

FEDERATION OF AUSTRALIAN HISTORICAL SOCIETIES, INC.

GUIDELINES FOR

THE MERIT AWARDS OF THE FEDERATION OF AUSTRALIAN HISTORICAL SOCIETIES

1. That the Federation of Australian Historical Societies (FAHS) award up to five FAHS Merit Awards per annum. These would be awarded to individuals, not organisations. At any one time, there is no limit to the total number of extant Merit Awardees.
2. Merit Awards will carry no monetary or material rewards. Honorees will receive an appropriate certificate.
3. Merit Awards will be available to any individual that is a financial member of a constituent member organisation of the FAHS or one of its affiliated societies.
4. A nomination for a Merit Award may be put forward by any council/committee of management of any constituent member organisation of the FAHS or one of its affiliated societies. It is desirable but not required that the nominations put forward by affiliated societies have the support in writing of the council (or where appropriate the CEO) of the FAHS constituent members society with which they are affiliated.
5. Commencing as soon as possible after the 1 January each year, with follow-up notices over the first half of the year, nominations for Merit Awards are called annually via a letter to each of the Presidents (or where appropriate the CEO) of the Federation's constituent member organisations, the FAHS internet site, *Newsletter* and *E-Bulletin*. The letter to each of the Presidents (or where appropriate the CEO) will include a request to publicise the call for Merit Award nominations in their respective newsletters.
6. Merit Award criteria and nomination forms are available at the FAHS website at www.history.org.au.
 - 6.1 Nominations close on 30 June.
 - 6.2 Nominations are to be submitted using the standard form provided as an attachment to the letter described under 5 above.
 - 6.3 Nomination documentation is to be addressed to the Administrative Officer who will distribute it electronically to members of the Fellowship Committee as soon as possible after the closing date.
7. Nominees should not be informed of their nomination by the nominating body.
8. Currently serving members of the FAHS Committee shall not be eligible for nomination.
9. That the nominations be evaluated by the FAHS Fellowship Committee consisting of five members representing at least four States and Territories, with a proviso that representatives rotate through the States and Territories.
 - 9.1 The Committee and its Convenor shall be chosen at the Annual General Meeting at which the election of office bearers is held.

- 9.2 All nominations will remain confidential and it is the President's sole responsibility to inform Honorees in writing of the FAHS's decision to award them a Merit Award and invite them to accept the honour.
 - 9.3 If the Committee agrees that it requires advice from an appropriately qualified outside person regarding any aspect of the details provided on a nominee, then the Committee is at liberty to seek such advice.
 - 9.4 The Fellowship Committee will make recommendations to the FAHS AGM based on their considered assessments of the merits of each nominee's achievements against the requirements of the criteria.
 - 9.5 In the event of there being a nominee for the Merit Award being put forward by an FAHS constituent member organisation whose contribution the Committee agrees should be recommended for a Fellowship Award, the Committee may put forward such a recommendation.
10. All those submitting nominations are to be informed of the outcome by the Hon. Secretary within one month of the Annual General Meeting at which the nominations were considered.
 11. That Merit Awards will be awarded as recognition of a meritorious contribution to the community history and heritage movement nationally and/or in more than one State or Territory and/or a contribution at State/Territory level which has had national implications.

This could be demonstrated through one or more of the following:

- contribution on national historical/heritage bodies, including the FAHS;
 - contribution to advocacy for the protection and conservation of movable and built heritage;
 - contribution to Australian historiography across two or more States and/or Territories;
 - publication of works that are designed to promote engagement with history and/or heritage or heritage protection;
 - contribution at the national level to advocacy for and/or the teaching of history/heritage at primary, secondary and/or tertiary levels or similar, including teacher training and ongoing professional development;
 - contribution to the technology of the preservation or promotion of built or movable heritage that has been taken up by organisations outside the State/Territory where it originated;
 - Other forms of contribution having a bearing on achieving the aims of the FAHS, member society and/or the community history movement.
12. The Fellowship Committee will make recommendations to a meeting of the FAHS Annual General Meeting which will decide on the Merit Awards.
 13. The Merit Awards will be announced by the President.