

Section 3. CELA Academy of Fellows

3.1 Name and Purpose

The name of the Academy shall be The Council of Educators in Landscape Architecture Academy of Fellows (hereinafter the AoF or Academy). The purpose of the Academy is to recognize outstanding landscape architecture educators and advance The CELA mission.. Members of the Academy of Fellows represent the highest level of achievement within The CELA membership. CELA has bestowed the title of Fellow on select members since 2006.

The Academy shall be operated under the auspices of the Bylaws of The CELA, and is subject to all rules, regulations and policies therein. The AoF Bylaws are a Section to the CELA Bylaws, and may be amended with approval by the AoF and The CELA Board of Directors (hereinafter The CELA BOD).

Academy Fellows are individuals who have been elected into Fellowship based upon their exemplary contributions to landscape architecture education, research and/or service, and to The CELA. Academy Fellows serve as role models, for The CELA membership and for those outside of the Council. As such, they value engagement in and support of the Council.

As recognized leaders of the landscape architecture education profession, Fellows shall maintain a commitment to The CELA code of conduct.

3.2 Categories of Fellows

Fellows are continuous, fulltime landscape architecture educators who belong to CELA-member programs in good standing.

Emeritus Fellows are retired from full-time employment, and have submitted written notice to the AoF and CELA that they elect Emeritus status.

- *Emeritus Fellows* shall pay a reduced dues rate.
- *Emeritus Fellows* retain all *Fellow* benefits of membership.

Living Legends are *Fellows* who have remained in good standing and who pay a one-time fee of \$5,000.

Honorary Fellows are persons who are not eligible for regular membership as a *Fellow*.

Examples (but not limited to these):

- Exceptional faculty from landscape architecture programs that are not CELA members;
- Landscape architecture scholars that teach in other academic programs.
- Landscape architects whose principal professional activity is outside of academe, but who have made exemplary, sustained and consistent contributions to landscape architecture education and scholarship at a national or international level.

3.3 Admission to Fellowship

The intent of Fellowship is to honor a faculty member's accomplishments in teaching, scholarship/creative activity and/or service. The accomplishments must reflect exemplary contributions to landscape architecture education and scholarship and/or service over an

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BYLAWS OF THE CELA ACADEMY OF FELLOWS

extended period. Nominees are senior faculty and must have been a faculty member for a minimum of ten years at a CELA member school (or schools) in good standing.

In order to be admitted, a candidate must be nominated, elected and inducted into Fellowship.

3.4 Nomination Eligibility

Nominees should demonstrate excellence in at least two of the categories listed below. Past or present contribution of service to CELA is valued.

Categories:

1. Teaching: Nomination materials should demonstrate exemplary teaching recognized as outstanding by students, graduates and peers. Nominees should be mentors who effectively shape students' professional and intellectual development through teaching, counseling, and guidance and serve as role models for their peers.
2. Research, Scholarship,, and/or Creative Activity: Nomination materials should demonstrate the creation of new and/or validation of existing knowledge and experience that advances the discipline and profession of landscape architecture education. Excellence in research, scholarship and/or creative activity should be communicated through peer-reviewed articles, published books or other media, and/or juried awards.
3. Service: Nomination materials should document exemplary leadership in service to the public realm or landscape architecture education. Service that benefits the public realm may be at local, regional, national and/or international levels and has brought visibility to the discipline and profession. Service to landscape architecture education includes evidence of significant, impactful past or current service to CELA or related peer landscape architecture organizations with noteworthy outcomes that advanced the mission of the Council.

3.4 Admission

Candidates elected as Fellows are expected to attend the induction ceremony at the next CELA Conference following selection as Fellow. This expectation may be excused by The CELA Academy of Fellows Executive Committee in exceptional or extenuating circumstances.

3.5 Schedule of Election

The selection of Fellows shall take place in the fall of each year. [The selection schedule will be developed by the AoF Chair and CELA Executive Director. A sample schedule can be found in the CELA Policies and Procedures Manual.](#)

3.6 Nomination Process and Nominating Materials

The AoF Chair shall develop a call for nominations to be sent to all Fellows in good standing. The text of the call shall include the criteria, procedure, and deadline. [A recommended list of criteria can be found in the Policies and Procedures Manual.](#)

