

Guidelines for the Merit Awards of the Federation of Australian Historical Societies Inc.

As revised and accepted February 2017

1. The Federation of Australian Historical Societies (FAHS) will award up to five (5) FAHS Merit awards per annum. These will be awarded to individuals, not organisations. At any one time, there is no limit to the total number of extant Merit Awards.
2. Merit Awards will carry no monetary or material rewards. Honourees will receive an appropriate certificate.
3. Eligibility for a Merit Award is open to any individual who is a member of one of the Federation's constituent member organisations or any of their affiliated societies, and who was living at the time of their nomination for this award, and this may be extended to any such member who has died between the date of their nomination and the date on which the Fellowship Committee commences its deliberations.
4. A nomination for a Merit Award may be put forward by the 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 member society with which they are affiliated.
5. Commencing as soon as possible after 1 January each year, with follow-up notices over the first half of the year, nominations for Merit Awards are requested annually via a letter to each of the presidents (or where appropriate the CEO) of the FAHS constituent member organisations, the FAHS website, *Newsletter*, and *eBulletin*. 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.
 - i. Nominations close on 30 June.
 - ii. Nominations are to be submitted using the standard form provided as an attachment to the letter described under 5 above or as available on the website.
 - iii. Nomination documentation is to be addressed to the Executive 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 Council shall not be eligible for nomination.
9. The nominations will be evaluated by the FAHS Fellowship Committee consisting of five members representing at least four States and Territories, with a proviso that representatives periodically rotate through the States and Territories.

- i. The Committee and its Convener shall be chosen at the Annual General Meeting at which the election of office bearers is held.
 - ii. All nominations will remain confidential and it is the President's sole responsibility to inform Honourees in writing of the FAHS's decision to award them a Fellowship and invite them to accept the honour.
 - iii. 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.
 - iv. The Fellowship Committee will make recommendations to the FAHS AGM based on its members' considered assessments of the merits of each nominee's achievements against the requirements of the criteria.
 - v. 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 President within one month of the Annual General Meeting at which the nominations were considered.
11. Merit Awards will be awarded as recognition of a meritorious contribution by the nominee 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 that 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 FAHS Fellowship Committee will make recommendations to the FAHS Annual General Meeting, which will decide on the Fellowship Awards.
13. The Merit Awards will be announced by the FAHS President.