

ADMINISTRATIVE PERSONNEL ASSOCIATION



Membership Council Handbook

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PURPOSE

The Membership Committee is responsible for the membership of the Administrative Personnel Association of the Presbyterian Church (U.S.A.). This committee will be open to new ways of inviting members, increasing membership, and advertising membership events in APA.

MEMBERSHIP INFORMATION

A. Eligibility

All persons engaged in administrative work in any local church or church-related institution, governing body or agency of the Presbyterian Church (U.S.A.), or those denominations with which we have communion.

B. Classification of Membership

Active Member

Persons employed in positions, listed above, whose dues are paid annually. However, to vote at a regional or a national business meeting dues must be current. May vote and hold office.

Affiliate Member

May be issued to a member of APA who has been engaged in administrative work in a local church, church-related institution, governing body or agency of the Presbyterian Church (U.S.A.) 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. May vote and hold office.

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.

Inquirer

An Inquirer may attend any conference or continuing education event in a given year without paying dues and without receiving credit toward certification. Course hours accumulated will be kept on file for one year from date taken. Within that year, if the inquirer becomes a member, those hours will count toward certification, as long as membership dues and certification fees have been paid.

Honorary Life Member

May be issued at the request of the Region to any member upon retirement from administrative work in any local church or church-related institution, governing body or agency of the Presbyterian Church (U.S.A.), 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 for at least 8 of the 10 years. May vote, may hold an appointed office. If in an elected office, may complete the current term. Payment of dues is not required.

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.

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.

(NOTE) Should either an Honorary 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.

MEMBERSHIP COUNCIL

A. DUTIES

The Membership Committee shall:

- Review and maintain the membership rolls to make sure all members are in compliance.
- Will provide up-to-date membership lists for each region.
- Work with the National Treasurer to maintain accurate records of members with dues in arrears.
- Review and maintain the Membership Handbook, which is included in the Manual of Operations.
- Will provide guidance and feedback in determining the future of APA and its membership.
- The chair shall submit quarterly reports to the President-Elect to be distributed to the Council.
- Meet prior to each Council meeting at the National Conference with all its recommendations reported to Council for action.

B. MEMBERS

The National Membership Council consists of the National Membership Council Chair, the National Membership Council Vice-Chair, the Regional Membership Council Chairs, and one Life Member Liaison.

C. TERMS OF OFFICE

National Membership Council Chair (NMCC)

- 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.
- Upon election, will attend officer training program provided at the national conference.

National Membership Vice-Chair (NMCVC)

- Will be appointed by the National President in consultation with the National Membership Council 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.

Regional Membership Council Chair

- Will be appointed by the Regional President 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.
- Upon election, will attend officer training program at the national conference.

Membership Council Life Member Liaison

- Shall be appointed by the President in consultation with the Membership Council in even years.
- Shall serve a two year term.
- Shall be eligible for renewal.
- Shall not exceed serving four years consecutively.

POSITION RESPONSIBILITIES

A. NATIONAL MEMBERSHIP COUNCIL CHAIR (NMCC)

Duties and Responsibilities

General

- Will have voice but vote in only tie situations during membership meetings.
- 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 with the Membership Council Vice-Chair preparing minutes of the 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 Council 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 Regional Membership Council 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 Membership Council Chairs prior to the National Conference.
- Will request, prior to the National Conference, names of Regional Membership Chairs who will be in attendance.
- Will request up-to-date membership lists from all Regional Membership Council Chairs by December 31 of each year.
- 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 membership report for the National conference registration packets.
- Will work with the National Treasurer to maintain accurate records of members with dues in arrears.

B. NATIONAL MEMBERSHIP VICE-CHAIR (NMCVC)

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 National Membership Council 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.

C. REGIONAL MEMBERSHIP COUNCIL CHAIR

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 National Membership Council Chair of members in good standing. Only those who are current with dues may vote at the Regional Business Meeting.
- Will submit articles 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 Membership Council Chair.
- Will work with the Regional President and Regional Accreditations and Standards 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 Council Chair.

National Level

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

D. HONORARY LIFE MEMBER LIAISON

Duties and Responsibilities

- Correspond with all life members several times a year updating them on new changes.
- Provide dates of conferences.
- Send birthday/get well/sympathy cards as needed.
- Provide feedback to the Membership Council from life members.
- Solicit scholarship funds



Annual Regional Report

Region _____

Date _____

Within two weeks of the end of your regional conference, the **Regional President, Accreditations and Standards Chair**, and **Membership Chair** should each complete this form and send to the National President, APA Webmaster, National Accreditations and Standards 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 _____

Accreditations and Standards Chair

Name _____

Address _____ Phone _____ Email _____

Membership Chair

Name _____

Address _____ Phone _____ Email _____

Members name and address certificated at regional conference

Level I _____

Level II _____

Level III _____

Continuing Education _____

Membership Chair

Member name, address, and/or email changes _____

New Life Members _____

Remove from List _____



Administrative Personnel Association (APA) Grant Application Form

Requests must be submitted 60 Days Prior to the Event)

A region may be awarded one Certification Grant and one Membership Grant per calendar year.