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August 26 Call for Nominations prepared by AoF Exec Com ¶
September 1 . . . Call for Nominations distributed by CELA ¶
September 30 . . . Deadline for nominations ¶
October 1 . . . Validation of Nominators and Nominees by CELA Exec. Dir. ¶
October 5 . . . Distribution of Ballot to active Fellows by CELA Exec. Dir. ¶
November 1-15 . . . Vote Tabulation by CELA Exec. Dir. ¶
November 15 . . . Notification of Fellows elected by AoF Chair ¶
November 15-30 . . . Invitation to new Fellows-elect to attend CELA conference by AoF Exec Com ¶
December 1- . . . AoF Chair Announcement of new Fellows-elect by CELA ¶
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- The person making the nomination is responsible for completing the nominating materials.
- The CELA Executive Director (hereinafter CELA Ex. Dir.) will validate that the nominators and nominees are from CELA member schools in good standing prior to voting by the Academy.
- Any current *Fellow* members who are in good standing may nominate they members in good standing who meet the nomination eligibility criteria.
- Nominations received by Fellows not in good standing shall be disqualified.
- Nominations received that do not meet the nomination guidelines shall be disqualified.
- The CELA BOD may nominate up to five Faculty who they believe to be members in good standing who meet the nomination eligibility criteria.
- Each Fellow and The CELA BOD may nominate up to two persons for Honorary Fellow.
- The AoF Executive Committee BOD may nominate up to two Faculty who they believe to be members in good standing who meet the nomination eligibility criteria.

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 Summary of nominee’s career (300 words);¶
 Reference to each of the eligibility criteria:¶
 1) Teaching (250 words)¶
 2) Scholarship/Creative Activity (250 words)¶
 3) Service (250 words) ¶
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3.7 Voting for New Fellows

Voting for new Fellows will be conducted online and proctored by The CELA Executive Director. The CELA Executive Director will prepare the ballot, proctor the voting, certify the votes, and present them to the AoF Leadership and CELA’s Executive Committee.

Fellows in good standing will be permitted to cast a single vote for up to five individual new Fellow nominees and up to two new Honorary Fellow nominees. “Stacking” of multiple votes on a candidate by a voting Fellow will not be permitted. In the case of circumstances where voting online is not available, Fellows may contact The CELA Executive Director for an alternative method of voting.

The top nominees with the most votes shall be elected, up to five per year.

Up to two Honorary Fellows with the most votes may be elected per year. An Honorary Fellow nominee must receive votes of support from at least half of the voters to be elected.

The case of a tie vote, a vote of the AoF Leadership will decide the election.

3.8 Dues, Initiation Fees and Donations

Dues and donations support AoF initiatives such as, but not limited to, the AoF Speaker fees (The CELA Annual Conference), the AoF Best Poster Award, a Traveling Plaque, and AoF medals and pins for new members.

Dues, initiation fees and donations shall be determined by the Academy and established by the category of Fellow membership. Rates are listed in the Policies and Procedures Manual.

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Donations are encouraged and a tax deductible receipt for the donation portion will be provided by The CELA Executive Director.

All dues, initiation fees and donations shall be collected and deposited by The CELA Executive Director and CELA Treasurer, and held in trust by CELA for the Academy of Fellows. The AoF Secretary-Treasurer will receive regular records of all receipts and disbursements to the AoF Fund.

All dues, initiation fees and donations shall be payable by mail, phone or online. The CELA Executive Director, CELA Treasurer and the AoF Secretary-Treasurer will verify the collection of dues and donations, disbursement of funds and verification of AoF Fellows in good standing.

Use of membership dues, initiation fees and donations shall be at the discretion of the Academy as per laws and regulations in the State of Michigan (non-profit status) and State of North Carolina.

3.9 Fellows in Good Standing

A Fellow in good standing is a member who has been initiated and is current on dues and fees.

A Fellow in good standing may participate in the activities of the Academy (making nominations, participating in elections, participating in the business of the Academy and using the FCELA designation as a credential).

A member who is delinquent with dues or fees will be considered not in good standing and placed in an inactive status. Inactive members may not participate in the activities of the Academy nor may they use the FCELA designation or claim Fellow status. An inactive Fellow may reactivate their membership status by remitting delinquent dues or fees. CELA Executive Director and AoF Secretary-Treasurer will alert members in the process of becoming delinquent about their status.

Annually, the AoF Secretary-Treasurer and The CELA Executive Director will update the AoF membership roster listing Fellows, Emeritus Fellows, and Honorary Fellows and indicating their status as Sustaining, Standing (Active or Inactive), or Deceased.

3.10 Inactive Status

A Fellow who experiences hardship that prevents him or her from paying dues may request *Inactive Status*, which may be granted based on approval by the AoF leadership. *Inactive status* is granted for one year but may be extended upon request following review and approval by the AoF leadership.

Any Fellow who is retired, who experiences hardship that prevents him or her from paying dues should consider petitioning for Emeritus status (see 3.2).

