

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

**Background**

This award was established in 1963 to provide a means for recognizing sustained 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. 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 and sustained meritorious service of volunteers who serve the Association.

II. **Criteria**

To be a Fellow of AOAC INTERNATIONAL, a member must have rendered sustained meritorious service to AOAC (November 2021). The nominee should be a contributing member for at least 10 years (2022).

III. **Procedures**

A. *Nominating a Candidate*

1. Anyone (including staff) may nominate a candidate for the Fellow of AOAC INTERNATIONAL Award. Staff will 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 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.

3. Staff will verify that the nominee is a current member of AOAC INTERNATIONAL for at least 10 years.

**B. *Processing Nominations***

**a. *Eligibility:***

1. To determine or update eligible members histories of participation in AOAC, a questionnaire will be sent to all sustained nominees requesting them to provide or update information regarding their volunteer activities on a periodic basis (November 2021).
2. Members who have served less than 10 years, but who have provided significant sustained meritorious service to the Association but have not met the 10-year requirement can be waived and may be considered by the Fellows Committee Chair on a case-by-case basis. (November 2021).
3. When a nomination letter/form is received by AOAC, staff will send an application and history or activity sheet for the nominated individual to complete and return to the AOAC office. (November 2001, November 2021). Upon receipt, staff will verify the accuracy of volunteer activities listed on applications.
  - 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. Members of the Committee will score the nominees using the tally sheet (November 2021).
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/forms, 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) of those applications with deficiencies. (November 2021).
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 promoted in *Inside Laboratory Management* and other AOAC INTERNATIONAL publications. (November 2021)

- C. Members elected as Fellows remain so for life. They are listed each year on the AOAC website and receive a Fellow ribbon at each annual meeting (November 1996, November 2021).

*\*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, November 2021). See Appendix A13.5.1.*

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Approved: December 1991  
Revised: June 1995  
Revised: November 1996  
Revised: November 2000  
Revised: November 2002  
Revised: September 2010  
Revised: September 2017  
Revised: November 2021  
Revised August 2022

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