

**SOCIETY OF GEORGIA ARCHIVISTS  
FELLOWS AWARD - PROCEDURES**

Approved January 2010; revisions approved March 2014

**Criteria**

In selecting those who will receive the award, special weight will be given to archival activities that have had a broad long-term effect and may include, but are not restricted to the following criteria:

- a. Involvement in and contributions to the work of SGA (i.e. Officer, Committee Chair, etc.);
- b. Education, leadership, advocacy and/or scholarly activities; or
- c. Impact of the nominee's work on the Georgia archival community.

The candidate's contributions will be measured by their broad distribution across all categories and/or an exceptional contribution in one particular area.

**Eligibility**

- a. Current membership in SGA is encouraged but not required. A recipient must have been a member of SGA for 5 years (not necessarily consecutively).
- b. Current voting members of the Executive Board.

**Selection Procedure**

**1. Call for Nominations:**

- a. It is the responsibility of the Immediate Past President to place a call for nominations in the SGA Newsletter following the annual meeting and on the SGA website.
- b. The Immediate Past President, Nominating Committee, and the Fellows will work with the Newsletter and Website Editors, Annual Meeting and Membership Committees and others as appropriate to publicize the award.
- c. Any SGA member may nominate a candidate, and the SGA Board, Fellows, and Nominating Committee may nominate or solicit nominations on behalf of candidates they feel are deserving of the award.
- d. Nominees may be living or deceased.
- e. Nominators may only nominate one person per year.

**2. Submitting Nominations:**

- a. Nominations must be submitted to the Nominating Committee by April 30 in order to be considered for the award for that year. Every possible effort should be made to keep the names of nominees confidential until the time of notification of successful nominees and announcement of the new class of fellows.
- b. Nominations may be submitted electronically or on paper.
- c. Candidates may be nominated by more than one person.
- d. Nominations will be made with the nomination form distributed in the newsletter and on the SGA website. A nomination must include a statement detailing why the nominator feels the candidate deserves the Fellows award.
- e. Nominations may be resubmitted if not voted upon favorably.

**3. Reviewing Nominations and Selecting Recipients:**

- a. The Nominating Committee will verify that the nominees for Fellow meet the eligibility requirements, and forward the nominations to the Fellows.

- b. Fellows will have the opportunity to review the nominations, vote on them, and provide comments to the Nominating Committee chair by May 31.
- c. After receiving the recommendation of the Fellows, the SGA Board will elect SGA Fellow(s) at the board meeting after nominations are forwarded. The Immediate Past President will be responsible for calling for the Board's vote on nominations for Fellow(s).
- d. All nominees receive consideration independent of other nominations also under consideration.
- e. A simple majority vote of the Executive Board (voting members only, vote taken in private) will decide whether a nomination is approved.

### **Award Presentations**

- a. Award(s) shall be presented at the fall meeting.
- b. Since this is the association's most prestigious award, the preference will be to present not more than three awards per year after the first year; however the Board may present additional awards as the circumstances require.
- c. In the absence of approved candidate(s), the award(s) will not be made.

### **Notification**

- a. It is the duty of the Immediate Past President to inform the recipient(s), their descendants and the recipient(s)' employer(s) in writing of SGA's intention to present the Fellows Award at the SGA annual meeting.
- b. In addition, press releases may be sent to appropriate professional journals.
- c. The Immediate Past President or his/her designee will notify in writing nominators of the Board's decision.
- d. The Fellow(s) will be announced at the annual meeting. Newly elected Fellows, as well as other Fellows who are present, will be recognized at the reception at the Annual Meeting. The official announcement of the Fellow(s) will appear in the issue of the SGA Newsletter following the Annual Meeting.

### **The Award**

- a. The Immediate Past President is responsible for producing a plaque or certificate with the appropriate inscription.
- b. The nominator may, at the request of the President and Immediate Past President, participate in presentation of the award.

### **Fellows Award Files**

- a. Fellows award files will be sent to the SGA Archives when deemed appropriate by the Nominating Committee chair.
- b. Fellows award files will be turned over to the next Immediate Past President by the end of each calendar year.
- c. The Immediate Past President will work with the webmaster to see that a condensed profile of each successful nomination is added to the website.

### **Review of these Procedures**

The SGA Board will review these procedures in the 2015 calendar year, or prior to that date, at the Board's discretion or upon the recommendation of the Fellows.