

American Academy of Certified Public Managers®



Standard Operating Procedures Manual

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**AMERICAN ACADEMY OF CERTIFIED PUBLIC MANAGERS®
STANDARD OPERATING PROCEDURES MANUAL**

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SUBJECT: INTRODUCTION

Purpose of this Manual. This Manual contains the *policies and procedures* that are applicable to the operation of the American Academy of Certified Public Managers® (AACPM) and its members. It shall serve the Board and membership by providing criteria, guidelines, and procedures necessary to carry out AACPM's programs and operations. This is a dynamic document that should reflect continued changes and improvements in the organization. Its objective is to be as complete as necessary to provide members with the basic information to perform the functions of AACPM, yet not so rigid that the organization becomes stagnant and unable to change.

Revisions. It will be the responsibility of the Secretary to maintain the Standard Operating Procedures (SOP) Manual. This shall include all changes to the policies and procedures resulting from AACPM Board or membership meetings or changes to the Constitution and Bylaws. The Board will review proposed changes to ensure that they are consistent with the AACPM Constitution and Bylaws and direct that the SOP Manual be updated accordingly.

Distribution. This manual shall be distributed, in whole or in part, as needed and as directed by the Board. Distribution shall include AACPM officers, Society Presidents, ASPA Executive Director, and others as directed by the Board. Distribution of this manual can be done electronically, digitally (CD), or by printed copy. The most current version shall be made available on the AACPM website.

Procedures not Addressed. Any questions of parliamentary procedure not covered in this manual should be determined in accordance with the latest edition of *Roberts Rules of Order Newly Revised*.

SUBJECT: DEFINITIONS

The following terms and definitions shall apply in all matters pertaining to AACPM:

AACPM or Academy – American Academy of Certified Public Managers®.

Academy Year or Operating Year – April 1 – March 31.

Annual Meeting – The yearly meeting/conference of the Academy.

ASPA – American Society for Public Administration

Board of Directors or Officers – Chair, Chair-Elect, Past Chair, Secretary, Treasurer, Members-at-Large and the Consortium Liaison.

Consortium – National Certified Public Manager® Consortium.

CPM – Certified Public Manager®.

Delegate – A member in good standing selected by their Society to participate in the House of Delegates.

Fiscal Year – A calendar year

Good Standing – All ASPA and AACPM dues for the current year have been remitted.

Member – Any person in good standing in ASPA and the American Academy of Certified Public Managers® Section.

Membership Year – The one year period of time from the date a member joins/renews until the date their membership must be renewed or expires.

Society – An organization chartered by the AACPM, composed of AACPM members residing in the geographic area covered by that Society.

Term of Service – The length of time a person serves in an elected or appointed position, from the time their service goes into effect until the time their service ends due to expiration of the appointment, conduct of a subsequent election, or advancement to another position.

SUBJECT: STATEMENT OF PURPOSE

The **purpose** of the American Academy of Certified Public Managers® shall be as follows:

- To unite Certified Public Managers®;
- To encourage the acceptance of public management as a profession established upon an underlying body of knowledge;
- To promote high professional, educational, and ethical standards in public management;
- To improve communication, cooperation, and coordination among public entities;
- To foster leadership through example and innovation;
- To facilitate positive changes which enhance the delivery of public services.

SUBJECT: VISION, MISSION, AND GOALS

Our Vision. The vision of an organization states its destination. For AACPM, it is “World class leaders and managers for the public sector.”

Our Mission Statement. The mission statement provides a road map to reach the vision. The initial AACPM mission statement was developed in 1989. It was “to promote effective public management by establishing the Certified Public Manager[®] credential as the recognized standard for professional practice.”

As AACPM has evolved, so has its mission. Our current mission is:

Promoting professionalism, excellence, and quality principles in public management through:

- Endorsement of dynamic leadership, high ethical standards, and education, development, and training dedicated to serving the public interest;
- Advocacy of the Certified Public Manager[®] program as an ideal comprehensive management development program;
- Performance as a professional association to maintain the highest standards for management and management training.

Our Goals. The high level, overarching goals of AACPM are as follows:

- To provide effective OPERATIONS conducive to a national organization;
- To improve and enhance COMMUNICATIONS between AACPM, ASPA, CPM Societies, the Membership, the Consortium, the CPM Education Foundation, and others;
- To encourage active MEMBERSHIP and to recognize outstanding individuals and accomplishments by members;
- To provide tangible MEMBER SERVICES;
- To develop a system of METRICS to assess progress.

SUBJECT: CODE OF ETHICS

Purpose. Members of AACPM must maintain a high standard of conduct in order to appropriately serve the public. The standard of conduct set forth in this Code of Ethics provides basic principles for the exercise of public managerial responsibilities. By acceptance, members assume an obligation to AACPM and its purpose and agree to comply with its Constitution and Bylaws.

The **Code of Ethics** states that members shall:

- Perform their professional duties with honesty and fairness;
- Contribute to the advancement of the dignity and integrity of the public management profession;
- Respect the sensitivity of information obtained in the course of their professional activities and not disclose any information that is deemed confidential;
- Uphold the rights of others in all of their personal and professional activities;
- Use neither their positions with AACPM nor their public employment to secure privileges or advantages for themselves or others;
- Neither offer, give, nor accept any payment or gift to influence, or appear to influence, the judgment of public officials or the exercise of their public responsibilities;
- Seek to maintain the highest degree of professionalism;
- Maintain and advance their knowledge of the public management field and contribute to the growth of the profession;
- Work to raise the standards of excellence of the profession and to facilitate professional development of all practitioners.

Proposal of Revisions. The Operations Committee shall be responsible for proposing changes or amendments to the Code of Ethics.

Approval of Revisions. The Code of Ethics may be amended by a majority of the voting members at any duly noticed election.

SUBJECT: CONSTITUTION AND BYLAWS

Purpose. There exists a Constitution and Bylaws for the American Academy of Certified Public Managers[®] consistent with the Statement of Purpose and ASPA requirements. The most current version of the Constitution and Bylaws, dated October 17, 2012, is incorporated herein by reference.

Proposal of Amendments. Any proposed amendments must first be submitted to the Operations Committee, and then must be filed with the Secretary at least two months prior to the date of the election at which the amendment will be considered. The Secretary shall provide at least 30 days advance notice of proposed amendments to the Board of Directors and to the membership.

Approval of Amendments. The Constitution and Bylaws may be amended by a majority of the voting members. An amendment is effective upon adjournment of the meeting at which it is adopted, or upon conclusion of the voting period if conducted electronically, unless otherwise stated. Upon adoption of an amendment to the Bylaws, the Secretary may correct punctuation, grammar or numbering where appropriate, so long as the correction does not change the meaning of the amendment.

SUBJECT: THE BOARD OF DIRECTORS

The officers (i.e., Board of Directors or Board) of the Academy shall be the Chair, Chair-Elect, Past Chair, Secretary, Treasurer, Consortium Liaison, Member-at-Large Programs, Member-at-Large Membership and Member-at-Large Communications. All officers shall be members in good standing in the Academy. The Chair positions and Consortium Liaison require the member to hold the CPM credential.

Powers and Functions. Between meetings of the membership, the Board of Directors shall perform the functions that the membership itself might perform. Further, Board members have duties related to each committee working within the Academy.

Meetings of the Board. The Board of Directors shall meet at the annual meeting, and at least one other time during the Academy year. Special meetings may be called by the Chair, or at the request of at least four (4) members of the Board. "Conference call" meetings are acceptable. Five (5) members of the Board constitute a quorum. It is recommended that the Board hold its face-to-face meetings at sites chosen to minimize the overall travel expenses for the individuals involved.

Election to Office. The Chair for a particular year shall be the individual who presided as Chair-Elect the preceding year. The Past Chair is the person who presided as Chair the preceding year. No process is required to fill these offices. The Chair-Elect, Secretary, Treasurer, and the Members-at-Large shall be elected by vote of the AACPM membership from the slate of nominees presented by the Operations Committee. Candidate selection shall be made from a ballot consisting of a minimum of two (2) nominees per office (when possible).

Eligibility. Service in an office for an unexpired term does not make that officer ineligible for nomination or election to any office.

Vacancy of Office. In the event of the absence, death or resignation of:

- A. Chair: The Chair-Elect shall become Chair and assume responsibility for the functions of the office, completing the unexpired term, and continuing in the office of Chair for the term for which they were originally elected.
- B. Chair-Elect: Within ten (10) days, the Chair shall notify the membership of the vacancy in the most widespread manner practical. The Board of Directors shall appoint an eligible member to fill the office for the unexpired term in an interim capacity. The position is to be filled by election at the next regular election.
- C. Any other Officer: The Board of Directors shall appoint an eligible member to fill the office for the unexpired term.

Terms of Office. The AACPM Chair, Chair-Elect and Past Chair shall serve for one year. The AACPM Secretary, Treasurer and Members-at-Large shall serve for two consecutive years. A Chair-Elect is elected each year. The Secretary and Member-at-Large Programs are elected in even numbered years; the Treasurer and Members-at-Large for Communication and Membership are elected in odd numbered years.

Oath of Office. Newly elected officers are sworn in by the sitting Academy Chair upon conclusion of the election. The Oath of Office is as follows:

“We are installing today our newly elected Chair-Elect, (Secretary, Member-at-Large - Programs and Consortium Liaison, OR Treasurer, Member-at-Large - Communications and Member-at-Large - Membership) for terms beginning April 1, 20XX. As newly elected members of the Board of Directors of the American Academy of Certified Public Managers[®], will you:

- *Agree to faithfully execute the duties of the office to which you were elected;*
- *Abide by the provisions of the organization’s Constitution & Bylaws; and*
- *Uphold the professional principles of public managers as espoused in our organization’s Code of Ethics.*

Please signify by saying, “I will”. (pause to allow the officers to respond)

Having publicly committed to these duties and obligations, it is my pleasure to confirm your installation to the Board of Directors of the Academy.”

Removal of an Officer. An officer may be discharged for misconduct or neglect of duty in office. The procedure for determining removal of an officer is as follows:

- A. A charge of improper conduct or neglect of duty is made;
- B. A confidential investigation is made by the Operations Committee of all allegations against the officer;
- C. If the committee finds substance to the allegations, a resolution is prepared preferring specific charges. If the committee finds no validity to the allegations, a resolution is likewise prepared exonerating the member;
- D. The committee provides written notification to the accused of all charges and provides for the presentment of the resolution of charges and rebuttal by the accused before a closed meeting of the Board of Directors;
- E. The Board of Directors shall decide, by majority vote, upon both the question of guilt and the penalty to be imposed;

The decision of the Board of Directors shall be final.

SUBJECT: DUTIES & RESPONSIBILITIES OF THE CHAIR

The Chair shall be the chief executive officer of the Academy and shall be responsible for the management of its operation, including the implementation of policies adopted by ASPA, the Board of Directors, the Operations Committee, and the members. The Chair shall preside at the meetings of the Academy and the Board of Directors. The Chair is further responsible for monitoring and directing Academy activities to ensure objectives are being met.

More specifically, these duties include, but are not limited to:

- A. Act as primary liaison between the Academy and ASPA;
- B. Act as primary liaison between the Academy and the Consortium;
- C. Appoint committee chairs and members as prescribed. All appointments are subject to the approval of a majority of the Board;
- D. Chair the Awards and Recognition Committee and be a member ex-officio, without vote, on all committees;
- E. Cause to be sent to each member of the Board of Directors and members, when applicable, notification of all meetings at least one (1) month prior to the meeting. A written agenda for the meeting shall be included with the notification;
- F. Authorize Treasurer to disburse funds under Board guidelines in accordance with the approved budget. The Chair shall be an authorized signatory for Academy checks;
- G. Subject to the direction of the incoming Chair, complete unfinished business through April 30 following their term of office;
- H. Determine the location of the Board meetings, with the approval of a majority of the Board;
- I. Keep the Chair-Elect informed on all Academy activities.
- J. Coordinate Email activities of issues and motions including bringing an issue forward, accepting motions/seconds, summarizing discussion, conducting the vote, and delegating any subsequent tasks;
- K. Support the Past-Chair in communicating with existing Societies about how the Academy can assist them, and mentoring activities with potential new Societies; and
- L. Deliver to the incoming Chair, all files, papers and other property belonging to the Academy immediately upon retiring from office.

Term of Office. The term of office of the Chair is one year. The Chair shall succeed to the office of Past Chair upon conclusion of their term of office as Chair.

SUBJECT: DUTIES & RESPONSIBILITIES OF THE PAST- CHAIR

The Past-Chair shall act as an advisor to the Board, and perform other duties as directed by the Chair.

More specifically, these duties include, but are not limited to:

- A. Act as an advisor to the Board and provide assistance and guidance as needed;
- B. Compile the Annual Report of the Academy for the year in which they were Chair; and
- C. Deliver to the incoming Past-Chair all files, papers and other property belonging to the Academy immediately upon retiring from office.

Term of Office. The term of office of the Past Chair is one year. The Past Chair may seek election to another office upon completion of their term.

SUBJECT: DUTIES & RESPONSIBILITIES OF THE CHAIR- ELECT

The Chair-Elect shall chair the Operations Committee; and perform other duties as directed by the Chair.

More specifically, these duties include, but are not limited to:

- A. Perform the duties of the Chair in the Chair's absence or inability to serve;
- B. Chair the Operations Committee;
- C. Conduct the election of officers as prescribed elsewhere in these Procedures;
- D. Collect and prepare necessary documentation for proposed bylaws changes;
- E. Collect and prepare proposed Standard Operating Procedure changes;
- F. Lead the Strategic Planning process;
- G. Act as a secondary contact between the Academy and ASPA;
- H. Act as secondary contact between the Academy and the Consortium;
- I. Develop projects or programs that they will recommend and implement during their term as Academy Chair;
- J. Deliver to the incoming Chair-Elect all files, papers and other property belonging to the Academy immediately upon retiring from office.

Term of Office. The term of office of the Chair-Elect is one year, but election to the position of Chair-Elect begins a three-year commitment on the Board of Directors, first as Chair-Elect, then as Chair, and finally as Past Chair. The Chair-Elect shall succeed to the office of Chair upon conclusion of the term of office of Chair-Elect for which they were elected, or upon a vacancy in the office of Chair.

SUBJECT: DUTIES & RESPONSIBILITIES OF THE SECRETARY

The Secretary shall record the minutes of all meetings of the Academy; serve as custodian of the Constitution & Bylaws, Standard Operating Procedures, records and files of the Academy; and perform other duties as directed by the Chair.

More specifically, these duties include, but are not limited to:

- A. File annual registration with the Georgia Secretary of State at www.sos.ga.gov/corporations no later than April 1, each calendar year. The Academy's control number is J406673;
- B. Maintain all files, both permanent and year-specific;
- C. Record minutes of all business meetings (conference calls, e-meetings, etc.);
- D. Submit draft minutes to Board within 30 days; edit as requested; provide final copy at next Board meeting for signature by Chair and Secretary;
- E. Receives reports on prior year activities from Society Presidents for the Board of Directors review by January 30th of each year.
- F. Requests and receives all committee reports for the annual Board planning meeting;
- G. Incorporate approved changes into official Constitution & Bylaws; distribute as directed;
- H. Incorporate approved changes into the Standard Operating Procedures and distribute as directed;
- I. File the Academy Trademark declaration of continuing use and renewal applications at the appropriate intervals as described elsewhere in these Procedures to ensure continued protection of the Academy's name; and,
- J. Deliver to the incoming Secretary all files, papers, and other property belonging to the Academy immediately upon retiring from office.

Term of Office. The Secretary serves a two-year term and may seek re-election.

SUBJECT: DUTIES & RESPONSIBILITIES OF THE TREASURER

The Treasurer shall assume responsibility for the financial affairs of the Academy and act as Chief Financial Officer. As such, shall chair the Finance Committee, make recommendations concerning the Academy's financial affairs to the Chair; and perform other duties as directed by the Chair.

More specifically, these duties include, but are not limited to:

- A. Chair the Finance Committee, developing the Academy's annual proposed budget and accompanying report for presentation at the House of Delegates meeting;
- B. Ensure that the budget, which is prepared on an operating year basis, provides for the continuation of current programs as well as for the projects and programs the incoming Chair plans to pursue;
- C. Keep complete and accurate account of all revenues and expenditures, which shall be subject at all times to examination by the Board;
- D. Disburse funds upon the receipt of original invoices, approved invoice copies, and properly executed vouchers (cut checks, affix signature, and forward to second signatory);
- E. Distribute written Financial reports at all meetings of the Academy, House of Delegates, and the Board of Directors;
- F. Have the books reviewed by May 15th of any year following a change in Treasurer, by an audit committee approved by the Board. The review report shall be presented to the Board through the Finance Committee, and to the Delegates as part of their delegate packet;
- G. Ensure that the findings and recommendations from the financial reviews presented through the Finance Committee are resolved through actions by the Board or the House of Delegates.
- H. Obtain the membership database from ASPA and provide to the MAL - Membership for roster preparation;
- I. Disburse membership dues to Societies for their members within 30 days of receipt of Academy dues from ASPA for the preceding quarter's roster (cut checks, affix signature, and forward to second signatory);
- J. Monitor all investment accounts and report performance to the Board on a quarterly basis; and,
- K. Deliver to the incoming Treasurer all files, papers and other property belonging to the Academy immediately upon retiring from office.

Term of Office. The Treasurer serves a two-year term and may seek re-election.

**SUBJECT: DUTIES & RESPONSIBILITIES OF THE MEMBER-AT-LARGE -
COMMUNICATIONS**

The Member-at-Large - Communications shall perform duties related to various Academy publications, membership communications, web site and social media; and shall perform other duties as assigned by the Chair.

More specifically, these duties include, but are not limited to:

- A. Chair the Communications Committee with direct responsibility for the newsletter, brochure, and other printed material not directly assigned to another Board member;
- B. Promote meetings and Academy events in AACPM and ASPA newsletters, website and other communications media as appropriate;
- C. Summarize highlights of meetings and Academy events for AACPM and ASPA newsletters, website and other communications media as appropriate;
- D. Review the Academy website regularly and provide updates to the webmaster to ensure that information on the site is kept current;
- E. Provide information updates and engage the membership in conversation using the Academy social media accounts on a frequent basis, occurring at least bi-weekly in some form as a target frequency, to be adjusted as warranted by activity and content availability;
- F. Prepare news releases and issue to appropriate media outlets to publicize Academy news, events and accomplishments;
- G. Ensure that the Academy domain name is renewed every other year; and,
- H. Deliver to the incoming MAL - Communications all files, papers and other property belonging to the Academy immediately upon retiring from office.

Term of Office. The Member-at-Large - Communications serves a two-year term and may seek re-election.

**SUBJECT: DUTIES & RESPONSIBILITIES OF THE MEMBER-AT-LARGE -
PROGRAMS**

The Member-at-Large - Programs shall perform duties related to various Academy programs, including the annual conference, House of Delegates meeting, or other programs undertaken; and shall perform other duties as assigned by the Chair.

