

TERMS OF REFERENCE

CONSTRUCTION SPECIFICATIONS CANADA - COLLEGE OF FELLOWS

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Approved Dates: 2016-10-23 (Board of Directors); 2016-05-27 (College of Fellows)

Draft Date: 2016-05-27

A. BACKGROUND

The Board of Directors of the Specifications Writers Association of Canada (now named Construction Specifications Canada) on November 30, 1966 proposed the establishment of a College of Fellows. The first four members to be elected to the Fellowship were presented to the Association at the Convention in Montreal on April 28th, 1967, and their names were recorded in the Minutes of the Meeting of the Board of Directors held May 19, 1967.

The College met to refine its Aims and Objectives (see below) and they were approved by the Board of Directors of the Association February 21st, 1969. Any changes to these Terms of Reference may be recommended by the Board of Directors of the Association or by the College of Fellows and must be approved by both parties.

B. AIMS AND OBJECTIVES

- .1 Act as an advisory group as requested by the Association.
- .2 Initiate projects to further the objectives of the Association.
- .3 Act as a network for information exchange.

C. QUALIFICATIONS, ELECTIONS AND PRIVILEGES

- .1 A Candidate for Fellowship will have been a member of the Association for a continuous period of ten years and will have made an outstanding contribution to the enhancement of the Association beyond that required for a Chapter Award of Merit.
- .2 Nominations for Fellowship may be made by any Members of the Association and shall be signed by at least seven Members representing at least three Chapters. At least three of the Nominators must be Fellows.
- .3 The nomination process requires that a letter of support for the candidate's nomination to the College be provided by each of the seven CSC members who have signed the nomination form.
- .4 The nomination, accompanied by the letters of support attesting to the qualifications of the nominee, must be sent to the Association Office to the attention of the Chancellor of the College of Fellows within the timeframe prescribed in the annual Call for Nominations to the College of Fellows.
- .5 No more than one new Fellow per thousand or per part thousand Association Members in good standing shall be elected in any one year, except that should circumstances arise which would justify additional election to Fellowship, the College of Fellows may sanction an increase.
- .6 All nomination submissions for new members to the College shall be reviewed for conformance to the prescribed requirements of the nomination process by a Jury consisting of the current Chancellor, Dean, Treasurer and Registrar of the College of Fellows.
- .7 The Jury may by majority vote, reject a nomination due to non-conformance with the prescribed requirements of the nomination process. Alternatively, should time permit, the Jury may by majority vote, instruct the Association's Executive Director to notify the Primary Contact person identified on the nomination form of the deficient aspects of the nomination and provide them with an opportunity to rectify the deficiencies and re-submit the nomination information for re-consideration by the Jury.
- .8 Submissions that meet all the requirements for nomination, as decided by the Jury, shall be voted on by Fellows and a nominee must receive a majority of votes cast by the Fellows.

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- .9 Fellows shall be elected in accordance with the schedule in the CSC Awards Manual, and the College will advise the Association's Executive Director, at that time, of the names of new Fellows. The Executive Director will then requisition the medals and certificates for the newly-elected Fellows.
- .10 Admission to Fellowship will be conferred at the Annual Conference of the Association, however, upon special circumstances, the College of Fellows may select some other occasion. Newly-elected Fellows will be advised that they may invite members of their family and/or a guest to attend the induction ceremony.
- .11 Credentials of all newly-elected Fellows will be presented at the induction ceremony held at the Annual Conference of the Association. All newly-elected Fellows will be considered inducted into the College of Fellows effective at the induction ceremony held at the Annual Conference of the Association regardless of their ability to attend.
- .12 In the event that a newly-elected Fellow is unable to attend the induction ceremony held at the Annual Conference of the Association an alternative ceremony should occur at a later date. The alternative ceremony will be less formal than the ceremony held at the Annual Conference of the Association and could be in conjunction with a Chapter meeting.
- .13 A member of the College of Fellows, and preferably a current Officer of the College, must conduct the alternative ceremony including administering the oath and presentation of the medal, certificate and pin. Protocols and logistics for the alternative ceremony will be confirmed by the Chancellor in conjunction with the Association's Executive Director.
- .14 At the Investiture, newly-elected Fellows will receive their medals and certificates. Thereafter, the Medals shall be worn at all formal functions of the College of Fellows and the Association. Past Presidents of CSC may wear their Past President's medal in addition to their College of Fellows medal at all formal functions of the College of Fellows and the Association.
- .15 The results of the election will be announced to the membership as soon as practical after the election and recorded at the Annual General Meeting of the College.
- .16 Fellows shall have the right to affix the letters FCSC after their name.
- .17 The election of a member of CSC into the College of Fellows is for life. In the event that the Fellow ceases to be a member of CSC, Fellowship is none-the-less maintained and unaffected.
- .18 A Fellow may be discharged from the College of Fellows by majority vote of the Fellows. The College will utilize as a guideline the provisions prescribed by the Association for managing and addressing issues pertaining to code of conduct and termination of membership. If a Fellow is discharged the medal and certificate shall be returned to the College.

