

## **ARTICLE IV: MEMBERSHIP**

### **SECTION 4.4: LIFE MEMBER ELIGIBILITY REQUIREMENTS AND NOMINATION PROCEDURES**

[Changes are subject to approval by a two-thirds (2/3) majority of the whole Board of Directors.]

#### **PURPOSE**

To establish the eligibility requirements and procedure for submitting nominations for Life Membership in the Association.

#### **AUTHORITY**

The criteria for selection and privileges accorded members who achieve Life Member are in the Membership Designations Section of this Policy Manual as established by the Membership Quorum.

The eligibility requirements associated therewith are in this Section of the Policy Manual and may be restricted in accordance with other sections of this Policy Manual (Article IV: Membership, Section 4.13 Designations).

#### **POLICY**

1. The "Life Member" designation is added to the member's current membership category title, except Online Member, which can change during the member's career, based upon one's current employment status or category of membership (e.g., "Full Life Member," "Commercial Life Member," or "Associate Life Member").
2. All chapters shall recognize a "Life Member" designation.
3. This honor shall be bestowed in the following manner:
  - 3.1 A nominee for Life Member shall be nominated by the nominee's primary (home) Chapter upon recommendation of such Chapter's Executive Committee or by the Board of Directors.
    - 3.1.1 The nomination for the President of APCO-International as a Life Member shall be approved by the Board of Directors. Once approved, the nomination shall be sent directly to the Membership Quorum for consideration during the First General Business Meeting held at the Annual Conference. Approval of the nomination shall require a majority affirmative vote.

- 3.2 The nomination for members other than the President of APCO-International shall be forwarded to the Executive Director for submission to the Credentials Committee.
  - 3.2.1 The nomination shall be in the form of a cover letter together with a completed copy of the Life Member Nomination Form contained in Appendix I herein. The nomination may contain additional supporting documentation.
  - 3.2.2 The nomination shall be received at APCO Headquarters not later than the close of business on February 1 of the calendar year of the Annual Conference at which the nomination is to be considered.
- 3.3 Association staff shall review the nomination for completeness with all applicable requirements.
  - 3.3.1 If anything on the application is unclear or unsubstantiated, staff will contact the nominator directly for additional information.
  - 3.3.2 The nominator has until March 1 to supply the missing information or clarification.
  - 3.3.3 It is in the nominator's best interest to return the additional information or clarifications as quickly as possible to allow time for further review and additional requests of information if required.
  - 3.3.4 Staff will complete a summary sheet to verify compliance with the eligibility criteria and forward this with only the Nomination Form and supporting documentation to the Credentials Committee no later than April 1. Extraneous material, including biographical information, shall be removed prior to forwarding to the Credentials Committee.
- 3.4 The Credentials Committee shall review the nomination for substantive compliance with the eligibility criteria.
  - 3.4.1 In the event the Credentials Committee should have questions or require additional information, they shall ask staff to contact the nominator directly for the additional information.
  - 3.4.2 Staff shall, on behalf of the Credentials Committee, forward the committee's findings and recommendations to the Board of Directors for review no later than April 30 of the calendar year of the Annual Conference at which the nomination is to be considered.
- 3.5 The Board of Directors ("Board") shall review the nomination for compliance with all applicable requirements.
  - 3.5.1 In the event the Board should have questions or require additional information, staff shall be asked to contact the nominator directly for the additional information.
  - 3.5.2 In the event the Board finds that the nominee satisfies all of the applicable criteria, then it shall ratify the nomination not later than May 31 of the calendar year of the Annual Conference at which the nomination is to be considered. If ratified, the Board of Directors shall implement Paragraph 4.1 herein and forward the nomination to the Membership Quorum.

- 3.5.3 In the event the Board finds that the nominee does not satisfy all of the applicable criteria but also finds that a special circumstance exists, then it may ratify not later than May 31 of the calendar year of the Annual Conference at which the nomination is to be considered. If ratified, the Board of Directors shall implement Paragraph 4.1 herein and forward the nomination to the Membership Quorum.
    - 3.5.4 In the event the Board finds that the nominee does not satisfy all of the applicable criteria and that no special circumstance exists, then it shall cause notification to the Credentials Committee, the Chapter President, and the Executive Director that the nomination has been rejected along with a statement of the deficiencies.
  - 3.6 The Board may waive the above processing deadlines to review and submit to the Membership Quorum for its consideration any nomination for Life Membership when it deems by a two-thirds (2/3) majority vote of the entire Board that a special circumstance exists warranting waiver of the processing deadlines.
  - 3.7 The Membership Quorum shall consider the nomination for designation as a Life Member during the First General Business Meeting held at the Annual Conference. Approval of the nomination shall require a majority affirmative vote.
- 4. This award shall be presented in accordance with the following.
  - 4.1 If ratified, the Board of Directors shall cause a “congratulatory letter” to be prepared and sent to the member not later than June 1 of the calendar year of the Annual Conference at which the nomination is to be considered. A copy of the letter shall be forwarded to the Chapter President for information purposes.
    - 4.1.1 The letter shall notify the member of their “nomination” for designation as a “Life Member” and that the nomination will be considered by the Membership Quorum at the upcoming Annual Conference.
    - 4.1.2 The letter shall include an invitation for the member to attend the Annual Conference along with an explanation of the events that will occur. Specifically, the letter should notify the member that the Membership Quorum will consider his/her nomination during the First General Business Meeting held during the Annual Conference.
    - 4.1.3 The letter shall also state that, subject to the Membership Quorum approving the nomination, the member and one guest who is a spouse, significant other or immediate family member will be invited to the Life Member Recognition Event and that the formal presentation of the award will be made at the Closing Event.
  - 4.2 Provided that the Membership Quorum approves the nomination, the Association shall grant the member for future Annual Conferences a complimentary full registration, one (1) complimentary spouse/guest registration, and two (2) complimentary Closing Event tickets, but shall not otherwise reimburse the member for any expenses.
  - 4.3 Provided that the Membership Quorum approves the nomination, the newly approved Life Member shall be invited to attend the Life Member Recognition Event.
  - 4.4 Provided that the Membership Quorum approves the nomination, the President shall present an appropriate plaque and a “Life Member Pin” during the Closing