More specifically, these duties include, but are not limited to:

- A. Chair the Programs Committee with direct responsibility for planning, and coordinating all AACPM sponsored programs and events, including the annual conference;
- B. Act as the primary contact between the Academy and ASPA for purposes of conference planning and coordination;
- C. Deliver to the incoming MAL - Programs all files, papers and other property belonging to the Academy immediately upon retiring from office.

Term of Office. The Member-at-Large - Programs serves a two-year term and may seek re-election.

**SUBJECT: DUTIES & RESPONSIBILITIES OF THE MEMBER-AT-LARGE -
MEMBERSHIP**

The Member-at-Large - Membership shall perform duties related to membership and Society relations; mentoring potential new Societies to admission; and shall perform other duties as assigned by the Chair.

More specifically, these duties include, but are not limited to:

- A. Chair the Membership Committee with direct responsibility for member and Society relations, acting as primary contact for members and Societies in need of assistance and support;
- B. Act as primary contact for new Societies in developing their affiliation with the Academy;
- C. Work with the Membership committee, Societies and the Board to develop membership recruitment and retention strategies;
- D. Prepare membership rosters on a quarterly basis for each Society, as well as an unaffiliated members roster, and provide rosters to each Society and to the Treasurer for dues reconciliation;
- E. Create new member certificates when requested and mail them (along with any new member materials created by the Academy) to the requesting member;
- F. Assist the President in communicating with each Society to determine how best to assist them;
- G. Administer the Society Grant Program in years where that program is funded; and
- H. Deliver to the incoming MAL - Membership all files, papers and other property belonging to the Academy immediately upon retiring from office.

Term of Office. The Member-at-Large - Membership serves a two-year term and may seek re-election.

SUBJECT: DUTIES & RESPONSIBILITIES OF THE CONSORTIUM LIAISON

The Consortium Liaison shall perform duties related to Academy relations with the Consortium; and shall perform other duties as assigned by the Chair.

More specifically, these duties include, but are not limited to:

- A. Attend Consortium meetings as a representative of the Academy, exercising one of the Academy's two votes on the Consortium Board;
- B. Report to the Board on Consortium issues pertinent to the Academy;
- C. Summarize highlights of Consortium meetings and events in an annual report for the Board;
- D. Deliver to the incoming Consortium Liaison all files, papers and other property belonging to the Academy immediately upon retiring from office.

Term of Office. The Consortium Liaison is an appointed position and serves a two-year term. The incumbent may serve consecutive terms as mutually agreed upon by the office holder and the AACPM Chair, and approved by the Board.

**AMERICAN ACADEMY OF CERTIFIED PUBLIC MANAGERS®
BOARD OF DIRECTORS HISTORICAL LISTING**

	<u>Chair</u>	<u>Chair-Elect</u>	<u>Secretary</u>	<u>Treasurer</u>	<u>Past Chair</u>
1988-89	Bobby Ann Clark (LA)	John McMurdie (AZ)	Paulette M. Laubsch (NJ)	Barbara H. Barnell	
1989-90	Bobby Ann Clark (LA)	Paulette M. Laubsch (NJ)	George C. Banks (FL)*	Barbara H. Barnell(GA)	Brian McKeever (NJ)**
1990-91	Paulette M. Laubsch (NJ)	Margaret J. Bailey (NC)	George C. Banks (FL)	Myrtle H. Pettit (LA)	Bobby Ann Clark (LA)
1991-92	Margaret J. Bailey (NC)	George C. Askew (GA)	George C. Banks (FL)	Myrtle H. Pettit (LA)	Paulette M. Laubsch (NJ)
1992-93	George C. Askew (GA)	George C. Banks (FL)	Sandra M. Norman (LA)	Edward R. Burt, III (NC)	Margaret J. Bailey (NC)
1993-94	George C. Banks (FL)	Nancy E. DeWitt (LA)	Sandra M. Norman (LA)	Edward R. Burt, III (NC)	George C. Askew (GA)
1994-95	Nancy E. DeWitt (LA)	Barbara H. Vagenas (GA)	Patricia J. Hagler (NC)	Linda M. Dawkins (LA)	George C. Banks (FL)
1995-96	Barbara H. Vagenas (GA)	Craig D. Odekirk (UT)	Patricia J. Hagler (NC)	Linda M. Dawkins (LA)	Nancy E. DeWitt (LA)
1997	Craig D. Odekirk (UT)	Lewis J.B. Logan (OK)	Brian C. Gough (UT)	Diane M. Sneed (FL)	Barbara H. Vagenas (GA)
1998	Lewis J.B. Logan (OK)	Mary P. Robinson (MS)	Bonnie J. Weaver (AL)	Larry P. Totten (KY)	Craig D. Odekirk (UT)
1999	Mary P. Robinson (MS)	Dennis J. Magee (FL)	Bonnie J. Weaver (AL)	Larry P. Totten (KY)	Craig D. Odekirk (UT)***
2000	Dennis J. Magee (FL)	Thomas H. Patterson (LA)	Barbara C. Pepper (MS)	Larry P. Totten (KY)	Mary P. Robinson (MS)
2001	Thomas H. Patterson (LA)	Kay N. Rogers (SC)	Barbara C. Pepper (MS)	Edward R. Burt, III (NC)	Dennis J. Magee (FL)
2002	Kay N. Rogers (SC)	Larry P. Totten (KY)	Julie R. Felice (UT)	Edward R. Burt, III (NC)	Thomas H. Patterson (LA)
2003	Larry P. Totten (KY)	Ronald L. Buchholz (WI)	Julie R. Felice (UT)	Edward R. Burt, III (NC)	Kay N. Rogers (SC)
2004	Ronald K. Buchholz (WI)	Debbie J. Smith (OK)	Julie R. Felice (UT)	Edward R. Burt, III (NC)	Larry P. Totten (KY)
2005	Debbie J. Smith (OK)	William G. Herman (NH)	Julie R. Felice (UT)	Larry Gordon (AZ)	Ronald K. Buchholz (WI)
2006	William G. Herman (NH)	Julie R. Felice (UT)#	Judy A. Dennis (OK)	Larry Gordon (AZ)	Debbie J. Smith (OK)
2007	Ronald K. Buchholz (WI)#	Gregory D. Hyland (AZ)	Judy A. Dennis (OK)	Larry Gordon (AZ)	William G. Herman (NH)
2008	Gregory D. Hyland (AZ)	Stephen J. Mastro (NJ)	Debra Bourbeau (NH)	Larry Gordon (AZ)	Ronald K. Buchholz (WI)
2009	Stephen J. Mastro (NC)	Joyce Doakes Smith (OK)	Debra Bourbeau (NH)	Reva Tisdale (ID)	Gregory D. Hyland (AZ)
2010	Joyce Doakes Smith (OK)	Jeffrey A. Kramer (AZ)	Debra Bourbeau (NH)	Reva Tisdale (ID)	Stephen J. Mastro (NC)
2011	Jeffrey A. Kramer (AZ)	Keith Heaton (UT)	Debra Bourbeau (NH)	Reva Tisdale (ID)	Joyce Doakes Smith (OK)
2012	Keith Heaton (UT)	Larry Totten (KY)##	Debbie Smith (OK)	Reva Tisdale (ID)	Jeffrey A. Kramer (AZ)
2013	Mitchell J. Stern (NJ)##	Jeffrey A. Kramer (AZ)##	Debbie Smith (OK)	Kathy Skiera (WI)	Keith Heaton (UT)
2014	Mitchell J. Stern (NJ)	Lane Bailey (AR)	Loretta Tillery (NCR)	Kathy Skiera (WI)	Keith Heaton (UT)##
2015					
2016					
2017					
2018					
2019					
2020					
2021					
2022					
2023					
2024					
2025					

**AMERICAN ACADEMY OF CERTIFIED PUBLIC MANAGERS®
BOARD OF DIRECTORS HISTORICAL LISTING**

	<u>Member-at-Large/ Communications</u>	<u>Member-at-Large/ Membership</u>	<u>Member-at-Large/ Programs</u>	<u>Consortium Liaison</u>
2000	Jeffrey A. Kramer (AZ)	- - -	- - -	- - -
2001	Jeffrey A. Kramer (AZ)	Larry P. Totten (KY)	- - -	- - -
2002	Jeffrey A. Kramer (AZ)	H. Haywood Poole (NC)	- - -	- - -
2003	William G. Herman (NH)	H. Haywood Poole (NC)	- - -	- - -
2004	William G. Herman (NH)	Robinil H. Jameson (KY)	- - -	- - -
2005	Gregory D. Hyland (AZ)	Robinil H. Jameson (KY)	- - -	- - -
2006	Gregory D. Hyland (AZ)	Robinil H. Jameson (KY)	- - -	- - -
2007	Rebecca J. Bryant (AR)	Robinil H. Jameson (KY)	- - -	- - -
2008	Rebecca J. Bryant (AR)	Debbie J. Smith (OK)	- - -	- - -
2009	Barbara C. Pepper (MS)	Debbie J. Smith (OK)	- - -	- - -
2010	Barbara C. Pepper (MS)	Linda Jefferson (NC)	- - -	- - -
2011	Michael Shoemaker (UT)	Linda Jefferson (NC)	- - -	- - -
2012	Michael Shoemaker (UT)	Debra Bourbeau (NH)	- - -	- - -
2013	Rebecca J. Bryant (AR)	- - -	- - -	Julie Felice (UT)
2014	Rebecca J. Bryant (AR)			Julie Felice (UT)
2015				
2016				
2017				
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2030				

**AMERICAN ACADEMY OF CERTIFIED PUBLIC MANAGERS®
BOARD OF DIRECTORS HISTORICAL LISTING**

Notes:

In 1996, the Academy switched its elected terms to calendar year; Secretary and Treasurer were made two-year terms.

