

# Sheet Metal & Air Conditioning Contractors' National Association, Inc.



## College of Fellows

James A. Cesak, Chair  
James Strother, Jr., Vice Chair  
Nathan Dills, Treasurer



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October 25, 2023

SMACNA Chapter Presidents  
SMACNA Chapter Executives  
SMACNA College of Fellows  
SMACNA Board of Directors

**SUBJECT: CALL FOR CANDIDATES**

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The SMACNA College of Fellows is now receiving nominations of candidates for Fellowship. Article III, Rules of SMACNA's College of Fellows is attached for your information. For a nomination form, please email Heather Frank [[hfrank@smacna.org](mailto:hfrank@smacna.org)]. Applications may be submitted by any two SMACNA Fellows, a majority of the National Board of Directors, a majority of a local chapter Board of Directors, or by any two past presidents of SMACNA National. By action of the College, applications may now be submitted posthumously.

Deadline for the nominations is February 23, 2024. Nominations received at the national office postmarked after February 23, 2024 will not be considered and will be returned.

Please remember application forms for chapter executives are different than those for contractor members. Please be sure you use the proper application.

If you have any questions, please contact Jason Watson at SMACNA National [703-803-2981 or [jwatson@smacna.org](mailto:jwatson@smacna.org)].

Sincerely,

A handwritten signature in black ink that reads "James A. Cesak".

James A. Cesak  
Chair

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# RULES FOR SMACNA'S COLLEGE OF FELLOWS

## ARTICLE III

### **Fellowship in the College**

**Section 1, Requirements** - Any person meeting the following requirements may be nominated for Fellowship in the College:

- (a) The nominee must have served for at least ten (10) years in an executive position or positions with one (1) or more member firms of the Association or a chartered chapter of the Association or with the Association itself.
- (b) If retired from the sheet metal and air conditioning industry, the ten (10) consecutive years shall be computed to the effective date of retirement.
- (c) Unless retired from the sheet metal and air conditioning Industry, the nominee must be and continue to be associated with an organization, which is affiliated with this Association.
- (d) The sponsored nominee must be able to demonstrate that he or she has rendered to the industry, both nationally and locally, exceptional and outstanding service above and beyond the call of what is normally expected of members' leadership participation in Association activities.
- (e) Those who nominate nominees to the College must review duties and responsibilities of fellows (Article III, Section 6) and be reasonably certain that a nominee will, to the best of his/her ability, adhere to the provisions stated herein.

Any person who has been President of the Association shall be deemed to meet this requirement and entitled to Fellowship if he/she also meets the other requirements specified in this section.

**Section 2, Nomination Procedures** - A nomination for Fellowship in the College may be prepared and submitted by any two (2) Fellows of the College, by a majority of the Board of Directors of the Association, by any Chapter of the Association, or by two past presidents of SMACNA. Nominations shall be submitted on forms available from the College and shall be signed by the sponsors. The Chair of the College shall determine the date that the nominations must be received for subsequent submission to the Jury of Fellows. Nominations not received by that date will be returned to the submitting parties or organizations.

**Section 3, Election Procedures** - Each nominee shall be reviewed and acted upon by the Jury of Fellows as established under these Rules. Election shall be a secret ballot. The nominee only needs to gain a majority vote from the Jury. The selection of nominees by the Jury must receive subsequent approval by majority vote of the College members attending the meeting at which the report of the Jury is presented.

**Section 4, Installation of Nominees** - Persons elected to Fellowship shall be duly notified thereof promptly after such election and shall be recognized and installed in a ceremony held in conjunction with the Annual Convention of the Association following their election.

**Section 5, Term of Fellowship** - Persons who have been installed as Fellows shall retain their status for life provided they continue to meet the requirements of a "nominee" as set out in

Section 1 of this Article and carry out their duties and responsibilities as defined in Section 6 below.

**Section 6, Duties and Responsibilities of Fellows** - It shall be the duty and responsibility of the College of Fellows to strive at all times, by their personal example, as well as by their participation in its overall program, to maintain its position of high honor, to uphold its dignity and to assure that it enjoys the highest respect of all members of the industry and the public.

Fellows shall be prepared to:

1. Attend each annual meeting of the College if at all possible for them to do so.
2. Assist in the promotion, fund raising, and administration of the College of Fellows Scholarship Program.
3. Serve as Host to VIPs attending the SMACNA Annual Convention, when the Fellow is asked and available.
4. Prepare and present, when so requested by the Chair, a paper upon any subject relevant to the sheet metal and air conditioning industry on which the Fellow is deemed to be knowledgeable.
5. Participate in surveys of the Association upon request of the Chair.
6. Register with the College annually upon forms they provide.
7. Collectively carry out from time to time such other tasks as may be assigned by the President of the Association upon approval of its Board of Directors.

Failure to carry out the above individual duties and responsibilities may be cause for whatever action is deemed appropriate by the Chair acting with majority concurrence of the College.

**Section 7, Resignation** - A member may resign from the College of Fellows by writing the Chair of the College declaring that he wishes to resign. The Chair will notify the individual that the resignation is accepted and will in turn advise the College membership.

**Section 8, Posthumous Nominations for Fellowship**

Any person who meets the requirements previously set forth in these Rules for nomination for Fellowship in the College, may be nominated posthumously for induction into the College of Fellows.