



## Awards & Recognition Program

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### Company of Fellows

#### **PURPOSE**

The Company of Fellows represents ARMA International's most distinguished lifetime or career achievement. This award honors records and information management professionals who are members of ARMA International and have made outstanding contributions to the profession. It also honors those who are recognized for noteworthy accomplishments in the Association at all three levels, local chapter, region and association. Enrollment is limited to a maximum of .5% of the total current ARMA International membership. A member number is assigned in chronological sequence to members accepted into the Company. Once a number is assigned to an individual, it remains the member's number in perpetuity. Members of the Company of Fellows are authorized and encouraged to use the designation "FAI." (Fellow of ARMA International) following their name.

#### **ELIGIBILITY CRITERIA**

To be considered for membership in the ARMA International Company of Fellows, the following must be established:

1. Must be a member of ARMA International in good standing with 10 years or more of continued membership. Retirees who are not current members but who were members in good standing during their last 10 years prior to retirement are eligible within the first five years after their retirement date.
2. Must have positive reputation in areas of ethics, professional responsibility, and professional standards.

#### **RESTRICTIONS**

1. Current members of the Board of Directors of ARMA International are not eligible for consideration during their term of office. Nomination cannot occur until the candidate has left the board.
2. Members of the ARMA International Awards Task Force are not eligible for consideration during their term of office. However, should a member of the Awards Task Force be nominated, he/she may become eligible by resigning from the task force before task force deliberations about the awards begin.
3. The Awards Task Force may not nominate members for this recognition, but as a matter of course, should encourage the nominations of qualified individuals.
4. No more than three (3) persons may be inducted into the Company of Fellows in any given Association (FY) year.

#### **NOMINATION PROCESS**

Except as noted in the restrictions, any person who is generally knowledgeable of a nominee's records and information management expertise and/or achievements may nominate no more than one person annually who meets the eligibility criteria. Each nominator should represent a distinct area of the nominee's experience (i.e., ARMA activities, work experience, and/or writing or teaching). Petitions of nominations must be addressed to ARMA International, Chair of the Awards Task Force, c/o Director of Member Services, contain the signature of two additional nominators, and be received at ARMA Headquarters with a postmark or FAX date of no later than May 15. (See Exhibit A.) ARMA Headquarters will advise the individual of the nomination. Two of the three nominators must be ARMA International members in good standing. Self-nominations are prohibited.

The **three** principal nominators must **each** submit a **300-500** word letter of recommendation detailing the experience and contributions of the nominee.

Upon verification of the basic eligibility criteria, ARMA Headquarters confirms in writing the nomination and requests that the nominee provide certain information and documents to the Awards Task Force to arrive at ARMA Headquarters with a postmark date of no later than June 31. Electronic copies are to be forwarded to ARMA Headquarters, attention Awards Task Force. Extension for receipt of submissions



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beyond the June 31 deadline is not authorized. ARMA Headquarters confirms receipt of the requested information.

### **JUDGING**

The Awards Task Force is guided by the following for each eligible nominee:

1. The Awards Task Force verifies, as necessary, eligibility criteria. This may include contacting each nominator to confirm his or her knowledge of the nominee.
2. Clearly, people have different backgrounds and career patterns. Each has a different mix of talents to offer. Successful candidates for the Company of Fellows, however, must have contributed in several areas of achievement. For the purpose of assigning points and evaluation, candidates for this award must have accomplishments in at least six (6) of the ten- (10) categories and/or subcategories and score a minimum of 500 points.
3. A minimum of 75% of the Awards Task Force members must concur in the selection of a nominee for induction into the Company of Fellows.
4. If the Awards Task Force determines that a nominee does not meet the requirements for induction into the Company of Fellows, but their submission reflects distinguished service in categories 1 through 3 with points meeting those requirements for the Distinguished Service Award, then the task force may bestow the Distinguished Service Award on that nominee and encourage nominee's submission for Company of Fellows in the future.

### **NOTIFICATION**

The Chair of the Awards Task Force advises each nominee who was considered by the Awards Task Force if the nominee is, or is not, to be inducted. Such notification is made in writing no later than 30 days prior to the date of the awards presentation. The letter contains a request not to disclose selection prior to the official announcement at the Annual conference and Exhibition. The Company of Fellows Award is presented at the Annual Conference Awards event.

### **INDUCTION**

Induction of members into the Company of Fellows of ARMA International occurs during the awards event at the Annual Conference and Exhibition. In addition to a plaque, each inductee receives a lapel pin at that time.