_____ **Certification Grant** {Maximum of \$100 may be used for offering classes at a one day seminar sponsored by an APA region}

_____ **Membership Grant** {Maximum of \$100 may be used for any type of new member promotion (e.g., luncheon for local secretaries)}

Date of Event _____ Region _____ Amount _____

Check made payable to:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Reason for Grant Request and Plan of Action (Tell us how you plan to use the grant money)

FOR CERTIFICATION GRANT

_____ Regional Accreditations and Standards Chair Signature _____ Date _____

_____ National Accreditations and Standards Chair Signature _____ Approval Date _____ Amount _____

FOR MEMBERSHIP GRANT

_____ Regional Membership Council Chair Signature _____ Date _____

_____ National Membership Council Chair Signature _____ Approval Date _____ Amount _____

INSTRUCTIONS FOR FORM COMPLETION

CERTIFICATION GRANT

- Be detailed in the description for the purpose of this grant money
- May be used for offering classes at a one day seminar sponsored by an APA member
- Course(s) being offered must be APA approved courses
- Member requesting the grant must submit the form to the Regional Accreditations and Standards Chair for approval
- Regional Accreditations and Standards Chair approves the application, signs and dates
- Regional Accreditations and Standards Chair submits to the National Accreditations and Standards Chair for approval
- The National Accreditations and Standards Chair sends to the Treasurer for payment
- National Accreditations and Standards Chair sends a copy to the member requesting the grant, to the Regional Accreditations and Standards Chair and Regional President
- All checks will be made payable to the member requesting the grant
- A region may be awarded one Certification Grant per calendar year

MEMBERSHIP GRANT

- Be detailed in the description for the purpose of this grant money
- May be used for any type of new member promotion (e.g., luncheon for local secretaries)
- Member requesting the grant must submit the form to the Regional Membership Council Chair for approval
- Regional Membership Council Chair approves the application, signs and dates
- Regional Membership Council Chair submits the application to the National Membership Council Chair for approval
- National Membership Council Chair submits original to the Treasurer for payment
- National Membership Council Chair sends a copy to the member requesting the grant, to the Regional Membership Council Chair and Regional President

NOTE

- All checks will be made payable to the member requesting the grant
- A region may be awarded one Membership Grant per calendar year



Administrative Personnel Association Honorary Life Membership Application

Name _____

Mailing Address _____

Home Phone _____ Cell Phone _____

Email _____ Region _____

Date joined APA _____ Date Retired or left employment _____

Name of Previous Employer _____

List Offices held (position/years held):

National Offices _____

Regional Offices _____

Please state in your own words why you think this person should be awarded an APA Honorary Life Membership:

Regional President's recommendation: _____

Signature of Regional President _____ Date _____

Date approved by Regional Executive Committee: _____

Date sent to National to obtain Certificate: _____

Date Region/National Awarded Honorary Life Membership: _____

ELIGIBILITY REQUIREMENTS

Honorary Life Membership is an honor and privilege. The following criteria must be met for a member to be eligible for Honorary Life Membership:

1. Is the person a member in good standing?
2. Have they been a member for 10 years or more?
3. Has this person held a regional or national office (elected or appointed) for at least 8 of the 10 years of membership?
4. Does this person want to become an Honorary Life Member? (sometimes these are presented as surprises and the person really is ready to move on).
5. Are they committed to continue to help with functions? (Regional or National)
(If the person is no longer interested in APA but just wants to maintain friendships and receive communication, they may do that by request of the region).

Note: When considering Honorary Life Members, please remember that if any of these people would like to remain active, they may vote but are restricted to only holding an appointed office.

Process after Honorary Life Membership eligibility has been determined:

1. Complete the application for Honorary Life Membership.
2. If being requested by another member or themselves, please have that person fill out the section stating why they think this person should be awarded Honorary Life Membership.
3. Once that is complete, the application should be given to the Regional President who would fill out the recommendation or decline it based on criteria submitted.
4. The Regional President will then present the decision to the Regional Executive Board for a vote.
5. Once the vote has been taken and passed, the form will be sent to the National Membership Council Chair for completion of an Honorary Life Membership Certificate signed by the National President.
6. The National President will send the certificate back to the Regional President for signature.
7. The Regional President will notify the recipient of the award and send a copy of the approved application to the Regional and National Membership Chair.
8. The Regional President will discuss with the recipient to schedule a time either at the next Regional or National conference for presentation of the Honorary Life Membership Certificate.
9. If the presentation is to be made at the National Conference, the Regional President will notify the National Membership Council Chair.