POLICY ON THE AWARD OF HONORARY FELLOWSHIP

1. PURPOSE AND SCOPE

The Constitution of the Australasian College for Emergency Medicine (ACEM/the College) confers authority on the ACEM Board to make the award of Honorary Fellowship to ‘people of renown, distinguished members of the medical profession and other eminent persons, whether or not those eminent persons are members of the medical profession’.

The purpose of this policy is to outline the process for nomination, consideration and awarding of Honorary Fellowship by the Board.

2. HONORARY FELLOWSHIP

2.1 Criteria

The sole criterion for the award of Honorary Fellowship is significant work in any field, but in particular substantial contributions over a period of years to emergency medicine or to the College.

Honorary Fellowship cannot be awarded to a Fellow of the College.

2.2 Award of Honorary Fellowship

The award takes the form of a testamur. It is presented to the recipient at the annual College Ceremony following the decision to confer Honorary Fellowship, or other event approved by the Board.

3. NOMINATIONS PROCESS

3.1 Submission of Nominations

(a) Persons may be nominated for consideration for the award of Honorary Fellowship:

- by a group of at least three (3) individual Fellows of the College, or
- by a College entity, provided that the nomination is approved by a majority of members present and voting at the relevant entity meeting, and such approval is recorded in the entity’s minutes.

(b) Where the nominator is a College entity, the support of the Council of Advocacy, Practice and Partnerships (CAPP) or the Council of Education (COE), according to the line of reporting of the entity in question, is required.

(c) The nomination process shall be conducted in accordance with the provisions Conflict of Interest Policy.

(d) A nomination for an award shall be made in writing to the Chief Executive Officer (CEO), and shall include:

(i) A letter of nomination signed by all nominees (where such are individuals) or the chair of the College entity (where a College entity is the nominator)

(ii) A letter of support from the CAPP or COE (as appropriate) (where applicable)
(iii) The detailed curriculum vitae of the nominee, containing biographical details, information on appointments, membership of learned societies (and office held), and a list of publications and other relevant details

(e) Each nomination requires the nominator/s to substantiate the recommendation with a demonstrable reason for the award.

(f) Nominators may be required in writing to provide any further information as may be required for either the relevant Council or the Board to make a determination as to whether to support the nomination or make award, respectively.

3.2 Determination of Nominations

(a) The Board shall determine whether or not any award of Honorary Fellowship is approved. Any such decision requires the approval of an ordinary majority of the membership of the Board, excluding any member with a conflict of interest.

(b) The CEO shall notify the nominators or relevant ACEM entity/Council of the outcome of any nomination(s). If the Board determines that Honorary Fellowship shall be awarded, the President of the College shall write to the nominee, inviting him or her to accept this honour.

3.3 Appeals

Appeals against decisions made in relation to nominations for Honorary Fellowship may be made in accordance with the College Reconsideration, Review and Appeals Policy. Decisions of the Board in relation to whether or not to make an award are not subject to appeal.

4. ASSOCIATED DOCUMENTS

- Constitution
- ACEM Regulation A - Governance
- Reconsideration, Review and Appeals Policy

5. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

5.1 Responsibilities

Document authorisation: Board
Document implementation: Office of CEO
Document maintenance: Governance and Standards Manager

5.2 Revision History

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<tr>
<th>Version</th>
<th>Date of Version</th>
<th>Pages revised / Brief Explanation of Revision</th>
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<tr>
<td>v1.</td>
<td>Oct-2015</td>
<td>Approved by Board</td>
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<tr>
<td>v2</td>
<td>Dec-2017</td>
<td>Revision to s2.1 to enable members other than Fellows to be awarded Honorary Fellowship, and other minor editorial revisions</td>
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