



# Administrative Personnel Association 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) (one of the following: President, Secretary, Treasurer,  
Membership Chair or Accreditations and Standards Chair):

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 Life Membership: \_\_\_\_\_

## ELIGIBILITY REQUIREMENTS

**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 for at least 8 of the 10 years of membership (President, Secretary, Treasurer, Membership Chair, or Accreditations and Standards Chair)?
4. Does this person want to become an Honorary Life Member? (Sometimes these are presented as surprises but 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 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 Life Membership eligibility has been determined:**

1. Complete the application for 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 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 a 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 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 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.