

## **Membership and Development Council (Procedures)**

**Purpose:** This Council has three major responsibilities: (i) building and maintaining the membership of *The Academy*; (ii) screening and evaluation of applications for membership, establishment of appropriate criteria for membership, reviewing allegations of unethical conduct of members, and administering the procedures for revocation of membership; and (iii) screening and evaluating of members as potential Fellows with *The Academy*.

**Membership Categories:** Membership in the Academy shall be designated as follows:

Qualified Member, Associate Member, Affiliate Member, Patron Member, or Fellow.

Membership in the American Academy of Health Behavior will commence at the beginning of the month in which the national office receives the candidate's dues. To maintain membership, an individual must be current in the payment of their dues.

A. Qualified Member - Open to persons who (i) hold one degree in health education, (ii) provide evidence of scientific training beyond the undergraduate level; and (iii) have at least 10 refereed, data-based papers (quantitative or qualitative) published electronically or in print (this criterion excludes manuscripts designated as accepted or in press) in national or international journals that regularly report the findings of original health behavior, health education, or health promotion research.

B. Associate Member - Open to persons not holding a degree in health education but working in the health education field and who (i) demonstrate evidence of scientific training beyond the undergraduate level and (ii) have at least 10 refereed data-based papers (quantitative or qualitative) published electronically or in print (this criterion excludes manuscripts designated as accepted or in press) in national or international journals that regularly report the findings of

original health behavior, health education, or health promotion research.

C. Affiliate Member - Open to new professionals and doctoral students currently enrolled in a college or university who display potential for success as a researcher. The intent of the Affiliate membership is to provide beginning researchers an opportunity to become involved with The Academy as he or she works toward fulfilling the requirements for membership as a Qualified Member. Applicants must (i) hold or be working toward a doctoral degree in health education or related field, (ii) demonstrate evidence of scientific training beyond the undergraduate level, and (iii) have at least two refereed data-based papers (quantitative or qualitative) published electronically or in print (this criterion excludes manuscripts designated as accepted or in press) in national or international journals that regularly report the findings of original health behavior, health education, or health promotion research.

The Affiliate membership is valid for five years and can only be renewed with the approval of the Membership and Development Council. Affiliate Members are not permitted to vote or hold an elective office.

D. Patron Member - Open to corporations or organizations that contribute at least \$1,000 to The Academy in a given year. Though Patron Members are considered valuable friends, the membership does not imply endorsement by The Academy of any corporate product or activity. Representatives (i.e., agents, proxy, etc.) of Patron Members are not permitted to vote or hold an elective office.

E. Fellow Member - Fellow applicants must have authored or co-authored at least 50 research refereed published electronically or in print (this criterion excludes manuscripts designated as accepted or in press) in national or international journals that regularly report the findings of original health behavior, health education, or health promotion research.

In addition to having been a member of The Academy for at least three years, fellow applicants must have at least one of the following qualifications: (i) presented 75 or more research presentations at state, regional, national, or international professional meetings, (ii) received 25 or more external research grants as a principal or co-principal investigator, (iii) received at least \$1,500,000 (or U.S. dollar equivalents) in research grants as a principal or co-principal investigator, (iv) contributed significantly to the advancement of knowledge in health behavior, health education, or health promotion through research conducted and disseminated of such magnitude as to equal any of the previous other categories. This category is intended to apply to the rare individual whose research has 'changed the face' of the discipline and whose contributions to the field have extended over time.

Though the criteria for Fellow membership are rigorous and specific, the status of Fellow is a superior distinction conferred by The Academy on Qualified or Associate Members in recognition of an outstanding contribution to the field of health behavior, health education, or health promotion research. The Academy Membership and Development Council accepts applications and nominations for Fellow Member status. The deadline for applying for Fellow status is October 1. You will be notified of your status by November 1. The Membership and Development Council holds the right to request additional information from the candidate. Fellow confirmation requires a two-thirds majority vote by the Board of Directors (8 of 12 members). The Academy will officially award the designation of Fellow at The Academy Dinner held each year during the annual scientific meeting.

Fellow Members are entitled to use the designation of *FAAHB* after their degrees if they are active members. However, Fellow Members do not hold any special privileges. This membership is merely a designation.

Membership Composition. A maximum of 25% of the Academy's active membership can consist of associate members. The proportion is based on the number of Qualified Members who are active. At the end of each calendar year, The Academy Membership and Development Council will audit the membership registry to set the number of associate membership applications that it will approve. Associate member applications will be reviewed in order (date/time) that they are received. Associate membership applications that are not approved will be placed on a waiting list for the next approval cycle.

**Review of Candidate Credentials:** Candidates for membership in the aforementioned categories must submit a membership application form and a curriculum vita. Three members of the council will review each candidate's credentials. If a council member has a conflict-of-interest (e.g., has published articles with the applicant; written grants with the applicant; is the former mentor of the applicant; or is currently a colleague of the applicant, etc.) in reviewing an applicants' credentials, then he/she must notify the Council Chair and recuse him/her self of the review of the particular candidates credentials.

**Council Membership:** The council shall be composed of the Chairperson and six members. The Chairperson will serve a term of three years. The Chair will select the members of the Council. Council members will serve three-year staggered terms, with two candidates per year appointed to the Council.

The Committee Chairperson shall be responsible for communicating the receipt of credentials from candidates and for sending each candidate's credentials to three council members (reviewers). In the event of a tie vote by reviewers (e.g., when only 2 of 3 reviewers

respond), it will be the prerogative of the Chairperson to cast the deciding vote or to send the credentials to another reviewer.

**Notification of Candidates:** Twice each year within one month of the closing date for application (closing dates of January 1 and July 1 for membership; October 1 for Fellow status) the Chairperson will forward the names of the new members and the candidates for Fellow status to the President of the Academy. The President of the Academy will send to the candidates a formal acceptance of membership and status in the Academy. The President will also offer to each of the new members the opportunity to have a formal press release on their achievement. The President will notify the members of the Academy by e-mail the names of the new members and Fellows. For those candidates not accepted for membership, it shall be the job of the Council Chairperson to notify those candidates.

**Membership Development Plan:** Each member of the council, including the Chairperson, shall identify at least two potential candidates each year for membership in the American Academy of Health Behavior. The Chairperson will then be responsible for contacting those individuals and encouraging them to apply for membership in the Academy. Other activities may be undertaken by the council to help ensure qualified candidates are informed regarding the benefits of membership in the Academy.