In 2000, two Members-at-Large positions (Conferences & Communications, and Member Affairs) were created with two-year terms. Initial appointments were made through 2000 for one, and through 2001 for the other.

* Phil Wells (FL) was elected but resigned, George Banks (FL) replaced.

** Did not serve as President.

*** Lewis J.B. Logan (OK) resigned during term; Craig Odekirk (UT) replaced

Julie R. Felice (UT) did not serve as President.

In 2013 the title of Chair was instituted in replacement for the title of President in all applicable officer position titles, MAL - Conferences & Communications was shortened to MAL – Communications, and the position of Member-at-Large - Membership was discontinued. The appointed position of Consortium Liaison was created.

Larry Totten (UT) resigned during term. Mitchell Stern (NJ) moved up from Chair-Elect to Chair, Jeffrey Kramer (AZ) appointed to interim term as Chair-Elect. Keith Heaton served an additional year as Past President for 2014.

In 2014 the elected positions of Member-at-Large – Membership and Member-at-Large – Programs were created with two-year terms, and Consortium Liaison was added to the Board with a two-year appointed term. The two MAL positions were appointed initially, with the MAL – Membership serving an initial 1-year appointed term in order to enter the alternating two-year term cycle.

SUBJECT: FINANCIAL POLICIES AND PROCEDURES

Fiscal Year. The Academy fiscal year is established as a calendar year.

Federal Identification Number. The Academy's Federal Identification is #58-1779206.

Tax Status. The Academy is tax-exempt under Section 501(c)(6) of the Internal Revenue Service Code. Tax-exempt status was granted on April 20, 1994. A tax return is required to be filed annually to maintain exempt status.

Bank Accounts. All monies shall be deposited into federally insured accounts with financial institutions recommended by the Treasurer and approved by the Board of Directors. The Board shall decide upon an investment strategy for AACPM funds and will empower the Treasurer to implement that strategy. Each year, upon a change in the Academy Board, it is the Treasurer's responsibility to secure new signature authorization cards from the bank. The signature cards are to be signed by the Chair, Treasurer, and Chair-Elect. Two officers must sign all checks.

Deposit of Funds. To provide better financial control over funds received, all deposits will be made into the checking account. Funds in excess of current needs will then be transferred into the reserve account to maximize interest income. If the reserve account is fully funded in accordance with this policy, then excess funds may be deposited into an investment account in accordance with the investment policy.

Reserve Account. The financial reserve account exists to provide funds in event of an unexpected financial crisis as determined by the Board of Directors. Use of reserve funds may be authorized by the Board. The reserve account shall strive to maintain a balance equal to a minimum of \$25,000. Funds eligible for deposit into the reserve account include prior year's budget surplus, forfeited Society assets, donations, account interest income, etc. Funds in excess of the minimum balance may be retained within the reserve account or may be transferred to an investment account upon Board approval.

Annual Budget. The Treasurer and Finance Committee shall develop a proposed annual budget and shall prepare a written report for approval at the annual House of Delegates meeting.

Budget Overruns/Adjustments. The budget, as approved by the Board of Directors, is a working document outlining a plan for the receipt and expenditures of funds sometimes months before or after the actual budget term begins. The Board is responsible for remaining within the "spirit" of the approved budget, but also has the authority to approve line item overruns and make other adjustments as needed during the course of the budget cycle. All changes to the budget will be fully documented in the minutes of Board meetings.

Financial Records. The financial records of the Academy are the responsibility of the Treasurer. The records are maintained on an accrual basis with revenue and expenses recognized in the year in which they occur. In 2001, the Academy adopted a new format for budgeting and for recording revenue and expenses in compliance with the generally accepted accounting principles for non-profit organizations – currently the Financial Accounting Standards Board Policy 117 (FASB 117), adopted in December, 1995. The format adopted includes five basic program/function areas: Membership, Administration, Education, Marketing, and Investments. These functions are described in more detail in the Chart of Accounts section of this Procedure.

Financial Reports. Financial statements are issued to Board members at any meeting of the Board or the membership, or at the request of the Board. The Treasurer will prepare year end cumulative statements as follows: Statement of Financial Position, Statement of Activities (income and expenses), and a Statement of Cash Flows. These items shall be distributed to the Board.

Membership Report. This report shall be maintained as supporting documentation to the financial statements. It shall include the membership dues received by AACPM from ASPA and disbursed to each Society for the fiscal year, as well as the total number of AACPM members broken down by Society.

Financial Reviews. The books shall be reviewed, no later than May 15th of the year following a change in Treasurer, by an Audit Committee approved by the Board. The financial review shall be presented first to the Finance Committee. It shall be this committee's responsibility to recommend any changes documented in the review to the Academy Board. The financial review shall be presented to the Board as part of the Finance Committee report at the next meeting following completion of the financial review for adoption and dissemination to each society.

Tax Returns. The Academy is required to file a tax return on IRS Form 990 annually to retain its tax exempt status. The tax return must be received by the IRS on or before May 15th of each year for the prior year's financial information. The Treasurer shall complete (or cause to be completed) the return, and shall obtain prior approval from the Board if an outside tax preparation service is to be used.

Insurance. The Academy purchases insurance in two categories: (1) Treasurer's Bond (\$100,000); and (2) Officers & Directors Liability (\$1,000,000). These policies shall be reviewed at least once annually to maintain necessary and adequate coverage.

Fiduciary Responsibility. All Board members, and those others who are empowered in their various roles, positions, and committees to encumber and commit Academy funds to fulfill their various responsibilities, have a fiduciary responsibility to act in the best interest of the Academy when making decisions that affect Academy funds. This includes issues such as working within an approved budget, communicating with the Board, and "best value" purchasing.

Disposition of Society Assets. When a Society becomes inactive and turns assets over to the Academy, those assets will be held in a restricted asset account for a period of five (5) years, during which time the assets will remain unused for any purpose and will remain available in their entirety to be returned to the Society upon reactivation. If the Society does reactivate within the prescribed timeframe, and if the Society reactivates as the same IRS recognized entity, all assets originally turned over to the Academy by the Society will be returned to the Society in full, however, the Academy will retain any interest earned on the assets during the time held and deposit that interest into the reserve account. If the Society does not reactivate prior to the expiration of the five (5) year period, or if the Society returns as a new entity, all assets held, plus interest earned, will be transferred to the Academy reserve account.

Disposition of Unallocated Dues. Dues received for members who live in a region with an inactive Society, or where no Society exists, will be held in a temporarily restricted account for the remainder of the fiscal year in which they were collected. These funds will be disbursed in accordance with one of the following options:

- If at any time during that fiscal year an inactive Society requests reactivation, those dues held for current AACPM members assigned to that Society will be forwarded to the Society concurrently with any held Society assets.
- If at any time during that fiscal year a new Society becomes chartered, those dues held for current AACPM members located in the geographic area of that new Society will be forwarded to the new Society upon chartering.
- If no Society reactivates or charters in a region for which dues were collected, those dues will be reallocated to the AACPM operating account the following fiscal year to fund AACPM's endowment of the Wilkinson Scholarship to the CPM Education Foundation.

Investment Policy. As stated previously, all operating and reserve funds shall be deposited into federally insured accounts with financial institutions recommended by the Treasurer and approved by the Board of Directors. There shall be a zero loss tolerance for the operating and reserve accounts. The exception to this zero loss tolerance policy shall be for the investment of excess funds available after all operating and reserve accounts are fully funded, in which case the following guidelines shall apply:

- All investment opportunities shall be reviewed and recommended by the Finance Committee and shall be approved by the Board of Directors.
- All investment opportunities selected shall have a zero loss tolerance for any funds other than the principle amount to be invested and associated investment earnings.
- All investment accounts shall be monitored by the Treasurer with performance reported to the Board on a quarterly basis. Each quarter the Board will decide whether to continue each investment or to discontinue and reallocate the investment account funds to another investment or reserve account.

- If at any time while an investment account is active there is a financial event that requires the withdrawal of funds from the reserve account, the investment account(s) will, at the earliest possible opportunity, liquidate funds in an amount equal to the reserve fund transfer or the full amount of the outstanding investment account(s), whichever is the lesser amount.

Chart of Accounts. An initial Chart of Accounts is included in this procedure as an illustration only. It will be the responsibility of the Treasurer to add/delete accounts as needed. Program Income and Expenses are divided as follows:

- **Membership:** This function contains the revenue from individual membership dues and expenses for such direct membership benefits as the newsletters, awards, Society grants, etc.
- **Administration:** This function contains revenue from miscellaneous sources as well as the use of any reserves; and expenses for such items as insurance, travel, telephone, supplies, general postage, etc.
- **Education:** This function contains revenue from the annual Academy conference and expenses for the same (e.g., scholarships, Chair's roundtable, Board meeting, etc.).
- **Marketing:** This function contains revenue from the sale of Academy merchandise and expenses for a wide variety of efforts (merchandise cost of goods, brochures, web page services, etc.).
- **Investments:** This function contains the revenue from investments as well as any relevant expenses.

