

# Fellow Nomination Guidelines

## Table of Contents

1.	Introduction	2
2.	Criteria for election to the honorary membership category of Fellow	2
3.	Nomination process	3
4.	Referees	3
5.	Closing Date and receipt of nominations	4
6.	Unsuccessful Nominees	4
7.	Role of the Fellows Selection Committee	4
8.	Composition of the Fellows Selection Committee	5
9.	Confidentiality	5
10.	Enquiries	5

### 1. Introduction

The Board of the Australian Society of Viticulture and Oenology (ASVO) elects Fellows from amongst its Members who have made a particularly outstanding and meritorious contribution to the grape and wine industry. The purpose of the honorary membership category of Fellow of the Australian Society of Viticulture & Oenology is to recognise the exemplary contribution by a Member to the Society and to the discipline and/or profession of Viticulture and/or Oenology. Fellows of the Society actively support and promote the interests of the Society and encourage the development of the discipline and the profession.

The criteria for election as a Fellow include a major contribution in an industry, scientific, educational or Society role, having been a Member of the Society for at least ten years, and has made a significant contribution to the aims and operation of the Society. This "Fellow Nomination Guidelines" document summarises the terms of the Constitution, and is designed to assist Nominee's, Nominators and Referees when completing the "Fellow Nomination Form". Please read this document carefully to ensure that your nomination complies with these requirements.

### 2. Criteria for election to the honorary membership category of Fellow

To be nominated as a Fellow, a Nominee must be a Member who is a natural person. Criteria for the honorary membership category of Fellow are set out in **Clause 6.3 of the [ASVO Constitution](#)**. Elaboration of these criteria, procedures for election of Fellows, and requirements for Nominators, Seconders and Referees are outlined in the Fellow Nomination and Selection Policy of the ASVO Board of Directors (quoted in full in the Appendix).

In summary, the nomination must satisfy the Board of Directors that the Nominee meets the following three criteria:

1. Has made a particularly outstanding and meritorious contribution to the grape and wine industry through a major industry, scientific, educational or Society role.  
This may be demonstrated by evidence in any of the following criteria:
  - a. Application of the nominee's expertise in viticulture or oenology towards innovative endeavours, adopting research, and or defining best practice in their field of expertise;
  - b. Contribution to the knowledge base of the profession through excellence in research and its dissemination;
  - c. Contribution to education in Viticulture and/or Oenology, through leadership which has substantially encouraged Viticulture and/or Oenology research and/or practices.  
Examples may include exemplary supervision and mentoring of students or other leadership activities which encourage professional development in Viticulture and/or Oenology;

- d. A Member of the ASVO Board of Directors or a subcommittee of the ASVO Board or an advisor to the ASVO Board.

**AND**

2. Has achieved at least 10 continuous years of full (not concession) membership at the time of nomination.
  - a. The nominee must have maintained their membership for a period of not less than ten years after becoming a Member of the ASVO.

**AND**

3. Has made a significant contribution to the industry through activities that reflect the aims and operation of the Society.  
This may be demonstrated by evidence in any of the following criteria:
  - a. Contribution to the ASVO publications, proceedings, and the *Australian Journal of Grape and Wine Research* e.g. author and/or editorial activities;
  - b. Contribution to ASVO Seminars and events e.g. invited contribution to ASVO Seminars, events or publications;
  - c. Contribution to ASVO partner events e.g. invited contributions to AWITC committees, providing presentations, workshops, or other formal activities.
  - d. Representing the ASVO or the professions of Viticulture and/or Oenology to other professions, community groups, or in the public arena.

### 3. Nomination process

1. Any member of the ASVO may recommend another eligible ASVO member for consideration as a Nominee via written documentation highlighting the member's accomplishments.
2. Under no circumstances should the nominee be contacted for any information.
3. All nominations will be screened upon receipt to ensure that the eligibility criteria and submission requirements have been fulfilled.
4. The Nominator may be asked to revise the nomination to meet the criteria before the nomination will be considered by the Board of Directors.
5. Nominations are considered annually by the ASVO Fellows Committee (see below), which is appointed by the ASVO Board of Directors.
6. All completed nominations are routed to members of the Fellows Committee for simultaneous consideration.
7. There is no limit to the number of individuals nominated each year and nominating more or fewer individuals does not affect the outcome.
8. Nominees do not compete with each other for selection. Selection is based solely on professional excellence and outstanding accomplishments as presented in the nominations.
9. Nominees not selected for the award in the year of the initial nomination shall be kept on file for automatic consideration each year, without requiring renomination.
10. The ASVO retains possession of all nominations and rights to their usage in conjunction with the Fellow program.

### 4. Referees

Self-nominations are not eligible. Nominations must be nominated and seconded by a Member or Fellow (not elected to the Fellows Selection committee) and supported by a referee. The nominator and seconder may also act as a referee.

Referees are required to submit a statement in support of the Fellow Nominee, **either** with the Fellow Nomination Form, due 31 July each year, or when invited by the Fellows Committee to do so following this date, but no later than one week following the close of nominations.

