

## **CHARTER**

### **SAF District VII Fellows Committee**

#### **Purpose**

The SAF District VII Fellows Committee is responsible for seeking out District VII candidates for Fellows, compiling background information on those candidates, evaluating their background against the Fellows criteria, and recommending those candidates found qualified to the District VII Council voting representative for consideration by the SAF Council.

#### **Organization**

“Fellow candidates will be determined by a District Fellows Committee established in each SAF voting District. Each District Fellows Committee will consist of at least five Fellows, one from each of the state, multi-state or intrastate societies in the District. The Committee will be diverse and will include at least one woman, if possible. The Council representative for each voting district shall appoint the initial members of the District Committee. When necessary, the District Council representative shall appoint a new District Fellows Committee member to a term of five years to replace any Committee member whose term has just expired. The Committee term will coincide with the calendar year. No Fellows may serve more than one consecutive five-year term.” [SAF Bylaws, Section III-C, Fellows, approved by Council 12/3-5/05 and modified March 11, 2006]

District VII will fulfill this mandate through creation of a District Fellows Committee of seven (7) members. In District VII, the initial Committee will have staggered terms of from one to five years, to ensure continuity and freshness. Every 2-3 years, the Committee will have two vacancies as a result of staggered terms.

The Council representative will insure that a chair is appointed. For District VII, the Committee will select the chair through nomination and a vote of the Committee.

#### **Responsibilities**

“The District Fellows Committee shall remain continuously active and meet by telephone conference calls as necessary. It will seek out potential candidates for Fellow from among the voting District members, compile background information on candidates, evaluate candidates against the criteria for Fellow, and recommend to the Council voting district representative nominees from those found qualified. Each Council voting district representative shall forward completed nomination packages for those being recommended for Fellow to the national SAF office in time for their consideration on the agenda of the meeting at which they are to be acted upon by Council. The SAF Council shall review and act on Fellow nominations at a meeting preceding the annual members’ meeting.” [SAF Bylaws, Section III-C, Fellows, approved by Council 12/3-5/05] In District VII, the process of seeking out potential candidates for Fellow will include accepting nominations from the membership of the Societies in the District.

Each nominating package for Fellow must be accompanied by a biographical sketch of the nominee’s demonstrated compliance with the Fellow’s criteria, together with at least three letters recommending the candidate for fellow. The biographical sketch must be in a format prescribed

by the executive vice-president to be acceptable. Each nominating package shall contain a signed statement by the nominee that the nominee has been informed of and consents to the nomination, and has reviewed the biographical sketch for accuracy. [SAF Bylaws, Section III-C, Fellows, amended by Council 12/3-5/05]

### **Timelines**

The Committee shall forward all nomination packets to the respective Council member **by July 1 yearly**. The Committee will establish its own timeline for actions and nominations prior to July 1 of each year.

The District Council member shall return incomplete nomination packets to the District Fellows Committee. Nomination packets received after July 1 will be held for the following year by the Committee.

The District Council member will forward nomination packets to the Executive Vice-President by August 1 yearly for inclusion in the October Council meeting notebook to allow Council to act before the annual meeting.

### **Nominee Representation**

The District VII Fellows Committee shall consist of the following seven representatives, with one each from West Virginia, Pennsylvania, New Jersey, Maryland-Delaware and NCSAF:

member	Initial term	Term expires	State Society
	1 year	Dec 2006	WV (Allegheny)
	1 year	Dec. 2006	Open
	2 year	Dec 2007	PA (Allegheny)
	3 year	Dec 2008	NJ (Allegheny)
	3 year	Dec. 2008	Open
	4 year	Dec 2009	NCSAF
	5 year	Dec 2010	MD-DE (Allegheny)

The District Council Representative will work with the Executive Committees of the National Capitol and Allegheny Societies to ensure that the representatives selected also reflect the diversity of the Society, and will consider proportional representation of the State and multi-state divisions when making selections to fill the Committee. If and when the Societies are unable to fill all Committee vacancies, the Committee will continue to function with reduced membership until the vacancy can be filled.

Adopted by the Allegheny SAF Executive Committee on March 24, 2006.

Adopted by the National Capital SAF Executive Committee on April 6, 2006.