AACPM CHART OF ACCOUNTS
(for illustration only)

ASSETS

Cash & Cash Equivalents

10100 - Checking Account
10110 - Savings Account

Investments

10200 - Certificate of Deposit
10210 - Investment Account

Accounts Receivable

10300 - Accounts Receivable, Members
10310 - Accounts Receivable, Conference
Proceeds (Net)
10320 - Accounts Receivable, Other

Prepaid Expenses

10400 - Prepaid Insurance
10410 - Prepaid Conference Expenses
10420 - Other Prepaid Expenses

Inventory

10500 - Merchandise for Resale
10510 - Other Inventory

Reimbursement of Advances/Loans

10600 - Reimbursements Received

Equipment and Leases

10700 - Equipment
10710 - Leases

Accumulated Depreciation and Amortization

10800 - Accumulated Depreciation, Equipment
10810 - Accumulated Amortization, Leases

LIABILITIES

Accounts Payable

20100 - Accounts Payable

Deferred Revenue

20200 - Membership Dues
20210 - Advance Sales of Merchandise

NET ASSETS

Unrestricted Net Assets

30100 - General Unrestricted Net Assets
30110 - Board Restricted Net Assets

Restricted Assets

30200 - Temporarily Restricted Assets (Misc)
30210 - Permanently Restricted Assets (Society)
30220 - Temporarily Restricted Assets
(Unallocated Dues)
30230 - Temporarily Restricted Assets (Reserve
Account)
30240 - Temporarily Restricted Assets
(Investment Accounts)

REVENUES

Membership

40100 - Membership Dues

Merchandise Sales

40200 - Merchandise Sales

Cost of Merchandise Sold

40300 - Contra-revenue account indicating
actual cost of merchandise sold

Investment Earnings

40400 - Interest on Savings
40410 - Earnings on Investments

Conference Proceeds (Net)

40500 - Conference Proceeds

Other Income

40600 - Other Income

EXPENSES

Membership

50000 - Society Dues Disbursed

Operating Supplies sand Services

50100 - Office Supplies
50110 - Telephone Services
50120 - Postage and Shipping
50130 - Printing Services

Web Site

50200 - Web Site Hosting
50210 - Web Site Misc. Expenses

Professional Fees/Service Fees

50300 - Investment Broker
50310 - Bank Service Fee
50320 - Corporate Registration
50330 - Misc. Fees

Insurance

50400 - Officers and Directors
50410 - Treasurer's Bond

Conference

50500 - Conference Support

Reimbursements

50600 – Phone Expense Reimbursement
50610 – Postage Reimbursement

Travel

50700 - General Administration
50710 - Board Meetings
50720 - Award Recipients
50730 - Education

Awards/Grants

50800 - Henning Award
50810 - Askew Awards
50820 - AACPM Leadership Award
50830 - Service Awards
50840 - Grants to Societies
50850 - Wilkinson Scholarship Endowment

Depreciation

50900 - Depreciation

SUBJECT: PURCHASE AND CONTROL OF ACADEMY PROPERTY

Purpose. From time to time, it may become necessary and beneficial for the Academy to acquire tangible, personal property of significant value for the purpose of conducting its business. Once acquired, the property will be placed in the possession of a Board-approved person(s) who will use the property in an appropriate manner for the benefit of the Academy and its members. The relationship thus created between the Academy and these person(s) will be a gratuitous bailment, the specific terms of which will be specified by contract.

Ownership. Any property acquired under this procedure will be deemed to be personal property regardless of the manner in which it may be attached, installed, or otherwise joined to any other property. The bailor (AACPM) shall be deemed to have retained the title to the property at all times and the bailee (person[s] having/using the property) shall be deemed to have lawful possession upon (a) receipt of property and (b) completion of a signed contract.

Contract. Two original copies of the contract shall be executed – one to be kept by the AACPM Secretary, representing the bailor, and the other by the bailee. The contract will specify at least the following:

- Description of Equipment
- Bailee name and physical location of Equipment
- Purpose of Bailment
- Term of agreement and right of renewal, if applicable
- Statement of care and use of Equipment
- Statement of maintenance and repair of Equipment
- Statement of Inspection
- Equipment return provision

Capitalization Policy. All “long-lived assets” with a “cost” greater than \$250 will be recorded as an asset and will be depreciated as prescribed below. Long-lived assets are property, equipment or other assets held for an investment or used for the Academy’s activities which provide an economic benefit and have an estimated useful life of one (1) year or longer. Cost is defined as the stated cost at acquisition, including all configuration, location, installation, setup, freight, and sales tax expenses. (Routine maintenance and repair are operating expenses.)

Depreciation. Useful life shall be determined by one of the following:

- Anticipated technology changes
- Normal deterioration – “wear and tear”
- Anticipated usage
- Manufacturer statements
- Vote of the Board

The Academy will use the straight-line method of depreciation. Annual allocation will be computed by subtracting the salvage or residual value from the original cost divided by the number of months determined to be the asset’s useful life.

Reporting. Depreciation expense shall be reported in the financial statements. Footnotes to the financial statements should include disclosure regarding the Academy’s capitalization policy, including the basis for valuation, balances of depreciable assets for each period presented, depreciation expense, and method to compute depreciation.

Inventory of Assets. An inventory of all depreciable assets shall be conducted by the Treasurer annually prior to the mid-year meeting of the Board of Directors and shall be reported to the Board as part of the Treasurer’s Report. Information on the location and condition of each asset shall be a part of the report. The Board shall determine the disposition of any asset(s) deemed impaired, obsolete, damaged, or otherwise unusable. Disposed assets should be fully depreciated and sold for salvage, if possible.

Bailment Contract

The following bailment contract is created between the American Academy of Certified Public Managers® [AACPM] (the "Bailor"), current address of record is at _____, and _____ (the "Bailee"), current address of record at _____.

Property. The property covered under this agreement is _____ (property) purchased _____ with Academy check # _____. Software License Agreement/Equipment Model and Serial Numbers are as follows: Agreement/Model _____; Serial #: _____. Bailee will advise Bailor of the physical location of the property, and will advise Bailor within three (3) days of any change in location of the property. The sitting Board of Directors has approved both the purchase and proposed use of this equipment and has accepted the Bailee as the custodian thereof.

Purpose. *(Fill in details of why the item(s) are being acquired or placed in the possession of the Bailee.)*

Term. The term of this agreement will begin on _____ and end on _____. Term will be renewed on an annual basis thereafter upon agreement by both parties. It is the responsibility of the AACPM Board to initiate the renewal request.

Care and Use. The Bailee agrees to use reasonable care in the operation of the aforementioned property only in the manner for which it was intended, adhering to the operating conditions and procedures recommended by the manufacturer.

Maintenance. If necessary and appropriate, the Bailee agrees to perform any periodic maintenance required of this property, provided it is within the expertise of the Bailee to do so, to maintain the property in good operating condition. The Bailee is responsible for notifying the AACPM Board if his ability to follow recommended maintenance procedures is restricted. If necessary and appropriate, the Bailee agrees to promptly notify the AACPM Board of any repairs needed on this property. Bailee will be expected to provide estimated repair costs, if possible. The Board will make the decision on repair, or other disposition, prior to the Bailee taking any action.

Inspection. The Bailor, or Bailor's Agent, reserves the right to inspect the property at any time with reasonable notice given to the Bailee.

Return. Upon completion of the term of this agreement, the property will be returned to the Bailor in a manner and/or at a time and place agreed upon by both parties but no later than thirty (30) days after the end of this contract. Bailor will be responsible for expenses associated with this return. It is expected that the Bailee will return the property to the Bailor in good repair and operating condition, excluding reasonable wear and tear, unless Bailor had been notified otherwise.

Loss/Damage. The Bailee is expected to protect the property from foreseeable hazards and damage. In the event that the property is lost or damaged beyond repair due to circumstances outside of the Bailee's control, Bailor assumes responsibility for incurring that loss. Should there be evidence that the Bailee acted in a careless and callous manner with regard to protecting the property, Bailee agrees to replace with an exact or similar piece. Any insurance purchased to cover the loss/damage to this equipment will be the responsibility of the Bailor.

Notice. Bailee is expected to contact Bailor in the most expeditious manner when circumstances warrant.

Termination. This agreement can be terminated by either party with thirty (30) day notice by certified mail.

Agreement executed on this _____ day of _____, 20_____.

Bailor Signature

Bailee Signature

Bailor name printed

Bailee name printed

SUBJECT: REIMBURSABLE EXPENSES

Travel. These guidelines apply to all Board members, the Henning Award recipient, and any other person traveling on official Academy business. In all cases, the traveler is responsible for obtaining an economical and efficient means of travel.

- A. All persons are to first seek travel assistance from their employer.
- B. Board members requesting reimbursement for travel for Academy related meetings shall seek approval from the Board prior to making any travel arrangements. Board members are not expected to be reimbursed for travel costs to attend routine Academy meetings as a part of their service on the Board other than conference registration fees.
- C. For Academy-sponsored travel by any other person, a written request should be submitted in advance to the AACPM Chair for Board authorization to incur travel expenses.
- D. In determining the most efficient and economical means of travel, travel time and transportation costs should be considered. Generally, the following modes of transportation are considered the most cost-efficient:
 1. Commercial air transportation at coach or super-saver rates. Travelers electing to fly first class or business will only be reimbursed for coach or super-saver rates, unless otherwise agreed to by the Board.
 2. Taxi or airport shuttle service to/from hotel and other minimal vicinity travel
 3. Rental cars for extensive vicinity travel or when shuttle or taxi service is not practical
 4. Private automobiles when the mileage reimbursement is anticipated to be less than the cost of airfare and ground transportation. The traveler will be reimbursed for approved mileage at a rate using the current General Services Administration (GSA) guidelines. These can be found at this web site: <http://www.gsa.gov>. Look for POV Mileage Reimbursement Rates.
- E. Travelers are responsible for their own travel arrangements. It is preferred that they make initial ticket purchases from personal resources. Requests for reimbursement for Academy travel should be submitted to the AACPM Treasurer.
- F. The Board reserves the right to approve other expenses that are in the best interest of the Academy.

