**COLLEGE OF FELLOWS NOMINATION APPLICATION**

**PREFACE**

The College of Fellows (COF), consisting of distinguished and recognized engineering leaders within ACEC and their communities, shall enhance the image of the profession by undertaking activities including recognition programs, outreach through scholarship, and unique educational opportunities.

The College of Fellows strives to improve the overall image of the consulting engineering profession by recognizing engineering accomplishments. It continues to search for opportunities to serve ACEC member firms.

The Bylaws of ACEC established the principle of membership as a Fellow and recognized members who have elevated the standards of our engineering profession through their special service.

The Bylaws provide for Classes of Membership entitled Fellow and Life Fellow as outlined in Article II, Membership, and Article III, Admission and Separation.

The ACEC Rules of Policy and Procedure delegate administrative responsibility for the College of Fellows to the Fellows Committee, including the processing of nominations and the election of Fellows membership. The Fellows Committee utilizes the *ACEC FELLOWS COMMITTEE GUIDELINES* as a guide to admission and administration of the ACEC Fellows Program. The manual also defines the rules and regulations and the standards and activities of the College of Fellows.

This document, “Fellow Nomination Form,” shall be used to nominate Fellows candidates to assist the Fellows Committee in electing Fellows. The nominating entity and the nominee should also refer to the ACEC Bylaws, Rules of Policy and Procedure, and the Fellows Committee Guidance Manual to ensure all requirements are complete and properly authenticated. Signatures required in certain sections may be done electronically.

**NOMINATION FOR FELLOW**

Each submitted application for Fellow of the American Council of Engineering Companies (ACEC) shall be made using the ACEC Fellow Nomination format.

The nominee shall not initiate his/her own application but, having been nominated shall assist in preparing the required submittal data. The nominee shall agree to accept the Fellow grade if so elected and shall indicate this permission on the application form.

The Nomination Format shall include the following:

1) Nomination by a Member Organization: Signature of the President (or Executive Director)

of the Member Organization certifying that a two-thirds majority of the current M.O. Board of Directors has voted affirmatively for the nominee. No current ACEC Fellows Committee or ACEC Executive Committee member shall be permitted to vote.

-- or --

Nomination by Fellows: The signature of three (3) or more Fellows of ACEC (who are not members of either the ACEC Fellows Committee or ACEC Executive Committee) recommending the candidate's nomination and the signature of the President or Executive Director of the candidate’s own M.O. confirming and approving the nomination.

2) A total of three (3) letters of endorsement from ACEC member firm employees personally acquainted with the nominee. Endorsement letters can come from members of the College of Fellows personally known to the nominee.

Endorsement letters should not come from the nominee’s current firm. Letters must be on firm letterhead or personal letterhead. M.O. letterhead and e-mail endorsements are not acceptable. Letters from current Fellows may be from the same nominating Fellows described in 1) above. Endorsement letters shall be no more than 200 words in length. Endorsers should consider that the Fellows Committee must depend on the letters to confirm the nomination and supporting data as they may not know the candidate personally or be aware of their qualifications.

**QUALIFICATIONS FOR FELLOW**

1) Individuals qualifying for nomination to the grade of Fellow of ACEC shall have academic and professional qualifications and accomplishments demonstrating notable contributions to the objectives of ACEC.

2) Such accomplishments shall include:

* Being a principal/director/senior officer/C-suite position for not less than five (5) years of a firm(s) that has been a member of ACEC or an organization that has merged with an ACEC Member Organization, for not less than five (5) years.

3)Served the Member Organization as an officer (President/Chair, etc) or director. Served ACEC National as an Executive Committee member, National Director, a Committee/ Coalition/Forum member, or trustee of an ACEC Trust. Examples of national service include serving in a leadership position (chair, vice-chair, director), defined in detail member contribution(s) to the committee/Coalition/Forum or ACEC Trust as a speaker, author of white papers, advocacy advisor.