Event held in conjunction with the Annual Conference at which the Life Member designation was approved.

- 4.5 Provided that the Membership Quorum approves the nomination, staff shall update the membership database and issue the member a new “membership card” showing the new designation.

## 5. Life Member Recognition Event

- 5.1 All Life Members, and one (1) guest each who is a spouse, significant other, or an immediate family member, shall be invited to a complimentary meal function held as a “Life Member Recognition Event” in conjunction with the Annual Conference.

## 6. Life Member – Eligibility Requirements

- 6.1 To be eligible for APCO Life Member, the nominee shall, as a minimum, complete the requirements of either 6.1.1 or 6.1.2 through 6.1.4 identified below by the date of submission.

6.1.1 Served a full term as President of the Association.

6.1.2 Be a member in good standing of APCO-International for a minimum of fifteen (15) years.

6.1.3 Be a member in good standing at the time of the award.

6.1.4 Have demonstrated at least five (5) significant contributions toward meeting the global needs of the Association with regards to all regulatory and policy making bodies, the commercial, general public safety, and international communities, or any combination thereof. A list of contributions to be used to determine Life Member qualifications is listed below.

6.1.4.1 Served at least four (4) years as an Executive Council Representative. Not more than one (1) contribution may be counted from this subsection.

6.1.4.2 Served at least two (2) years on the Board of Directors. Not more than two (2) contributions may be counted from this subsection.

6.1.4.3 Served at least two (2) years as a Group Leader. Not more than one (1) contribution may be counted from this subsection.

6.1.4.4 Served at least four (4) years as a Commercial Advisory Council (CAC) member. Time counted in this area may not be counted in 6.1.4.8 and 6.1.4.14. Not more than one (1) contribution may be counted from this subsection.

6.1.4.5 Served at least four (4) years as a Local Area Frequency Advisor. Not more than one (1) contribution may be counted from this subsection.

6.1.4.6 Served at least one (1) term as the Chair of a Standing Committee, Special Committee, Designated Committee, Task Force, or of the Group Leaders. Chairing each individual Committee, Task Force, or Group would constitute a single contribution. A service term shall be defined by the type of committee: Standing Committee, Special Committee, Designated Committee, Task Force, or Group Leaders. Time counted in this

area may not be counted in 6.1.4.3 or 6.1.4.8. Not more than one (1) contribution may be counted from this subsection.

- 6.1.4.7 Served at least two (2) years as an actively engaged member of an Association Advisory Committee (AdComm). Not more than one (1) contribution may be counted from this subsection.
- 6.1.4.8 Served at least four (4) years as an actively engaged member of one or more Standing or Designated Committees. Only one (1) committee may be counted per committee year. Not more than two (2) contributions may be counted from this subsection.
- 6.1.4.9 Served as the Chair or Co-Chair of a Regional Conference, or as Chair of a Regional Conference Standing Committee. Not more than one (1) contribution may be counted from the subsection.
- 6.1.4.10 Served at least one (1) year as the Chair or Co-Chair of an APCO Annual International Conference, or as Chair of an APCO Annual International Conference Standing Committee. Not more than one (1) contribution may be counted from this subsection.
- 6.1.4.11 Made at least seven (7) significant contributions that promote the advancement of APCO-International or to the public safety communications profession. Not more than one (1) contribution may be counted from this subsection.
- 6.1.4.12 Served two (2) terms as an actively engaged member of either a Special Committee, Task Force, or APCO Project. Service term shall be defined by the type of committee: Special Committee, Task Force, or APCO Project. Not more than one (1) contribution may be counted from this subsection.
- 6.1.4.13 Service on any such Sub-Committee, Task Force, or Workgroup will only be considered a contribution when the member of the Sub-Committee, Task Force, or Workgroup is **NOT** a member of the parent Committee, Task Force, or Workgroup. Served two (2) terms as an actively engaged member of a Committee's Sub-Committee, Task Force, or Workgroup. A service term shall be defined by the type of Committee, Task Force, or Workgroup. Not more than two (2) contributions may be counted from this subsection.
- 6.1.4.14 Served at least one (1) term as the Chair of the Commercial Advisory Council (CAC). Not more than one (1) contribution may be counted from this subsection. Time counted in this area may not be counted in 6.1.4.4.
- 6.1.4.15 Recognized by the APCO Institute as having successfully completed at least sixteen (16) development or review activities on one or more Curriculum Workgroups. Not more than two (2) contributions may be counted from this subsection.