Meals. The maximum meal allowance available to the traveler is reimbursed using the current GSA guidelines at the website listed under Travel (D[4]). Look for the MIE amount in the Per Diem tables for the destination city.

Lodging. Actual expenses for lodging are generally handled on a reimbursement basis, however, when deemed in the best interest of the traveler, the Academy may pay for lodging directly. Amount paid per night shall not exceed the conference rate or the standard rack rate for a single room. When no conference rate is available, travelers should seek other discounts available to them. Actual expenses for lodging shall be substantiated by paid receipts.

Incidental Expenses. Incidental expenses for the purpose of conducting official business while on travel status will be reimbursed when supported by paid receipts. The AACPM Chair will first approve expenses claimed without receipts.

Conference Registration Fees. Any person eligible for payment of conference expenses shall have prior approval of the Board. When financially feasible, it is the policy of the Academy to reimburse its officers or other authorized person(s) for an amount up to the amount of the annual conference registration fee. Original paid receipts should be forwarded to the Treasurer for payment.

Other Reimbursable Expenses. Reimbursement of expenses such as postage, printing, supplies, etc., requires expense justification and prior approval from the Chair.

Reimbursement of Expenses. Requests for reimbursements should be forwarded to the Treasurer with original paid receipts.

SUBJECT: HOUSE OF DELEGATES

Background Upon formation of the Academy, The House of Delegates (HOD) was established to govern the Academy with all powers necessary to perform this function. This included adopting rules consistent with the Constitution and Bylaws, approval of Academy budgets, and acting as the judge of the election and of the qualifications of its members. The House of Delegates met annually, following the annual meeting of the Academy.

The HOD was composed of up to three (3) Delegates from each Society, selected by their Society, and the sitting members of the Board of Directors. The term of service as a Delegate extended from the annual meeting for the year in which the member was certified to the start of the next annual meeting the following year.

In 2014, in recognition that the Academy had outgrown the HOD governance model and that transition to a one member – one vote model was in the Academy's best interest, the members of the HOD voted to dissolve the body.

For historical information a listing of the certified members of each House of Delegates is provided in the following section.

SUBJECT: HOUSE OF DELEGATES HISTORICAL LISTING

	1989	1990	1991	1992
Alabama	-	-	-	Ron Goertz Robert Harrison Bonnie Weaver
Arizona	-	Annette Berger Maude Shingler	Not Available	Valerie Trill Maude Shingler John Smalling
Florida	George Banks Geraldine Harrison	Sharon Kraus	Not Available	Sam Cornwell Jay Edwards, Sr Sharon Kraus
Georgia	George Askew Audrye Hollingsworth Pratt Hubbard	George Askew Charles DuChane Audrye Hollingsworth	Not Available	Charles DuChane David Haigler Gene Vinson
Kentucky	-	-	Not Available	Sam Bain Charlotte Glaser Troy Bybee
Louisiana	Judy Cain Diana Dorroh Frances Mayeaux	Judy Cain Diana Dorroh Frances Mayeaux	Not Available	Nancy DeWitt Kay Hoffpauir John Rogers
New Jersey	Thomas Barber Richard Blake Leo Pagdon	Thomas Barber Richard Blake Leo Pagdon	Not Available	Richard Blake John Dougherty Robert Textor
North Carolina	Margaret Bailey William Clements Ed Phillips	Margaret Bailey Ed Phillips Haywood Poole	Not Available	Eddie Capel Ronald Hawley Patricia Hagler
Oklahoma	-	Pat Hernandez Joanne Terlizzi Thelma Irby	Not Available	Thelma Irby Joanne Terlizzi Terry Watson
Utah	-	-	Not Available	Larry Casutt Craig Odekirk

	1993	1994	1995	1996
Alabama	Mary Lou Foster Ron Goertz Paula Lansdon	Ron Goertz Paula Lansdon Norma Vance	Paula Lansdon Norma Vance Betty Payne	Ethel Oldham Norma Vance Betty Payne
Arizona	John Smalling	John Smalling	Laura Dillingham Stephanie Gallegos Patricia Trueblood	Lawrence Ramsey Jeffrey Kramer
Arkansas	Larry Fletcher Robert McQuade Wes Wimberly	Phyllis Allen Richard Behra Wes Wimberly	Rebecca Bryant Emmett Fry Ray Stephens	Rebecca Bryant Ray Stephens Leon Cornett
Florida	Jay Edwards, Sr Doug Melvin Dean Shaw	Jay Edwards, Sr Doug Melvin Ken Gay	Sharon Kraus Dennis Magee Jim Wolfe	Kay Cunningham Jay Edwards, Sr Dennis Magee
Georgia	Billie Erwin Charles DuChane Gene Vinson	Ernie Melton Charles DuChane Gene Vinson	Clayton Penhallegon Ernie Melton	Charlotte Livingston Ernie Melton
Kansas	-	-	Ken Keller Elena Nuss Webster Roth	Elena Nuss
Kentucky	Sam Bain Pamla Wood	Sam Bain William Brooks Sylvia Elam	Sam Bain Susan Smith Sylvia Elam	Sam Bain Susan Smith Larry P. Totten
Louisiana	Nancy DeWitt Kay Hoffpauir John Rogers	Diana Schouest Elaine Phares Alan Tennyson	Dianne Barksdale Elaine Phares Alan Tennyson	Alan Tennyson Tom Patterson Dianne Barksdale
Mississippi	Barbara Pepper Alice Camp Lisa Romine	Barbara Pepper Mary Robinson Lisa Romine	Barbara Pepper Lisa Romine Mike Shumaker	Barbara Pepper Mary Robinson Lisa Romine
New Jersey	John Dougherty Richard Blake Harriet Seiver	John Dougherty Richard Blake Harriet Seiver	Barbara Casby John Dougherty Robert Daniello	Barbara Casby John Dougherty Robert Daniello
North Carolina	Eddie Capel Ronald Hawley Vivian Lord	Patricia Hagler Vivian Lord Ralph Fennell	Ralph Fennell William Clements Ed Phillips	William Clements Ed Phillips Haywood Poole
Oklahoma	Phyllis Taylor Joanne Terlizzi Terry Watson	Phyllis Taylor Joanne Terlizzi Jody Seebon	Phyllis Taylor Jody Seebon Pat Hernandez	Gena Chamseddine Jody Seebon Pat Hernandez
Utah	Brian Gough Larry Casutt Craig Odekirk	Brian Gough Larry Casutt Craig Odekirk	Brian Gough Craig Odekirk Laurel Morris	Laurel Morris Clyde Roper Warren Games
Wisconsin	-	Milton Howell Joan McArthur Thomas Olshanski	John Anchor Norma DeHaven Joan McArthur	Stephen Hoese

	1997	1998	1999	2000
Alabama	Kenneth Mahan Jane Cone	Kenneth Mahan Jane Cone Lee Oswalt	Kenneth Mahan Robert Harrison	Paula Lansdon Betty Wood Norma Vance
Arizona	Jeffrey Kramer Lawrence Ramsey	Michael Veucasovic Jeffrey Kramer Lawrence Ramsey	Larry Gordon Jeffrey Kramer Lawrence Ramsey	Greg Hyland Jeffrey Kramer Larry Gordon
Arkansas	Leon Cornett Ray Stephens Ron Byrns	Leon Cornett Ron Byrns Sanford Cothren	Ron Byrns Sanford Cothren Sandra King	Sandra King Ray Stephens Denise Oxley
District of Columbia	-	-	-	Gail Avery
Florida	Mary Robbins Dennis Magee Dottie Gough	Gwen Baker Dennis Magee Jean Magee	Sean Fisher Jean Magee James Wolfe	Sean Fisher Teresa Wood Gerry O'Reilly
Georgia	Charlotte Livingston Ernie Melton	Ruth Black Pam Griffin	Barbara Vagenas	Hugh Farley Ernie Melton
Kansas	-	-	Kent Olson	Kent Olson
Kentucky	Sam Bain Larry P. Totten Robinil H. Jameson	James R. Brown Patricia Bryan Tony Smith	Robinil H. Jameson Patricia Bryan Pam Perkins	Robinil H. Jameson Patricia Bryan Pamla Wood
Louisiana	Diana Schouest Tom Patterson Dianne Barksdale	Diana Schouest Tom Patterson Hugh Eley	Diana Schouest Sally Gilbert Hugh Eley	Diana Schouest Sally Gilbert Hugh Eley
Mississippi	Barbara Pepper Mary Robinson Jerry Erickson	Lynda Owen Jerry Erickson Barbara Pepper	Pat Ashford Lynda Owen Barbara Bonner	Pat Ashford Barbara Bonner Lesly Lloyd
New Hampshire	-	-	-	Charlene Farmer Patricia Gagne William Herman
New Jersey	Barbara Casby Richard Blake Raymond Purcell	Barbara Casby Raymond Purcell Paulette Laubsch	Barbara Casby Bill Burns Paulette Laubsch	Barbara Casby Janis Geary Paulette Laubsch
North Carolina	Ramona Tuck Nate Hall Haywood Poole	Patricia Hagler Mary Ann Barden Haywood Poole	Patricia Hagler Haywood Poole	Ed Burt/Steve Mastro Patricia Hagler Sandy Pearce
Oklahoma	Deborah Smith Sharon Harris Gena Chamseddine	Deborah Smith Sharon Harris Robert Shepherd	David Brown Deborah Smith Toni Wilson	David Brown Deborah Smith Stella Church
South Carolina	-	Herb Lanford Al Lyerly	Herb Lanford Kay Rogers June Walton	Herb Lanford Kay Rogers Jennifer Crosby
Texas	-	Scott Wall	-	Vicki Smith
Utah	Mary Ann Erickson Bryan Lee Warren Games	Cathy Dudley Julie Felice Randy Hopkins	Julie Felice Wendy Gianchetta Randy Hopkins	Julie Felice Karen Marzo Suzanne Briscoe
Wisconsin	Susan Paddock	Ronald L. Buchholz Steven Hoese Cathy Williquette	Steven Hoese Jeffrey Roemer	Ronald L. Buchholz Richard Holden Jeffrey Roemer

