds. The form shall require the proposer to provide as much detail as is known relating to the requirements stated in Section 3.6 of the Constitution. In addition the proposer is to provide detailed reasons why the nomination should be accepted.
5. The completed proposal shall be submitted to the Chair of the Council Fellows for Council consideration. The Chair shall arrange distribution of the proposal to all members of the Council. The proposal is to remain confidential within the Council. The Council of Fellows should liaise with the proposer and / or seconds if further information is required.
6. It is important that no situation arises whereby a perceived conflict of interest be seen between proposers/seconds and the nominee. Therefore, during consideration of the nomination, the Chair of the Council may seek “in confidence” confirmation from proposers/seconds that no potential conflict of interest, such as a commercial arrangement, exists with the nominee. Conflicts of interest will not necessarily debar the nomination, and each situation will be assessed on its merits
7. The Council of Fellows shall assess the nomination. The number of votes necessary for agreement to the nomination shall be 75% of Council members. In cases where a “one person, one vote” process results in insufficient votes to achieve a clear 75% result, the Chair may make a casting vote.
8. The Council of Fellows Chair shall submit the nomination to the Board of Directors, together with a statement on whether or not the nomination is supported. If the nomination is not supported, the reasons are to be documented.
9. The Board of Directors shall consider the recommendation. If the nomination is not supported, the reasons are to be documented.
10. Subject to the Board’s approval the General Manager shall write to the nominee asking whether the person wishes to accept the nomination.
11. Subject to acceptance by the nominee, the General Manager shall enrol the nominee in the AIPM Register of Members as an Honorary Fellow and shall issue a

membership certificate together with a letter showing the conditions of membership as contained in Section 3.6.2 of the Constitution. A copy of the letter shall be sent to the Council of Fellows Chair. Names of successful nominees shall be published in the next edition of the Institute's magazine and shall be announced at the next General Meeting of the Institute.

### ***Annex A - Nomination Form for Grade of Life Fellow***

Download from <http://www.aipm.com.au/resource/Annex-A-Nomination-for-Life-Fellow.doc>

### ***Annex B - Application Form for Membership Grade of Life Fellow***

Download from <http://www.aipm.com.au/resource/Annex-B-Application-for-Life-Fellow.doc>

### ***Annex C - Nomination Form for Grade of Fellow***

Download from <http://www.aipm.com.au/resource/Annex-C-Nomination-for-Fellow.doc>

### ***Annex D - Application Form for Membership Grade of Fellow***

Download from <http://www.aipm.com.au/resource/Annex-D-Application-for-Fellow.doc>

### ***Annex E - Nomination Form for Grade of Honorary Fellow***

Download from <http://www.aipm.com.au/resource/Annex-E-Nomination-for-Honorary-Fellow.doc>