

ADMINISTRATIVE PERSONNEL ASSOCIATION



Membership Council Handbook

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A. Eligibility – All persons engaged in administrative support work in any local church or church-related institution, governing body or agency of the Presbyterian Church (U.S.A.), the Reformed Church in America, the Presbyterian Church in Canada, or any church organization on a full or part-time basis.

B. Classification of Membership

1. Active Member – Persons employed in positions, listed above, whose dues are paid annually. However, to vote at the national business meeting dues must be current. May vote and hold office immediately upon becoming a member.
2. Affiliate Member – May be issued to a member of APA who has been employed by a local church, church-related institution, governing body or agency of the Presbyterian Church (U.S.A.) or any church organization on a full or part-time basis for a minimum of 5 years, or has begun the Certification process and is no longer employed due to a life-changing event. Must pay dues and registration for conferences; may hold office and vote.
3. Honorary Member – May be conferred on a person deemed by the Executive Committee to have contributed significantly to the organization. Members are not eligible. The recipient may not vote or hold office.
4. Inquirer – An Inquirer may attend any conference or continuing education event in a given year without paying dues and without receiving credit toward certification. If within the same calendar year the Inquirer decides to join APA, classes taken will be credited towards certification as long as membership dues and the Level I certification fees have been paid.
5. Honorary Life Member – May be issued at the request of the Region to any member upon retirement from employment or upon leaving a Presbyterian entity, who has been a member in good standing of the Administrative Personnel Association for at least 10 years and served as either a regional or national officer, elected or appointed. May vote, may hold an appointed office. If in an elected office, may complete the current term. Payment of dues is not required.
6. Retired Member – is a member who automatically qualifies upon retirement. May vote, may hold an appointed office. If in an elected office, may complete the current term. Payment of dues will be at 50% of the stipulated dues.

(NOTE) Should either a Life Member or a Retired Member return to the workforce with the PC(USA) for twenty (20) hours per week or more, and wish to participate in APA as a voting, dues paying member, and wish the privilege of holding elected office, a letter stating such should be sent to their regional membership chair and their regional president. They will be restored to active membership. When the member retires permanently, a letter stating such should be sent to their regional membership chair and their regional president.

7. Non-Active Member – May be issued to those members who are away in the armed forces, who are taking a leave of absence from their job, or have been terminated. These members may remain a member of APA by writing a letter to the National President, who then notifies the Executive Board and Executive Committee. The membership fee will be waived for up to two years or until they return to active employment, whichever comes first.
8. Volunteer Member – Same as active member, except cannot hold office.
9. Organizational Member – Churches, presbyteries, synods, and related institutions or agencies may hold membership. These organizations may send representatives to conferences. The representatives may not vote or hold elected/appointed office. Certification is not applicable. Staff members of these organizations must hold individual membership in their own name to apply for certification.

MEMBERSHIP COUNCIL

The National Membership Council consists of the National Chair, the National Vice-Chair, the Regional Membership Council Chairs and the Regional Vice-Chairs.

NATIONAL MEMBERSHIP COUNCIL CHAIR (NMCC)

Terms of Office

- Will be appointed by the National President during the even years for a two-year term.
- The term is eligible for renewal if requested by the National President.
- May serve a maximum of four years consecutively.

Duties and Responsibilities

General

- Will have voice but vote in only tie situations.
- Will be a member of the National Executive Committee.
- Will be a member of the National Executive Board.
- Will hold electronic meetings throughout the year and the Vice-Chair will prepare minutes of said meetings.
- Will provide guidance and feedback in determining the future of APA and its membership.
- Will immediately provide all records to the new Chair at the end of the term as National Membership Chair.
- Will furnish the webmaster with updates to the membership section of the web page.

National Conference

- Prior to the National Conference, obtain a list from the National Office Manager and Regional Chairs of members in good standing. Only those who are current with dues may vote at the National Business Meeting.
- Will request recommendations from the Regional Chairs prior to the National Conference.
- Will request, prior to the national conference, names of regional membership chairs and/or their representative who will be in attendance.
- Will request up-to-date membership lists from all regional membership chairs by Dec. 31.
- Will coordinate the annual membership meeting and leadership training class held at the National Conference.
- Will report to the National Executive Committee at their National meeting.
- Will write the report for the National conference registration packets.

NATIONAL MEMBERSHIP VICE-CHAIR (NMCVC)

Terms of Office

- Will be appointed by the National President in consultation with the National Membership Chair during the odd years for a two year term.
- Term is eligible for renewal, if requested by the National President.
- May serve a maximum of four years consecutively.

Duties and Responsibilities

- Will have voice and vote at meetings of the National Membership Council.
- Will serve as a member of the National Executive Board in the absence of the chair.
- Will be responsible for annual updates to the membership handbook.

- Will serve as recording secretary for the National Membership Council, which includes electronic meetings.
- Will submit articles to the APA National Newsletter.
- Will work with the National Treasurer to maintain accurate records of members with dues in arrears and submit changes to the Office Manager.

Regional Membership Council Chair (RMC)

Terms of Office

- Will be appointed by the Regional President during the odd years for a four year term.
- Term is eligible for renewal, if requested by the regional president
- May serve a maximum of eight years consecutively.