	2001	2002	2003	2004
Alabama	Paula Lansdon Betty Wood Norma Vance	Betty Wood Barbara Johnson	Paula Lansdon Betty Wood Norma Vance	Paula Lansdon Betty Wood Glenn Newton
Arizona	Larry Gordon Marilyn Stewart Jose De la Torre	Michael Veucasovic	Larry Gordon Greg Hyland Jeffrey Kramer	Larry Gordon Greg Hyland Jeffrey Kramer
Arkansas	Glenda Higgs Sandra King Richard Behra	Glenda Higgs	Glenda Higgs Leon Cornett Phillip Hall	Becky Bryant Bill Hogue
District of Columbia	Regina Owens Gail Avery	Nancy Hapeman Danny Weiss	Blanche Jones Nancy Hapeman Ellery Taylor	Nancy Hapeman Danny Weiss
Florida	Sean Fisher Teresa Wood Dottie Gough	Sean Fisher Ted Barber Jean Magee	Ted Barber Edward Frazier Dottie Gough	Dr. Ada Burnette Ted Barber Chris Grasso
Georgia	Barbara Vagenas	-	-	-
Kansas	Pat Witt/ Peggy Roper	Shirley Hollis Pat Witt Dawn Dubach	Shirley Hollis Pat Witt Kathy Beck	Rita Barnard Shirley Hollis Sandy Powell
Kentucky	Tony Smith/Sam Bain James R. Brown Robinil H. Jameson	James R. Brown Robinil H. Jameson Carolyn Schaefer	Robinil H. Jameson Helen Koger Pamla Wood	James R. Brown Helen Koger Glenn Thomas
Louisiana	Diana Schouest Sandra Norman Judy Cain	Nancy DeWitt Gail McMorris Jodi Miller	Gail Gibson Sandy Scallan Vivian Guillory	Vivian Guillory Gail Gibson Sandy Scallan
Mississippi	Lea Ann McElroy Mary Murtaugh Lisa Romine	Pat Ashford Lea Ann McElroy Barbara Pepper	Pat Ashford Lisa Romine Becky Sanville	Mary Murtaugh Lisa Romine William Pope
New Hampshire	Charlene Farmer Patricia Gagne William Herman	Charlene Farmer Kathy Gallagher William Herman	Deb Bourbeau Kathy Gallagher John Scruton	Charlene Farmer Patricia Gagne Theresa Jarvis
New Jersey	Barbara Casby Richard Blake Paulette Laubsch	Richard Blake Janis Geary Paulette Laubsch	Barbara Casby Robert Daniello Paulette Laubsch	Robert Daniello Janis Geary Paulette Laubsch
North Carolina	Steve Mastro Mary Reese Sandy Pearce	Jim Mulligan Mary Reese Sandy Pearce	Sandy Pearce Mary Fox Sarah Smith	Steve Mastro Sarah Smith Tami Hinton
Ohio	John Albrecht Patti Barnett	Patti Barnett Ted Lozier	Julie Trackler Patti Barnett Myron Downard	Gina Mee Julie Trackler Deborah O'Hara
Oklahoma	David Brown Bill Winters Stella Church	Judy Dennis Bill Winters Cathy Gibson	Judy Dennis Deborah Smith Robert Shepherd	Paula Green Kay Hagerman Judy Dennis
South Carolina	Herb Lanford Polly McCutcheon	Herb Lanford Polly McCutcheon Paul Lindhardt	Polly McCutcheon Paul Lindhardt Deborah Hotchkiss	Paul Lindhardt Deborah Hotchkiss Herb Lanford
Texas	Marilyn Balanoff	Marilyn Balanoff	Naomi Hines Shelby Jean Joe Williams	Naomi Hines
Utah	Julie Felice Wendy Gianchetta Karen Marzo	Hapi Hansen Gerry Satterlee Suzanne Briscoe	Suzanne Briscoe Mel Castillo Dan Engh	Hapi Hansen Mel Castillo Kent Naisbitt
Wisconsin	Ronald L. Buchholz Richard Holden Jeffrey Roemer	Ronald L. Buchholz Richard Holden	Mark Evans Dianne Hughes Richard Holden	Mark Evans Dianne Hughes Jeffrey Roemer

	2005	2006	2007	2008
Alabama	Paula Lansdon Betty Wood	Paula Lansdon Betty Wood Ron Goertz	-	-
Arizona	Jeffrey Kramer Michelle Lowman Cynthia Mercurio	Hazel Best-Shaw Martha Rozen Michael Veucasovic	Michael Veucasovic Hazel Best-Shaw Kay Eldridge	Jeffrey Kramer Mike Veucasovic Kay Eldridge
Arkansas	Becky Bryant Barbara Mohoney Cynthia Nixon	Doris Anderson Barbara Mohoney Cynthia Nixon	Timothy Lampe Barbara Mohoney Cynthia Nixon	Doris Anderson Barbara Mahoney Michael Waters
District of Columbia	Deborah Crain Nancy Hapeman Danny Weiss	Deborah Crain Nancy Hapeman Danny Weiss	-	-
Florida	Dr. Ada Burnette Teresa Wood Chris Grasso	Dr. Ada Burnette Jerald O'Cathey Jan Wright	Jerald O'Cathey	Dr. Ada P. Burnette Joanne Robertson Jerry McCarthy
Idaho	Bobbi Eckerle Dawn Peck Reva Tisdale	Charlie Hindrix Sharon Pilkinton Reva Tisdale	Sharon Pilkinton Reva Tisdale Deborah Woolery	Reva Tisdale Janice Foster Deborah Woolery
Kansas	Rita Barnard Shirley Hollis Sandy Powell	Barbara Smith Pat Witt Sandy Powell	Pat Witt Shirley Hollis Mary Parrott	Patricia Witt Shirley Hollis Jeffrey Scott
Kentucky	Janice Earnest Helen Koger Glenn Thomas	Janice Earnest Linda Renfo Carmen Bishop	Carmen Bishop Helen Koger Tony Smith	Tony B. Smith Carmen M. Bishop Robinil H. Jameson
Louisiana	Nancy DeWitt Gail Gibson Sandy Scallan	Gail Gibson Sandy Scallan Tom Patterson	Nancy DeWitt Gail Gibson Tom Patterson	Thomas Patterson Nancy DeWitt Gail Gibson
Mississippi	Barbara Pepper Mary Murtaugh Lisa Romine	Mary Murtaugh Lisa Romine Becky Sanville	Becky Sanville Skip King Tee McCovey	Melissa Collier Rachel A. Britt
New Hampshire	Charlene Farmer Kathy Carr Kathy Gallagher	Charlene Farmer Kathy Carr William Raupach	Kathy Gallagher Charlene Cutting Debra Bourbeau	Charlene Cutting Eileen Gimmer Tricia Foster
New Jersey	Robert Daniello Janis Geary Paulette Laubsch	Robert Daniello Janis Geary James Dixon	Robert Daniello Janis Geary Paulette Laubsch	Paulette Laubsch Janis Geary Donald Cammus
North Carolina	Beverly Hall Amy Sawyer Sarah Smith	Beverly Hall Pete Burke Tami Hinton	Beverly Hall Pete Burke Anita McNeil	David Osborne Anita McNeil Beverly Hall
Ohio	Gina Mee Julie Trackler John Albrecht	Gina Mee	Shawn Bradley Patti Barnett Juli Carvi/Gina Mee	Julianna Carvi Melissa G. Roach Stephanie Kamer
Oklahoma	Paula Green Joyce Doakes Smith Kay Hagerman/Judy Dennis	Paula Green Joyce Doakes Smith Delphine Hill/David Brown	Joyce Smith Barbara Taft Brenda Sullivan	Barbara Taft Joyce Smith Brenda Sullivan
South Carolina	Sam Jones Robert Boland Wanda Dixon	Sam Jones Robert Boland Lynn Rivers	Robert Boland Lynn Rivers Polly McCutcheon	Kay Rogers Robbie Boland Sam Jones
Texas	Naomi Hines	Marilyn Balanoff	Marlene McMichael Cheryl Dunlop	Naomi S. Hines
Utah	Happi Hansen Wendy Gianchetta Craig Coulson	Craig Coulson Lauralee Blue Suzette Wright-Green	Suzette Wright-Green Keith Heaton Michael Shoemaker	Keith Heaton Michael Shoemaker Cheryl Searle
Virginia	-	Sam Camden Christy Porterfield	-	-
Washington	-	Curtis Richardson Carol Trisko	-	-
Wisconsin	Mark Evans Dianne Hughes Jeffrey Roemer	Mark Evans Dianne Hughes Jeffrey Roemer	Jeffrey Roemer Mark Evans Debra Shufelt	Mark Evans Lutfi Shahrani Kathy Skiera