3.11 Rights and Benefits

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- ¶ Emeritus Fellow— Emeritus Fellows are initiated as Fellows. Annual dues is \$20.00/year. ¶
- ¶ Honorary Fellow— There is a \$50 initiation fee for Honorary Fellows. There are no annual dues for an Honorary Fellows ¶
- ¶ Active Fellows, Emeritus Fellows and Honorary Fellows are encouraged to make additional contributions contributions in support of AoF missions. For Active Fellows, the suggested donation of \$150 per year, plus dues of \$50 would make an annual remittance of \$200.
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Fellows in good standing have the following rights and benefits:

- To be designated as a Fellow of the Council of Educators in Landscape Architecture;
- To use FCELA as a post nominal designation following their name;
- To receive notice of and attend and participate in any annual meetings or special business;
- To be named in and have access to the directory of Fellows;
- To have access to communications of and any publications of the Academy;
- To advise the AoF leadership and provide input on position statements and resolutions;
- To vote on official business;
- To nominate and vote for candidates for elected office;
- To serve in elected office;
- To nominate/sponsor no more than 2 candidates for Fellowship per year;
- To receive a commemorative Academy of Fellows medal and pin.

Honorary Fellows in good standing have the following rights and benefits:

- To be designated as a Fellow of the Council of Educators in Landscape Architecture;
- To use FCELA as a post-nominal designation following their name;
- To receive notice of and attend and participate in any annual meetings or special business;
- To be named in and have access to the directory of Fellows;
- To have access to communications of and any publications of the Academy;
- To advise the AoF leadership and provide input on position statements and resolutions;
- To receive a commemorative Academy of Fellows medal and pin.

3.12 Fellowship Responsibilities

Fellows are responsible for maintaining active participation in the Academy and the CELA, advancing CELA's Mission, and contributing to the work of the Fellowship. Responsibilities include (but are not limited to):

- Payment of dues;
- Participating in the nomination and election of new Fellows;
- Participating in meetings, communications and missions of the Academy.

Opportunities to advance the missions of the Academy may include:

- Serving in a mentorship role;
- Serving on Academy committees;
- Serving in an Academy leadership position;
- Contributing financial support to the Academy.

3.13 Business Meetings

Annual Academy of Fellows Business Meeting: The annual business meeting of the membership shall be held at The CELA Annual Conference on a date and time determined by the AoF Exec Com with at least 6 months' notice. Date, location and time will be coordinated with the host committee of the conference.

Special Business Meetings: Special business meetings of the membership may be called by the AoF Exec Com or by a majority of the Fellows. Fellows shall be provided with at least 30 days'

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notice. Notice shall be provided via U.S. or electronic mail, and shall include the date, time and place of the meeting and the purpose or purposes for which the meeting is called.

3.14 Voting

All Fellows present at the annual business meeting or special meeting are eligible to vote. New Fellows are eligible to vote at the business meeting held during the Annual Meeting at which they are scheduled to be inducted.

Voting rights of Fellows shall not be delegated to another nor exercised by proxy.

Voting may be conducted between meetings by mail or electronic vote.

3.15 Quorum

For the purpose of conducting AoF business, a quorum shall consist of at least two-thirds of the Fellows in good standing. The AoF meets annually at The CELA meeting for fellowship and to discuss business of the Academy. The meeting agenda will be distributed in advance of the meeting, allowing members to provide input via proxy. Because it is unlikely that a quorum of at least two-thirds of the Fellows in good standing will be in attendance at the meeting AoF business requiring a vote will be conducted via an electronic vote.

3.16 Academy of Fellows Leadership Positions

The AoF Exec Com shall consist of the Chair, Past Chair, Chair-Elect and Secretary-Treasurer, who shall together constitute the Executive Committee (Ex Com) of the AoF.

To facilitate communications between the Academy and The CELA, the Chair or a person designated by the AoF, shall serve as an ad-hoc non-voting member of The CELA BOD, pursuant to an arrangement for reciprocal participation in AoF business.

Reciprocal Participation - The CELA 2nd Vice-President, or a person designated by The CELA BOD, shall serve as an ad-hoc non-voting member of AoF Ex Com.

3.17 Authority

The AoF shall manage the property, business and affairs of the Academy as stated in the CELA Bylaws, Section 3,

The AoF leadership shall formulate policy for the Academy and its committees, and develop and actively pursue Academy strategic initiatives which support the mission of CELA

The Academy shall have authority and responsibility for managing its funds. The CELA BOD and Executive Director shall facilitate AoF financial transactions of receiving, depositing accounting and disbursement of AoF funds. The CELA Standing Committee on Budget and Finance shall oversee the disbursement of Academy funds.