Duties and Responsibilities

Regional Level

- Will serve as a member of the Regional Executive Board.
- Will report on goals and accomplishments at the annual Regional Executive Board Meeting as well as at the annual regional business meeting
- Will submit names of new members to the Regional President to be recognized at the Regional Conference.
- Prior to the Regional Conference, obtain a list from the Office Manager of members in good standing. Only those who are current with dues may vote at the Regional Business Meeting.
- Will submit an article for Regional newsletter and keep the web master informed of changes to the membership section of the Regional website up-to-date. Are encouraged to submit articles to the newsletters of their region's presbyteries and synods about membership in APA, all conferences and continuing education programs that have been planned for the region.
- Will work with the Regional Treasurer to maintain accurate records of members with dues in arrears and submit changes to the National Chair and National APA Office Manager.
- Will work with the Regional President and Regional Certification Chair to complete the Annual Regional Report which is to be submitted within two weeks of the completion of the regional conference.
- Will attend at least one National Conference prior to taking office as Regional Membership Chair.

National Level

- Will communicate quarterly with the National Membership Chair.
- Will maintain the regional membership database and submit changes to the National APA Office Manager and National Membership Chair in a timely manner.
- Will submit reports quarterly to the National APA Office Manager and the National Membership Council chair
- Will have voice and vote at Annual Business Meeting.

Regional Membership Council Vice Chair (RMCVC)

Terms of Office

- Will be appointed by the Regional President in consultation with the Regional Membership Chair during the odd years for a two year term.
- Term is eligible for renewal, if requested by the Regional President.
- May serve a maximum of four years consecutively.

Duties and Responsibilities

- Will have voice and vote at meetings of the Regional Membership Council.
- Will serve as a member of the Regional Executive Board in the absence of the chair.
- Will be responsible for annual updates to the membership handbook.
- Will serve as recording secretary for the Regional Membership Council, which includes electronic meetings.
- Will work with the Regional Treasurer to maintain accurate records of members with dues in arrears and submit changes to the Office Manager.



Membership Form
January 1, 20__ - December 31, 20__

20__ Dues

Membership Categories:

- New Member: \$75.00
- Active Member: \$75.00
- Affiliate Member: \$75.00
- Retired Member: \$32.50

No dues are required for:

- Honorary Member
- Honorary Life Member

Renewal of membership after February
1st add \$10.00

Contributions to:

Joyce Bauer Scholarship Fund: \$
Life Member Scholarship Fund: \$

Total Enclosed \$

Please make checks payable to:

**Administrative Personnel Association
(PCUSA)**

Mail form & check to:

Carol Ferrantelli, Treasurer
First Presbyterian Church
501 El Dorado Street
Monterey, CA 93940

Optional Information {Statistical purposes only}

Denomination:

- PCUSA
- RCA
- PC in Canada
- Baptist
- Lutheran
- Roman Catholic
- Episcopal
- Other

Race:

- African American
- Caucasian
- Indigenous North American
- Other
- Asian American
- Hispanic

Please complete the following for our records:

Name:

Home Address:

Home Phone:

Home Email:

Employer:

Title:

Work Address:

Work Phone:

FAX:

Work Email:

I prefer to use this email address:

Home Office

Date of Birth (mm/dd/yy):

How did you hear about us?

Year Joined:

Region:

Completed Level of Certification:

Administrative Personnel Association (APA) Standards of Ethical Conduct

As a member of the Administrative Personnel Association (APA) of the Presbyterian Church (U.S.A.) I commit myself to the following standards of ethical conduct:

- Spiritual commitment to Jesus Christ and regard my work as a Christian vocation
- Recognizing the need for continuing professional education and training
- Being knowledgeable of the governing documents of the association and be committed to the mission of the association by:
 - Upholding the bylaws, policies and procedures of APA and when in disagreement follow defined procedures for recommending changes
 - Communicating in a timely manner
 - Participating with other colleagues in organized efforts to share new knowledge and development in professional practices
 - Showing professionalism to all those with whom I make contact on behalf of the association
- Maintaining a pleasant attitude in meeting and communicating with people, treating each person as a child of God by:
 - Showing respect for each other, the moderator, work of committees and the voice of the majority
 - Refraining from personal attacks or embarrassing comments
 - Listening and respect all viewpoints
 - Focusing on issues rather than personalities
 - Refraining from gossip and abusive speech
- Being trustworthy with confidential information

I have read and agree to the above mentioned Standard of Ethical Conduct.

Signed _____ Date _____

**ANNUAL REGIONAL REPORT
ADMINISTRATIVE PERSONNEL ASSOCIATION, INC.**

REGION: _____

DATE: _____

Within two weeks of the end of your regional conference, the **Regional President, Certification Chair and Membership Chair** should each complete this form and send to the National Office Manager, APA Webmaster, National Certification Chair and National Membership Chair.

NEW REGIONAL OFFICERS

President

Name
Address
Phone
Email

President Elect

Name
Address
Phone
Email

Past-President

Name
Address
Phone
Email

Secretary

Name
Address
Phone
Email

Treasurer

Name
Address
Phone
Email

CERTIFICATION CHAIR

Members Certified at Regional Conference

LEVEL I

LEVEL II

LEVEL III

MEMBERSHIP CHAIR

MEMBER INFORMATION CHANGES {name, email, address, phone etc.}:

NEW LIFE MEMBERS:

REMOVE FROM MEMBERSHIP LIST: