

**AOAC INTERNATIONAL POLICY ON ADMINISTRATION OF
FELLOW OF AOAC INTERNATIONAL AWARD**

Background

This award was established in 1963 to provide a means for recognizing meritorious service to the Association. Originally, Fellows were selected from nominations sent to the Committee on Fellows by members of AOAC. The nominations required the sponsoring member to supply all pertinent information on the nominee and letters of endorsement from other members of the Association. In 1981 a point system was established and candidates were considered largely on the basis of their point rankings. Data for use in the point system was maintained in handwritten files that became difficult to maintain. A new procedure was instituted for collecting data by questionnaire to Members (December 1991). A questionnaire was sent to all Members following the establishment of the procedure. This ensured that all eligible Members are considered for nomination.

This policy documents the guidelines for administering the Fellow of AOAC INTERNATIONAL Award.

Policy

I. **Purpose**

The purpose of this award is to recognize the dedication of volunteers who serve the Association.

II. **Criteria**

To be a Fellow of AOAC INTERNATIONAL, a member must have rendered meritorious service to AOAC (September 1996).

III. **Procedures**

A. ***Nominating a Candidate***

1. Anyone (including staff) may nominate a candidate for the Fellow of AOAC INTERNATIONAL Award. Staff will notify the International Coordination Committee to help promote and advertise the availability of the Fellows Award on an international scale.
2. To be considered for the award in any year, a nomination must be received, in writing, by the AOAC office by February 15 and a completed application must be received by the AOAC office by March 15 of the year of the award.

B. *Processing Nominations*

1. To determine or update eligible members' histories of participation in AOAC, questionnaires will be sent to all AOAC Members with over 10 years of service requesting them to provide or update information regarding their volunteer activities on a periodic basis (November 1996). Members who have served less than 10 years, but who have provided significant meritorious service to the Association, may also be nominated (November 2001).
2. When a nomination letter is received by AOAC, staff will send an application for the nominated individual to complete and return to the AOAC office. (November 2001).
3. Staff will verify that the nominee is a current Member.
 - a. If a nominee is not a member, staff will contact and advise the nominator (November 1996).
 - b. Using an established point system, if a nominee meets qualifications, staff will tally points. The point system was established and revised to rank volunteer contributions for use in evaluation of candidates (May 1981, June 1983, January 1988, June 1992, November 1996, September 2010). See Appendix A13.5.1.
 - c. Staff will verify the accuracy of volunteer activities listed on applications.
4. Two months before the late spring Board of Directors meeting, the staff liaison to the Committee on Fellows shall:
 - a. Send each member of the committee completed applications, copies of the nominating letters, and any other relevant information.
 - b. Forward results submitted by the Committee on Fellows to the chair for final Fellow award selections.
5. The chair has the option to keep, discard, replace or ask reverification (by staff or nominees) of those applications with discrepancies.
6. Nominations and applications remain eligible for three years. Applications may be updated each year. The nominator will be notified when their nomination has expired to give them an opportunity to renew the nomination. (November 2001).

IV. **Award**

- A. Newly elected Fellows are presented at the AOAC INTERNATIONAL Annual Meeting and receive an award.
- B. Names of newly elected Fellows are carried in an announcement in *Inside Laboratory Management* and the *Journal of AOAC INTERNATIONAL*.
- C. Members elected as Fellows remain so for life. They are listed each year in the membership directory, and receive a "Fellow" ribbon at each annual meeting (November 1996).
- D. Once retired, upon written request and payment of the annual Retired Fellows dues, Fellows are eligible for Retired Fellows status. Any special benefits accorded Retired Fellows shall be determined by the Board of Directors (November 2001).

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Approved: December 1991
Revised: June 1995
Revised: November 1996
Revised: November 2000
Revised: November 2002
Revised: September 2010

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