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BYLAWS OF THE CELA ACADEMY OF FELLOWS

AoF leadership is accountable to the Fellowship of the Academy, and The CELA BOD.

In the event that an AoF leader fails to attend more than two consecutive regular business meetings, he or she may be removed from office by a two-thirds vote of the Fellows.

The AoF leadership shall have the authority to act and make decisions on time sensitive AoF matters between business meetings.

3.18 Leadership Positions

The Chair shall:

- Serve as the Academy's official representative and spokesperson, and is responsible for the overall management of the activities of the Academy including overseeing the nominations of new members and presenting awards at the Annual Awards Luncheon.
- Serve as Chair of the Fellows Speaker Committee.
- Serve as ex-officio member of all AoF committees.
- Report Annually to The CELA BOD at The CELA Annual Meeting and as needed.
- Establish the agenda for the annual AoF business meeting, special meetings of the Fellowship and meetings of the AoF leadership.
- Insures that The CELA Representative to the AoF leadership, The CELA President and The CELA Executive Director are copied on all AoF business communication

The Past-Chair shall:

- Assist the Chair in coordinating the activities including those of the AoF sub and ad hoc committees.
- Coordinate with The CELA Executive Director in the process for electing new Fellows (including the call for nominations, validating candidates, distributing the ballot, counting the ballots and reporting the results to the AoF Exec. Com, The CELA Representative to AoF, The CELA President and The CELA Executive Director
- Serve as chair the AoF Mentoring Committee.
- Oversee the distribution of the "Travelling Plaque" which identifies and recognizes past AoF Chairs.

The Chair-Elect shall:

- Assume the duties of the Chair in the Chair's absence or at the discretion of the Chair.
- Serve as Chair of the "AoF Best Poster Award" committee.

The Secretary-Treasurer shall:

- Be responsible for ensuring that records of meetings of the Fellowship and the AoF leadership are maintained, oversees all publications, and that members are notified of the annual business meeting and any special business meetings.
- Be responsible for monitoring the fiscal affairs of the Academy in conjunction with the Treasurer of The CELA, and report on the Academy's financial condition to the Fellowship and AoF leadership in accordance with the CELA's established accounting best practices.

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3.19 Elections

Elections for Officers shall be held at the annual business meeting of the Academy, and may include ballots by mail or electronic ballot. A majority of votes cast for any office shall constitute an election.

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The election years of Chair-Elect and Secretary-Treasurer shall be staggered.

3.20 Terms of Office

The terms for all AoF leadership positions shall be two years. Fellows may not serve more than three consecutive terms on the AoF leadership or more than two consecutive terms in the same office. (For purposes of this section, serving as Chair-Elect and subsequently as Chair is considered serving a single term).

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The Chair-Elect shall become Chair at the adjournment of the annual business meeting two years following the election of the Chair-Elect, or at the termination of the Chair's term, whichever occurs first. Terms of office for all positions shall commence at the adjournment of the annual business meeting and continue until a successor has been elected and assumes office.

No individual who serves as an elected member of The CELA BOD may concurrently serve as an elected member of the Academy leadership.

3.21 Vacancies

If the office of Chair becomes vacant, the Chair-Elect shall assume the Chair and shall serve the remainder of that term as well as the term for which she or he was elected. (This shall not be considered a vacancy in the office of the Chair-Elect for the purposes of subsection (b), below). The AoF leadership shall appoint a member of the Academy to serve as an at-large member of the AoF leadership during the remainder of the vacant Chair's term.

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In the event that the Chair-Elect becomes unable to complete the remainder of the Chair's term, a new Chair and Chair-Elect shall be elected at the next Academy election. The Secretary-Treasurer shall serve as an interim Chair until the conclusion of the next annual business meeting, at which time the new Chair and Chair-Elect shall take office.

If the office of Chair-Elect becomes vacant due to resignation or inability to serve, the Secretary-Treasurer shall serve concurrently as an interim Chair-Elect until the next annual business meeting and the Board shall appoint a current Academy member to serve as an at-large member of the AoF Exec. Com.

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If the subsequent Academy election takes place in an even-numbered year, a new Chair-Elect shall be elected at that time, shall take office at the adjournment of the annual business meeting, and shall serve for one year before taking office as Chair.

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If the subsequent Academy election takes place in an odd-numbered year, a new Chair and Chair-Elect shall be elected at that time and shall both take office at the adjournment of the annual business meeting.

