



APHA Executive Board Policy on Eligibility for Agency Membership

Governing Statutes

There are two places within the bylaws where there is specification of the EB role—in Agency Membership and Executive Board Functions. Keep in mind that this new wording has not yet been approved by the GC—the section on Agency Membership has been significantly revised.

A. Agency Membership shall be open to organizations engaged in work related to health. The Executive Board shall keep a policy governing the eligibility for Agency membership.

K. To prescribe procedures for establishing eligibility for individual and Agency membership; elect Agency members by three-fourths vote; and recommend Honorary Membership for approval by the Governing Council.

Policy

The Executive Board promotes eligibility of agency members who engage in work to improve the public's health either directly or through the social determinants of health regardless of their tax paying status. Organizations whose core values are not consistent with core public health values will be ineligible for agency membership. These organizations include: any entity that engages in the manufacture of, alcohol, firearms, tobacco, including electronic nicotine delivery system (ENDS), e-cigarettes, or vaporized nicotine products, and any ancillary device for such products except medical nicotine replacement medications as designated by the United States Food and Drug Administration (FDA).

Agency Membership Procedures

1. Agency Member Recruitment:

APHA's Associate Executive Director for Public Affairs and Advocacy and APHA's Director of Membership Services will meet annually to discuss the agency recruitment/retention strategy for the ensuing calendar year. The Director of Membership Services will then implement the strategy taking into account several factors such as: the site of the APHA Annual Meeting, feedback from current agency members, emerging APHA programmatic priorities, and other relevant information.

The APHA Membership services staff will identify potential agency members using the methods such as:

- Working with APHA partner organizations & their members (ASTHO, NACCHO, ASPPH, etc.).
- APHA component recommendations
- Targeted Internet searches
- APHA Conventions exhibitors, sponsors, funders & customers

2. Organizations Requesting Agency's Membership

Agencies requesting membership without solicitation will undergo the same process as solicited members.

3. Application Process

Once a potential agency member is identified, APHA staff will send the appropriate promotional materials which will include an application for membership (attachment A). Such application will include as a minimum, the following information:

- Name and address of organization, and key point of contact
- Type of organization (Non-governmental agency, State, Local or Federal Government agency, academic institution, private sector business, religious organization, other).
- Organizations tax status (For profit or Not for profit - 501 C - 3, 4, 6)
- EEO/AA compliant status
- Mission statement
- Number of employees
- Budget size
- Dues payment information

Completed applications are submitted to APHA's membership department for review and recommendation to APHA senior management.

4. Agency Membership Renewals

Agency members in good standing may be renewed without further evaluation. Good standing means that their organizational status has not changed during their membership year prior to renewal. Nonprofit organizations that become for profit during the renewal year will undergo a staff review prior to renewal. A change in tax status will require executive board approval consistent with initial approval.

5. Agency membership removal

Agency membership may be withdrawn by the executive board for cause consistent with APHA By-Laws for member removal.

6. APHA Staff Review:

APHA membership staff will verify the status of the potential agency member using methods such as:

- a. Confirmation of the organization's website provided on the agency application;
- b. Confirmation of the organization's mission statement provided on the agency application;
- c. Confirmation that the organization is both EEO and AA compliant as attested to on the agency application.

Additional review procedures for organizations applying for Agency Membership that are not listed above may include:

- d. Confirmation of a linkage to improving the public's health;
- e. Partnership value to strengthen APHA's work

7. Executive Board Notification:

APHA staff will send the list of agency applicants recommended for membership and any not recommended for membership to the Executive Board prior to each board meeting.

8. Executive Board Review and Approval

During each Executive Board meeting there will be an agenda item related to approval of agency members. This can be on the consent agenda but the vote must meet the three-fourths approval requirement.