**FELLOWS MEMBERSHIP**

The Fellows Nomination packet must include an application fee of $250.00. The fee can be sent as a check payable to ACEC with the Fellows Application in the memo section. You may also submit it via ACH transaction. Contact ACEC for ACH credentials.

After the first year of membership in the College of Fellows, a yearly membership fee of $250.00 will be charged to maintain Fellows' membership.

**COLLEGE OF FELLOWS APPLICATION FORM**

**SECTION A: DEMOGRAPHIC**

Nominee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee’s Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education:

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| **College / University** | **Degree** | **Year** |
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**SECTION B: Professional Activities**

List Member Firms and dates the nominee has been a principal in each firm:

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| **Firm** | **Dates** |
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Professional Registrations

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| **State** | **Discipline** | **Year** |
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Professional Experience:

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Professional and Technical Society Affiliations

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| --- | --- | --- |
| **Society** | **Positions Held** | **Dates** |
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Service to ACEC

* Served the Member Organization as an officer (President/Chair, etc) or director.
* Served ACEC National as an Executive Committee member, National Director, Committee/Coalition/Forum member, or trustee of an ACEC Trust. Examples of national service include serving in a leadership position (chair, vice-chair, director); defined in detail active member contribution(s) to the committee, Coalition, Forum, ACEC Trust Member or graduate of the Senior Executives Institute as a speaker, author of white papers, advocacy advisor, etc.

List all ACEC Member Organization Service:

|  |  |  |
| --- | --- | --- |
| **ACEC** | **Positions** | **Dates** |
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Please summarize your participation in your Member Organization.

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List all ACEC National Service:

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| --- | --- | --- |
| **ACEC** | **Positions** | **Dates** |
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Please summarize your ACEC National participation/contribution(s).

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\*\*NOTE: To be considered, all applicants must have experience in **both** ACEC National activities and Member Organization activities.

Objective Contributions

The individual nominee for Fellow shall also demonstrate that he/she has made notable contributions to the objectives of ACEC in **three or more** of the following categories:

Administrative Leadership:

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Design:

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Science:

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Literature:

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Education:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outstanding Civic Leadership:

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**SECTION C: NOMINATION BY A MEMBER ORGANIZATION**

NAME OF NOMINEE for the grade of Fellow: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEMBER ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We, the undersigned Directors, from personal knowledge, believe the above-named nominee to be thoroughly qualified in accordance with the Bylaws and Rules of Policy and Procedure of the American Council of Engineering Companies, to be an individual of high integrity, and to be worthy in every respect to be a Fellow of the Council and herewith so nominate him/her.

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| --- | --- | --- |
| **Director** | **Firm** | **Affiliation** |
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Affirmed By M.O. President or M.O. Executive Director:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION D: NOMINATION BY FELLOWS**

NAME OF NOMINEE for the grade of Fellow: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEMBER ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We, the undersigned Fellows of ACEC, from personal knowledge, believe the above-named nominee to be thoroughly qualified in accordance with the Bylaws and Rules of Policy and Procedure of the American Council of Engineering Companies, to be an individual of high integrity and to be worthy in every respect to be a Fellow of the Council and herewith so nominate him/her.

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| --- | --- | --- |
| **Name of Fellow** | **Firm** | **M.O.** |
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Confirmed and Approved By M.O. President or M.O. Executive Director:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION E: ACTION OF NOMINEE**

\_\_\_\_\_ I acknowledge my nomination to the ACEC grade of Fellow and agree to accept such membership and pay the $250 annual dues if elected.

Signature of Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION F: ACTION OF THE FELLOWS COMMITTEE**

The nomination of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for election to Fellow of the American Council of Engineering Companies has been acted upon this date by the Fellows Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Received their unanimous approval. The nominee is, therefore, declared elected.

\_\_\_\_\_ Received approval of all Fellows Committee members with only one (1) dissenting vote. The nominee is, therefore, declared elected.

\_\_\_\_\_ The nominee did not receive the required approval, and the nomination submittal is returned to the nominating entity.

Chair, Fellows Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rev. 07/24