If the office of Secretary-Treasurer becomes vacant, the AoF leadership shall name an at-large member of the Academy to serve in that office for the duration of the term.

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3.22 Meetings

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The AoF leadership shall meet as needed.

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Regular meetings of the AoF leadership shall be held in conjunction with each Annual Meeting of the Academy. Other regular meetings shall be scheduled as needed.

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Special meetings of the AoF leadership may be called by the Chair or at the request of the Chair-Elect or Secretary-Treasurer. At least two days' notice shall be provided to each member but will strive to provide five days' notice.

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The AoF leadership and its committees may conduct meetings either in person or, as provided below, by electronic communication.

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3.23 Traveling Plaque

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The Past President shall oversee the distribution of the "Travelling Plaque" which identifies and recognizes past AoF Chairs (see Article 4, Section 3, b).

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3.24 Standing Committees

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The Standing Committees of the Academy are 1) *Best Poster Award Committee*, 2) *AoF Speaker Committee* (for The CELA Annual Conference) and 3) *AoF Mentoring Committee*. Committee membership is appointed or reaffirmed prior to CELA annual meeting. Additional Standing Committees may be added as needed.

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Best Poster Award Committee:

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- Chair of this committee is the AoF President-Elect.
- The award shall be given annually at The CELA Annual Conference.
- The award shall consist of one first place winning poster, and as many Honorable Mention awards as deemed appropriate by the committee.
- The first place award shall be a framed certificate. The award recipient(s) will receive a total of \$500 to be applied to the following year's CELA Conference Registration Fee. The award will be given as a voucher, and is non-transferable.
- The Honorable Mention award(s) shall be a certificate.
- Standards of the award (i.e. poster size, number, etc.) and criteria for evaluation will be determined in conjunction with The CELA Vice-President of Research and Creative Scholarship (criteria), and The CELA Standing Committee on Conferences and Events (space available).

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Fellow's Speaker Committee:

- The Academy supports CELA missions by sponsoring a speaker or presentation event at the annual CELA conference (contingent on available funds).
- Chair of this committee is the AoF President.
- Fellows' Speaker Recommendation List.
Approximately eight months prior to the Annual Meeting, the Chair will solicit recommendations for the Fellow's Speaker following the selected theme of the conference.
- Each recommendation will be accompanied by a brief summary of the recommended speaker's qualifications (200 words).
- The Chair will compile the list and share it with all the Fellows and the CELA Standing Committee on Conferences and Events (conference organizers). The recommended list of speakers is advisory only; the conference committee may select a speaker from the list, or not.
- Coordination of the Fellows Speaker. The AoF Chair will initiate the transfer of \$2,000 from the Fellows' Fund account to The CELA Annual Conference account to cover expenses related to the Speaker.
- The AoF Chair will introduce the Fellows Speaker at The CELA Annual Conference and acknowledge all Fellows present as well those who have departed.

Mentoring Committee

- The AoF Mentor Program matches CELA Members with Fellow members to form unique supportive bonds for professional development and career growth.
- Chair of this Committee is the AoF Past President.
- The Chair will match the mentee's particular interests with an appropriate mentor and help establish the relationship.
- Contact will be made through an application on The CELA website.
- Services may include: Ongoing career development; Occasional check-in; Preliminary peer review; and Quick brainstorming.

3.25 Committee Appointments

Committee Chairs shall, in consultation with AoF leadership leaders shall appoint Fellows as members of the committees.

3.26 Vacancies

Any vacancy occurring on a standing committee shall be filled by the AoF Ex Com. If a Fellow appointed to fill a vacant position on a standing committee serves for more than half of a term, he or she shall be considered to have served a full term.

3.27 Additional Organizational Units

In addition to the standing committees, the AoF leadership shall create additional organizational units, which may include but are not limited to committees, commissions, task forces and panels to carry out the work of the Academy. The appointments, terms of office, and duties of any such units shall be determined by the AoF Ex Com.

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Chair of this committee is the AoFAoF

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Fellows' Speaker Recommendation List.

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The AoF Chair will introduce the Fellows Speaker atat

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Committee Chairs shall, in consultation with AoF Exec Con

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Any vacancy occurring on a standing committee shall be filled by the AoFAoF

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BYLAWS OF THE CELA ACADEMY OF FELLOWS

3.28 Parliamentary authority

Except as otherwise provided in the CELA Bylaws, business at Academy meetings shall be conducted in accordance with the current edition of Robert's Rules of Order (Newly Revised).

3.29 Amendments to the AoF section

Amendments or changes to the AoF section can be submitted to the CELA BOD and voted on according to the CELA bylaws.

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