

ARTICLE IV: MEMBERSHIP

SECTION 4.3: SENIOR 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 procedures for submitting nominations for Senior Membership in the Association.

AUTHORITY

The criteria for selection and privileges accorded members who achieve Senior 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 Senior 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., "Senior Full Member," "Senior Commercial Member," or "Senior Associate Member").
2. All chapters shall recognize a "Senior Member" designation.
3. This honor shall be bestowed in the following manner:
 - 3.1 A nominee for Senior Member shall be nominated by the nominee's primary (home) Chapter's Executive Committee.
 - 3.2 The nomination 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 **SENIOR MEMBER NOMINATION FORM** contained in Appendix I herein. The nomination may contain additional supporting documentation.

- 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 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. 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 for the additional information.
 - 3.4.2 Staff shall, on behalf of the Credentials Committee, forward its findings and recommendations to the Executive Committee of the Board of Directors (“Board”) for review.
- 3.5 The Executive Committee of the Board may grant designation as a Senior Member based upon its review of the nominee’s eligibility and the recommendation of the Credentials Committee.
 - 3.5.1 In the event the Executive Committee of the Board should have questions or require additional information, staff shall be asked to contact the nominator for the additional information.
 - 3.5.2 The Executive Committee of the Board shall cause the Chapter President to be notified of its decision in a letter to the Chapter President.
4. This award shall be presented in accordance with the following:
 - 4.1 The Executive Committee of the Board shall cause a “congratulatory letter” to be prepared and sent to the member.
 - 4.2 Headquarters staff shall forward a “Senior Member Certificate” and “Senior Member Pin” to the Chapter President who shall present the certificate and pin to the member at an appropriate time, place, and manner.
 - 4.3 Headquarters staff shall update the membership database such that the “membership card” shows the new designation.
5. Senior Member Designation – Eligibility Criteria
 - 5.1 To be eligible for APCO International Senior Member designation, a nominee shall, at a minimum:
 - 5.1.1 Be a member in good standing of APCO for at least ten (10) years;
 - 5.1.2 Be a member in good standing at the time of the award; and
 - 5.1.3 Have demonstrated at least four (4) significant contributions to APCO, including one at the Association level.
 - 5.2 A list of significant contributions to be used to determine Senior Member qualifications is shown below.

5.2.1 Chapter-level contributions

- 5.2.1.1 Served at least one (1) year as President of a Chapter.
- 5.2.1.2 Served as Conference Chair or Co-Chair of a Chapter Conference.
- 5.2.1.3 Served as Committee Chair of a Chapter Conference.
- 5.2.1.4 Served at least two (2) years as a member of a Chapter Executive Board or Committee.
- 5.2.1.5 Served at least two (2) years as the Chair of a Chapter Standing Committee.
- 5.2.1.6 Served as a presenter at a Chapter Conference. Not more than one (1) contribution may be counted from this subsection.
- 5.2.1.7 Served as a Chapter Committee member for a major legislative contribution.
- 5.2.1.8 Served at least two (2) years as the Chair of a Regional Spectrum Committee.

5.2.2 Association-level contributions

- 5.2.2.1 Served at least two (2) years as an Executive Council Representative (or in combination with service on the Board of Directors).
- 5.2.2.2 Served at least two (2) years as on the Board of Directors (or in combination with service as an Executive Council Representative).
- 5.2.2.3 Served at least one (1) year as a Group Leader.
- 5.2.2.4 Served as an actively engaged member of a Special Committee or Task Force (e.g., APCO's Project Series, CALEA, etc.). Membership on each such Committee shall constitute a single contribution.
- 5.2.2.5 Served at least two (2) years as an actively engaged member of a Standing Committee. Not more than one (1) contribution may be counted from this subsection.
- 5.2.2.6 Served as Chair, Co-Chair, or Subcommittee Chair of a Regional or Annual International Conference. Served as Subcommittee Co-Chair of a Regional or Annual International Conference prior to the end of the 2016 committee year. Not more than one (1) contribution may be counted from this subsection.
- 5.2.2.7 Served at least two (2) years as a Local Area Frequency Advisor.
- 5.2.2.8 Served at least two (2) years as a member of an Association Advisory Committee (AdComm). Membership on each such Committee shall constitute a single contribution.
- 5.2.2.9 Served as a presenter at a Regional or Annual International Conference. Not more than one (1) contribution may be counted from this subsection.

- 5.2.2.10 Served a full term as an officer of another national or international public safety organization (e.g., IACP, IAFC, NENA) or made other contributions that promote APCO-International (beyond benefit to a single Chapter) or to the art of Public Safety Communications. Not more than one (1) contribution may be counted from this subsection.
- 5.2.2.11 Served at least one (1) term as the Chair of a Standing Committee, Special Committee, or Task Force (e.g., APCO's Project Series, CALEA, etc.); chairing each such Standing Committee, Special Committee or Task Force would constitute a single contribution. A service term shall be defined by the type of committee; standing committee, special committee or task force.
- 5.2.2.12 Served two (2) terms as an actively engaged member of a Standing Committee's sub-committee or workgroup, or served one (1) term as an actively engaged member of a Special Committee's sub-committee or workgroup, or Task Force's sub-committee or workgroup. Service on any such sub-committee or workgroup will only be considered a contribution when the member of the sub-committee or workgroup is not a member of the parent Standing Committee, Special Committee, or Task Force. A service term shall be defined by the type of committee; standing committee, special committee or task force.
- 5.2.2.13 Served at least two (2) years as a Commercial Advisory Council (CAC) member.
- 5.2.2.14 Served at least two (2) years as an actively engaged member of a Committee identified in this Policy Manual as an Executive Council Committee. Membership on each such Committee shall constitute a single contribution.
- 5.2.2.15 Served at least one (1) term as the Chair of the Commercial Advisory Council (CAC). Chairing the CAC would constitute a single contribution. A service term is defined in Article VII, Section