

Protocol and Procedures for the CSLA Fellows Investiture Ceremony

Invitation

The Fellows-Elect are invited to the Annual College of Fellows Meeting, to be conducted sometime prior to the Investiture Ceremony. During the meeting, the Fellows-Elect are advised of the procedures and formalities of the Ceremony.

Event

The Investiture Ceremony takes place at an appropriate formal and special event, either at the main banquet of the Congress or at a luncheon or other event dedicated exclusively to the ceremony.

The election of Fellows is one of the highest honours the Society confers on members as the purpose of the College of Fellows is to recognize achievement, further the high quality of the profession, mentor other professionals and work to benefit the community. As such, it should be separate from any Society awards event. The induction of Fellows should specifically not be combined with the presentation of CSLA Recognition Awards and Awards of Excellence. All CSLA members are invited to attend. Other honours, such as honorary or life memberships, or awards for service to the Society are usually presented at the Annual General Meeting or the Closing Banquet of the CSLA.

Ceremony

The Chair of the College of Fellows opens the Investiture Ceremony by briefly explaining the criteria for election to Fellowship.

The Chair should acknowledge and sincerely thank the Jury for their efforts.

At the discretion of the College of Fellows executive, a keynote speaker may be invited to address a relevant theme, such as the role and responsibilities of being a CSLA Fellow, at an appropriate time during the proceedings.

Before proceeding with the Investiture Ceremony, the Chair honours and remembers Fellows having passed since the last Investiture Ceremony.

Recognition of Fellows Present

Prior to the Ceremony and having previously ensured their presence at the function, the Chair recognizes each Fellow present by name and asks them to stand. Fellows are recognized according to the year they were invested beginning with the earliest members. The Fellows-Elect are not named. Once all the Fellows in the room are standing, the Chair acknowledges their collective contribution to the College and the profession and requests that at the end of the Ceremony, they form a reception line to receive and welcome the new Fellows to the College.

The Chair of the College of Fellows invites the President of CSLA to the podium to introduce the Fellows-Elect and to lead the Investiture Ceremony with members of the College of Fellows Executive Committee.

The President of CSLA introduces the Fellows-Elect, one at a time, by calling their name and having them proceed to the podium and will identify the Champions accompanying them.

Champions

Prior to this ceremony, Fellows-Elect are requested to identify and invite a member of the College of Fellows (or someone who has been influential in their lives or careers) to accompany them to the podium. When their name is called, the Fellows-Elect proceed to the podium accompanied by their Champion Fellow. If a Fellow-elect is unable to attend the ceremony, they may ask someone who has been influential in their lives or careers to accept on their behalf; this person would not be accompanied to the podium.

Assisting the CSLA President, the Chair or Vice-Chair of the College of Fellows provides a brief statement of the specific criteria for his or her election, in conjunction with a brief biography not to exceed 250 words, and will identify the Champion accompanying him or her to the podium.

The President then places the medal onto the inductee. The Chair, Vice-Chair and Secretary of the College assist by handing the medals, lapel pins and the certificates to the President for presentation.

New Fellows are requested to remain seated at the front of the room in a designated seating area until each of the Fellows-Elect has been inducted. The Champion returns to his or her seat once the medal, lapel pin and certificate are delivered.

When all the inductees have been invested, the Chair requests that all the Fellows in the room, whose name was previously called out, form a reception line to receive each new Fellow. With medal in place and certificate in hand, the new Fellows proceed down the line of assembled Fellows for a welcome by each. The new Fellows then stand with the other Fellows.

The Chair of the College of Fellows invites the CSLA president to make closing remarks and then closes the Ceremony.

Additional Notes

1. A photo session follows the Ceremony to take group photos of:
 - (i) all new Fellows;
 - (ii) new Fellows and their Champions; and
 - (iii) all Fellows present.
2. Each Fellow-Elect is presented with a corsage prior to the ceremony and receives a complementary ticket to the Congress Gala Banquet.
3. Formal attire for Fellows should be encouraged in the invitation to the Investiture Ceremony but by implication not necessarily a requirement for other attendees.

This Investiture Protocol was approved at the April 2018 Annual Meeting and supersedes earlier versions of the document.

Proposed amendments presented at the June 23, 2016 Annual Meeting in Winnipeg for consideration at the October 19, 2017 Annual Meeting in Montreal – APPROVED

Original Protocol by Gunther A. Schoch – March 1, 1999 / Approved April 29, 1999 COF Annual Meeting in Vancouver