

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 five (5) significant contributions to APCO, including one (1) at the Association level. The nominee shall complete the requirements identified below by the date of submission.

- 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. Time counted in this section cannot be counted in 5.2.1.4. Not more than one (1) contribution can be counted from this subsection.
 - 5.2.1.2 Served as Conference Chair or Co-Chair of a Chapter Conference. Not more than one (1) contribution can be counted from this subsection.
 - 5.2.1.3 Served as Committee Chair of a Chapter Conference. Not more than one (1) contribution can be counted from this subsection.
 - 5.2.1.4 Served at least (2) years as a Chapter Officer. Time from this subsection cannot be counted in 5.2.1.1 or 5.2.2.1. Not more than one (1) contribution can be counted from this subsection.
 - 5.2.1.5 Served at least (2) years as the Chair of a Chapter Standing Committee. Not more than one (1) contribution can be counted from this subsection.
 - 5.2.1.6 Served as a presenter at a Chapter Conference. Not more than one (1) contribution can be counted from this subsection.
 - 5.2.1.7 Served as a Chapter Committee member for a major legislative contribution. Not more than one (1) contribution can be counted from this subsection.
 - 5.2.1.8 Served at least two (2) years on a Regional Spectrum Committee. Not more than one (1) contribution can be counted from this subsection.
 - 5.2.1.9 Served at least two (2) years as an actively engaged member of a Chapter Committee. Not more than one (1) contribution can be counted from this subsection.
- 5.2.2 Association-level contributions
- 5.2.2.1 Served at least two (2) years as an Executive Council Representative. Not more than one (1) contribution can be counted from this subsection.
 - 5.2.2.2 Served at least two (2) years on the Board of Directors. Not more than two (2) contributions can be counted from this subsection.
 - 5.2.2.3 Served at least one (1) year as a Group Leader. Not more than one (1) contribution may be counted from this subsection.
 - 5.2.2.4 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. Committee type can be combined to total two (2) terms. Not more than one (1) contribution may be counted from this subsection.

- 5.2.2.5 Served at least two (2) years as an actively engaged member of one or more Standing or Designated Committees. Only one committee may be counted per committee year. Not more than one (1) contribution may be counted from this subsection.
- 5.2.2.6 Served as Chair or Co-Chair of a Regional or Annual International Conference or a Committee Chair of a Regional or Annual International Conference. 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. Not more than one (1) contribution may be counted from this subsection.
- 5.2.2.8 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.
- 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 Made at least four (4) 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.
- 5.2.2.11 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 5.2.2.3 or 5.2.2.5. Not more than one (1) contribution may be counted from this subsection.
- 5.2.2.12 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.
- 5.2.2.13 Served at least two (2) years as a Commercial Advisory Council (CAC) member. Not more than one (1) contribution may be counted from this subsection. Time counted in this area cannot be counted in 5.2.2.5 or 5.2.2.14.
- 5.2.2.14 Served at least one (1) term as the Chair of the Commercial Advisory Council (CAC). Chairing the CAC would constitute a

single contribution. Time counted in this area cannot be counted in 5.2.2.13.

- 5.2.2.15 Recognized by the APCO Institute as having successfully completed at least eight (8) development or review activities on one or more Curriculum Workgroups. Not more than one (1) contribution may be counted from this subsection.