D. OPERATING PROCEDURES

- .1 The College of Fellows shall meet at least once annually. This meeting shall take place at the CSC Annual Conference except upon special circumstances, the College of Fellows may select some other occasion.
- .2 The College of Fellows shall meet at other times as may be required.
- .3 At the Annual Meetings of the College, Fellowship shall be conferred on newly-elected Fellows in accordance with ceremony already established or to be revised by the Officers of the College.
- .4 The fiscal year of the College will coincide with that of the Association.
- .5 The College of Fellows Treasurer will present a Financial Report at the Annual Meeting of the College.

E. DUTIES AND RESPONSIBILITIES OF COLLEGE OFFICERS

1. **Chancellor**

The Chancellor is the chief officer of the College and will supervise its affairs. As such, the Chancellor will:

- .1 Preside at meetings of the College and at induction ceremonies. Appoint a recording secretary for meetings. Ensure that action items arising from meetings are followed up in a timely manner to satisfactory conclusions.
- .2 Liaise with the President of CSC. Respond to the President's requests for advice and oversee special projects requested of the College.
- .3 Appoint ad-hoc committees of College members to perform specific tasks.
- .4 Ensure that the Association Office issues nomination forms for new Fellows to all CSC members in the time frame prescribed in the Awards Guide.
- .5 Send letters of congratulations to College inductees sufficiently in advance of the investiture ceremony for them to make travel arrangements. Advise them of date, time and location of the investiture ceremony.
- .6 Liaise with the Association Office to ensure that necessary arrangements have been made for College investiture ceremony and annual meeting.
- .7 Prepare agenda for Annual Meeting of the College.
- .8 Sign certificates for new Fellows.
- .9 Provide College report for Association AGM and all Board of Directors meetings.
- .10 Participate in jury to review nomination submissions for new members to the College.
- .11 Confirm protocols and logistics with the Association Office for any alternative ceremony required in the event that a newly-elected Fellow is unable to attend the induction ceremony held at the Annual Conference of the Association.

2. **Dean**

The Dean acts as Chief Officer of the College in the absence of the Chancellor. Other duties include the following:

- .1 Ensure that gowns for the investiture ceremony are in good repair and that arrangements are made for transportation of gowns between the Association Office and the location of the investiture ceremony.
- .2 Ensure that framed certificates and medals for new Fellows are prepared and delivered to the location of the investiture ceremony.
- .3 Sign certificates for new Fellows.
- .4 Present inductees to the Chancellor for investiture.

- .5 Participate in jury to review nomination submissions for new members to the College.

3. **Registrar**

Duties of the Registrar include the following:

- .1 Maintain the Register of the College of Fellows including contact information for any non-CSC member Fellows.
- .2 Review nominations received for new Fellows to ensure that required information has been provided and that nominator and nominee requirements have been met.
- .3 Oversee the election of new Fellows and the nomination process for College officers. (The Association Office prepares and mails out ballots and nomination forms).
- .4 Oversee the election of College officers.
- .5 Count the ballots for election of new Fellows together with the CSC Executive Director. If not available for this task, appoint another member of the College to act in place of the Registrar.
- .6 Advise the Chancellor of election results.
- .7 Sign certificates for new Fellows and ensure that Association Office arranges for the certificates to be signed by the Chancellor and Dean of the College and the President of CSC.
- .8 Oversee the signing of the Register by new Fellows. Ensure that the numbers in the Register match the numbers on the certificates.
- .9 Express condolences, in writing or by card, on behalf of the College to the family of a member of the College who has passed away. If feasible, encourage local members of the College to attend the visitation and/or the funeral. Ensure that the Executive Director of CSC has been made aware of the death.

4. **Treasurer**

Duties of the Treasurer include the following:

- .1 Oversee income and expenditures of the College administered by the CSC Executive Director and Secretary Treasurer of the Association on behalf of the College.
- .2 Review College financial statements prepared by the Association Office reflecting income, expenses and cash balance for the fiscal year ending March 31.
- .3 Present the College financial statements at the College Annual Meeting.
- .4 Participate in jury to review nomination submissions for new members to the College.