

SPE Honored Service Member

Detailed Guidance for Nominators and Nominees

1. Purpose of This Guidance

This document explains the eligibility requirements, service-point rules, nomination responsibilities, supporting information, review process, and election procedures for the SPE Honored Service Member program.

2. Nature of the Recognition

HSM recognition honors members whose long-term volunteer service has had exceptional impact on SPE. The process deliberately uses two separate standards:

- An objective service-point threshold confirms sustained volunteer service and eligibility for consideration.
- A committee evaluation determines whether the significance and impact of that service merit HSM recognition.

Meeting the service-point threshold does not create an entitlement to HSM recognition.

3. Bylaw Eligibility Requirements

- The candidate must be a member in good standing and must have been a member in good standing for at least six years.
- The candidate must have received the President's Cup, or must have demonstrated long-term, outstanding volunteer service to and support of SPE and its objectives.
- The candidate must be sponsored in writing by the Board of Directors of at least one SPE Section, Division, or Interest Group, or by a Society committee organized for this purpose (the SPE HSM Committee).
- The total number of HSMs may not exceed one-twentieth of SPE's voting members in good standing.
- Election requires an affirmative vote of two-thirds of the HSM Election Committee members voting.

4. Who May Nominate

Any SPE member in good standing may nominate another SPE member. A member may not nominate themselves. The nomination must identify at least one SPE Section, Division, or Interest Group whose Board will formally endorse the nomination.

5. Roles and Responsibilities

Participant	Primary Responsibilities
Nominator	Initiates the nomination; explains why the candidate should be considered; coordinates with the nominee; identifies the endorsing Chapter; submits the completed package.
Sponsor	Sponsors write letters of commendation on behalf of the nominee, attesting to the accomplishments and impact. (At least three sponsors.)
Nominee	Provides and certifies the service history; supplies factual information and evidence concerning up to five accomplishments and impact relative to the SPE mission; authorizes SPE to verify the submission.
Endorsing Chapter Board	Reviews the proposed nomination and formally endorses it in writing through an authorized officer.
SPE Staff Liaison	Confirms membership eligibility; reviews completeness; verifies available records; checks service-point calculations; resolves routine classification questions.
HSM Election Committee	Reviews only candidates who satisfy the objective eligibility threshold; evaluates impact; discusses the record; and conducts the required election vote.

Participant	Primary Responsibilities
SPE Executive Committee	Receives the Election Committee's recommendations and provides final organizational approval, ordinarily without independently rescoring candidates.

6. Objective and authenticated SPE Service-Point Requirement

A candidate must earn at least 60 SPE Service Points to advance to impact evaluation. Point values are assigned by published category and are not determined subjectively by individual judges.

Category	Point Value	Typical Qualifying Service
A. Chief Volunteer Leadership	4 points per year	SPE President; Section President; Division or Interest Group Chair/Lead; chair of a Society-level standing committee; chair of a major Society-wide initiative; equivalent chief volunteer leader.
B. Officer or Senior Governance Service	3 points per year	SPE President-Elect, Immediate Past President, Secretary, or Treasurer; Chapter officer; Councilor; Society committee vice chair; Chapter conference chair; Society-level program chair; equivalent senior volunteer role.
C. Board or Committee Leadership	2 points per year	SPE Director; Chapter board member; Chapter committee chair; technical, educational, membership, awards, or governance working-group chair; ANTEC technical program representative; equivalent defined leadership role.
D. Committee and Program Service	1 point per year	Society or Chapter committee member; task-force or working-group member; recurring organizer of an SPE technical, educational, membership, student, or governance activity.
E. Significant Project or Event Contribution	0.5–2 points per activity	A qualifying one-time contribution not already counted as part of an annual role; see the activity schedule below.

7. Documented One-Time Activity Point Schedule

Activity	Points
Session moderator, panel moderator, or event volunteer	0.5
Organizer of a seminar, webinar, workshop, student activity, or technical session	1
Principal developer of a substantial educational product, program, publication, or member resource	2
Lead volunteer for a major one-time Society or Chapter initiative	2

8. Counting Rules

8.1 No Double-Counting

The same service may not be counted more than once. When one role automatically includes another role during the same period, only the higher applicable point value is counted.

8.2 Concurrent Distinct Roles

Separate roles may be counted concurrently when they involve materially different responsibilities. For example, a Division Chair who also serves on an unrelated Society committee may receive points for both roles.

8.3 Partial Years

- Service of fewer than six months receives one-half of the annual point value.
- Service of six months or more receives the full annual point value.

8.4 One-Time Activities

One-time activity points may be claimed only when the activity is not already part of a compensated or credited annual volunteer role.

8.5 Ambiguous Roles

The SPE staff liaison will make the initial classification using the published schedule. Material or unusual questions may be referred to the HSM Election Committee Chair. Comparable activities should be treated consistently across candidates and nomination cycles.

9. Information Required From the Nominee

- Current contact and membership information.
- A chronological or grouped record of qualifying SPE volunteer service.
- Dates, SPE organizational unit, role or activity, applicable point category, and points claimed.
- Three to five most significant SPE volunteer accomplishments.
- For each accomplishment: the need or opportunity, the nominee's personal role, actions taken, measurable or observable results, beneficiaries, and lasting value.
- A concise overall statement explaining why the record merits HSM recognition.
- Certification that the information is complete and accurate to the best of the nominee's knowledge.

10. Preparing the Accomplishment Statements

Each accomplishment statement should answer these questions:

- What need, problem, or opportunity existed?
- What did the nominee personally do?
- What leadership, initiative, or specialized contribution did the nominee provide?
- What changed or improved because of the nominee's service?
- What evidence supports the claimed result?
- What value continued after the immediate activity or term ended?

Titles and years of service should not be repeated as substitutes for outcomes. Quantitative evidence is preferred where available, but credible qualitative evidence may be used when the result is not readily reduced to numbers.

11. Chapter Board Endorsement

The endorsing Chapter Board must take formal action to sponsor the candidate. An authorized officer must certify the date of the Board action and that the endorsement was approved. A separate board resolution is not required unless SPE specifically requests it.

12. Submission and Completeness Review

- The nominator and nominee complete the nomination form.
- The endorsing Chapter Board provides written endorsement.
- The complete package is submitted by the published deadline.
- SPE staff confirms receipt and reviews the package for completeness.
- SPE staff verifies membership eligibility and available service records, checks the point calculation, and requests clarification when necessary.
- A nomination is complete only when all required information and the Chapter endorsement have been received.

13. Impact Review and Election

Candidates who meet all bylaw requirements and earn at least 60 objective service points advance to the HSM Election Committee. Committee members evaluate:

- significance of accomplishments;
- demonstrated benefit to SPE;
- the candidate's personal contribution;
- breadth and reach of impact; and
- lasting value.

The committee's worksheet structures the review but does not create a second automatic eligibility threshold. After discussion, the committee votes separately on each candidate. Election requires an affirmative vote of two-thirds of committee members voting.

14. Conflicts of Interest and Confidentiality

- Committee members must disclose relationships or circumstances that could impair, or reasonably appear to impair, impartial judgment.
- A conflicted committee member must recuse from scoring, discussion, and voting on that candidate.
- Nomination materials, reviewer comments, scores, deliberations, and votes are confidential except as authorized by SPE.
- Committee members may not advocate privately for or against a candidate outside the formal review process.

15. Disposition of Nominations

SPE will notify the nominator and nominee after the annual process is complete. Non-selected nominations may be updated and resubmitted in a future cycle. Meeting the service-point threshold in one cycle does not guarantee selection in that or a later cycle.