Referees should comment on the Nominee's suitability for the honorary membership category of Fellow, in particular on the significance of the Nominee's contribution to the ASVO and/or the significance of their contribution to the grape and wine industry.

1. **Nominator** must be a Member, or Fellow of the ASVO.
2. **Secunder** must be a Member, or Fellow of the ASVO
3. **Referee** must be an expert in the Nominee's field of work, but does not have to be a Member of the ASVO. Typically, this Referee would be in a position to comment on the quality of the Nominee's professional work.

## 5. Closing Date and receipt of nominations

1. Nominations must be received by the ASVO by the close of business on or before **31st July each year**.
2. Nominations may be made through the ASVO website or on a Fellow Nomination form, you need to provide:
  - a. the names and email contact of one Nominator, one Secunder, and one Referee.
  - b. the statement of support for the Nominee
3. All nominations will be acknowledged on receipt.
4. Late and/or incomplete nominations will not be accepted.
5. The name(s) of successful Fellows will be announced at the Annual General Meeting of the ASVO.

## 6. Unsuccessful Nominees

The Fellows Committee makes recommendations based on the information provided in the nomination and also on Referee reports, therefore it is important that these are comprehensive and complete. Typically, there are three reasons why a Fellow nomination might be unsuccessful. These are:

1. **Incomplete applications**  
A fully completed Fellow Nomination form which includes the name and contact details for the Nominator, Secunder, and Referee must be received by the due date of 31 July each year, or the nomination may not be considered.
2. **Does not meet all the criteria**  
Nominees must meet all the criteria for a Fellow nomination to be successful.
3. **Board of Directors discretion**  
In addition, in absolute discretion and without giving any reason, the Board of Directors may refuse to elect as Fellow a person whom it shall consider not to be a fit and proper person to be so elected even if the applicant has fulfilled the prescribed conditions of such election. The names of unsuccessful Nominee's will remain confidential within the Board of Directors.

## 7. Role of the Fellows Selection Committee

The ASVO Fellows Selection Committee will consider all eligible nominations for the honorary membership category of Fellow of the ASVO and will recommend nominees for election to this membership category on an annual basis.

1. The Fellows Committee may stimulate nominations of highly deserving individuals; however, members of the committee cannot nominate or second a nomination or a referee or a candidate.
2. Consider all eligible nominations against the selection criteria outlined in the Guidelines for Nomination of Fellows.
3. Each member should independently rank the nominees in order of preference before discussing within the group.
4. The Chair should use their best efforts to move toward consensus before taking a recommendation to the Board.

5. Provide a recommendation to the ASVO Board of the preferred candidate(s).
6. Provide a final report to the ASVO Board that articulates the achievements of the preferred candidate(s).

## 8. Composition of the Fellows Selection Committee

The Fellows Selection Committee will be formed with due regard to the balance of gender, geographical location, and expertise in research, academia and practice where possible. Each committee will be appointed annually by the ASVO Board and should comprise at least four (4) ASVO members. To provide continuity, Committee members may be reappointed on an annual basis up to a maximum of four (4) years.

1. Current elected ASVO President (Chair) (or appropriate ASVO Board Director as Proxy)
2. Immediate past Fellow(s) of the ASVO
3. Two additional past Fellows of the ASVO

## 9. Confidentiality

All meeting procedures, discussion and decisions of the Fellows Selection Committee and the ASVO Board shall be considered confidential. Members of the Fellows Selection Committee and ASVO Board will hold in **absolute confidence** the names and details of nominees.

## 10. Enquiries

If you require more information about the Fellow nomination process, enquiries may be made in confidence to the ASVO President, Dr Tony Robinson: [Tony.Robinson@tweglobal.com](mailto:Tony.Robinson@tweglobal.com)

## Fellow Nomination form

### 1. Nomination for Fellow of the Society

**Nominations are confidential. Only provide the following details if already known. Under no circumstances should the nominee be contacted for any information. Self-nomination for Fellow is ineligible.**

1. **Nominator - must be a Member, or Fellow of the ASVO.**

Name*	
Email*	

2. **Secondar - must be a Member, or Fellow of the ASVO**

Name	
Email	

3. **Referee - must be an expert in the Nominee's field of work, but does not have to be a Member of the ASVO. Typically, this Referee would be in a position to comment on the quality of the Nominee's professional work.**

Name	
Email	

4. **Name of the Nominee - that you wish to put forward for consideration by the Fellows committee.**

Name	
Email	

### 2. Supporting statement

Please provide, in 500 to 1,000 words, a statement of the nominee's contribution to the industry through activities that reflect the aims and activities of the ASVO. Maximum 1,000 words. **Please ensure that you have addressed the criteria outlined in section 2 of the Guidelines.**

### 3. Completed nominations

Completed nominations should be sent in confidence by **31 July each year** to:

Private and confidential

The Fellows Committee

The Australian Society of Viticulture & Oenology Limited

Cnr Botanic & Hackney Road

Adelaide 5000

or by email: [admin@asvo.com.au](mailto:admin@asvo.com.au)