	2009	2010	2011	2012
Alabama (Alternate)	-	-	Albert Jackson Frances Smiley Annie Patterson Margie Toney	Betty Wood Frances Smiley
Arizona (Alternate)	Jeffrey Kramer Holly Granillo Larry Gordon	Laurence Gordon Michael Veucasovic Marilyn Corbin Holly Granillo	Laurence Gordon Hazel Best-Shaw Marilyn Corbin Holly Granillo	Laurence Gordon Holly Granillo Marilyn Corbin Michael DeWys
Arkansas (Alternate)	Becky Bryant Julie Farris Cynthia Nixon	Julie Farris Cynthia Nixon Becky Bryant Doris Anderson	Cynthia Nixon Andrea Alford Becky Bryant	Cynthia Nixon Andrea Alford Becky Bryant
Florida (Alternate)	Gregory Holcomb Colleen Scott Jerry McCarthy	Fred Levinson Ruth Doles Joanne Robertson Paula O'Neil	Fred Levinson Ruth Doles Dennis Magee Sabrina Hartley	Fred Levinson Terry Jones Joanne Robertson Sabrina Hartley
Idaho (Alternate)	Deborah Woolery Janice Foster Kristine Gambée	Janice Foster Janice Abbot Renee Eymann Rebecca Barton-Wagner	Rebecca Barton-Wagner Deborah Woolery James Smith Renee Eymann	Dan Johnson Deborah Woolery Rebecca Barton-Wagner
Kansas (Alternate)	Pat Writt Shirley Hollis Jeff Scott	Ron Ridley Shirley Hollis Pat Writt Rita Barnard	Jackson Gumb Shirley Hollis Keith Dabney	Keith Dabney Susan Maxon Danielle Marten Valerie Merrow
Kentucky (Alternate)	Larry Totten Carmen Bishop Ande Godsey	Ande Godsey Jennifer Woods Larry Totten Lynn Keeling	Robinil Jameson Jennifer Woods Larry Totten Ande Godsey	Robinil Jameson Cassidy Connell Carmen Sharon Sallie Razor
Louisiana (Alternate)	Nancy DeWitt Gail Gibson Tom Patterson	Vivian B. Guillory Judy Cain Tom Patterson Bobby Clark	Sandra Norman Judy Cain Tom Patterson	Judy Cain
Michigan (Alternate)	-	-	Tim Quinn Sharon Pinch Jeremy Bockelman Monica Reyes	Tim Quinn Sharon Pinch Monica Reyes
Mississippi (Alternate)	Melissa Collier Carolyn Bell Amy Hornback	Carolyn Bell Ruthann Vercher Melissa Collier	Carolyn Bell Ruthann Vercher Suzanne Gill Skip King	Tony Graham Ruthann Vercher Suzanne Gill Carolyn Bell
National Capital Region (Alternate)	-	-	Ingrid Parris-Hicklin	-
New Hampshire (Alternate)	Charlene Cutting Pat Gagne Eileen Grimmer	Charlene Cutting Tricia Foster Wanda Botticello	John Scruton Tricia Foster Michelle Bonsteel Leslie Boswak	Bill Herman Charlene Cutting Leslie Boswak Dennis Martino
New Jersey (Alternate)	Don Cammus Janis Geary Paulette Laubsch	Paulette Laubsch Janis Geary Donald Cammus	Paulette Laubsch Janis Geary Ronald Calissi Donald Cammus	Paulette Laubsch Janis Geary Mitchell Stern
North Carolina (Alternate)	Linda Jefferson Sarah Smith Anita McNeil	Jenny Rollins Sarah Smith Charlene Shabazz Anita McNeil	Jenny Rollins Amy Sawyer Ed Burt	Linda Jefferson Ed Burt Robert McKie Charlene Shabazz
Ohio (Alternate)	Melissa Roach Julianna Carvi Patti Barnett	Cynthia Lee Lee Thatcher Patti Barnett	Cynthia Lee Patti Barnett	Cynthia Lee Patti Barnett Lee Thatcher

	2009	2010	2011	2012
Oklahoma (Alternate)	Susan Bohl Barbara Taft Paula Printup-Porter	Paula Printup-Porter Annette Meyers Susah Bohl Kayla Jackson	Debbie Smith Annette Meyers Teletha Hayden Stephanie Henderson	Dru Bradford Annette Meyers Teletha Hayden
South Carolina (Alternate)	Carl Chase, Jr. Michael J. Tucker Rebecca Strain	Carl Chase, Jr.	Carl Chase Jeffrey Patterson Tony Magwood	Jeffrey Patterson Tony Magwood
Texas (Alternate)	Naomi Hines	-	Naomi Hines Gwen Tillotsen Bala Balachandran Sam Brandon	Naomi Hines Gwen Tillotsen
Utah (Alternate)	Julie Felice Keith Heaton Michael Shoemaker	Lauralee Blue Steve Wrigley Keith Heaton Julie Felice	Mike Leary Steve Wrigley Gordon Swenson Cheryl Brown	Mike Leary Gordon Swenson Cheryl Brown
Washington (Alternate)	Curtis Richardson Steve Bren Stephanie Barton	Curtis Richardson Steve Bren Betty Wilder-Morehead	Curtis Richardson Steve Bren Betty Wilder-Morehead	-
Wisconsin (Alternate)	Mark Evans Lutfi Shahrani Rick Higgins	Lufti Shahrani Kathy Skiera James Olson Mark Evans	Lufti Shahrani Kathy Skiera Rick Higgins Dianne Hughes	Lufti Shahrani Kathy Skiera Rick Higgins Dianne Hughes

	2013	2014
Alabama (Alternate)	Betty Wood	Betty Wood Kathie Lynch
Arizona (Alternate)	Laurence Gordon Gregory Hyland Michael DeWys	-
Arkansas (Alternate)	Becky Rains Andrea Alford Paul Waits	Lane Bailey Cynthia Nixon Sharon Hacker Barbara Mahoney
Idaho (Alternate)	Reva Tisdale Jennifer Pike Rebecca Barton-Wagner	-
Kentucky (Alternate)	Cassidy Connell Jennifer Woods Sallie Razor Robinil Jameson	-
Louisiana (Alternate)	Judy Cain	-
Michigan (Alternate)	-	-

	2013	2014
National Capital Region (Alternate)	Loretta Tillery	Loretta Tillery
New Hampshire (Alternate)	Bill Herman Leslie Boswak Dennis Martino	Dennis Martino
New Jersey (Alternate)	Paulette Laubsch Janis Geary Rocco Miscia	Paulette Laubsch Janis Geary
North Carolina (Alternate)	Linda Jefferson Ed Burt Stephen Mastro Kathy Pope	Linda Jefferson Ed Burt Stephen Mastro Kathy Pope
Oklahoma (Alternate)	Dru Bradford Teletha Hayden Joyce Doakes Smith	Dru Bradford Vanessa Harris Brenda Sullivan
South Carolina (Alternate)	-	-
Texas (Alternate)	Naomi Hines	Naomi Hines
Utah (Alternate)	Gordon Swenson Cheryl Brown Toni DiConaz Sean Merrill	Cheryl Brown Brandon Callor
Washington (Alternate)	-	-
Wisconsin (Alternate)	Stephanie Stokes Rick Higgins Greg Raube Lufti Shahrani	Rick Higgins Dianne Hughes Lufti Shahrani

SUBJECT: SOCIETIES

Enthusiastic participation, coupled with continued support of the individual Societies and their members, is necessary if the Academy is to prosper and meet the needs of its membership.

Terms of Officers. All Society officers shall have terms of office as established in each Society's individual bylaws.

Contact with Academy. The President of each Society plays an important role in the operations of the Academy. They are the focal point through which communication between the Academy and its members occurs.

To facilitate contact between the Academy and the Societies, each Society shall ensure that the Academy Secretary is provided with a list of names for the Society officers at the beginning of each year, and at other times should there be a change.

Annual Reports. This report serves as a summarization of each Society's activities and accomplishments during the previous year. These are distributed to the Board and other Societies. It is recommended that the outgoing President of each Society be responsible for this document as a recap of their term in office. These shall be submitted to the Academy Secretary by January 30th of each year in an electronic document following the format prescribed by the Academy as shown in this procedure (immediately follows this section).

20XX {insert Society name} Society Annual Report

[Click Below to Add Logo](#)

Society Name
Mailing address

Officers and Board of Directors

Report Year

Name Title

Current Year

Name Title

Accomplishments & Activities during Report Year:

Type or paste text

Goals and Objectives/Progress to date:

Type or paste text

Issues of Concern (Society and/or Academy Level):

Type or paste text

Membership Statistics:

XXX Members

XXX Others (specify type of membership)

Attach a "Statement of Financial Position" for the year just ended or insert here.

Submitted by: Name & Title
Address
Phone#
Email Address

SUBJECT: SOCIETY INACTIVATION, REACTIVATION, AND RE-CHARTERING

Purpose. When it becomes necessary for a Society to become inactive, the Academy has established a process for inactivation and for the future return of the Society to the Academy as an active member. This process ensures both the Academy and the Society understand the requirements from the outset so there are no discrepancies about the requirements or the financial impacts.

Inactivation. When a Society finds it necessary to enter into inactive status, the following process shall apply:

- A. The Society shall request, in writing, that they be placed on inactive status by the Academy Board.
- B. The Academy Board will notify the Society Board of the tentative approval of the inactive status request.
- C. The Society shall forward their account balance to the Academy Treasurer for retention in a temporarily restricted account (see Financial Policies section of these Procedures).
- D. The Society shall forward electronic copies of their current Bylaws and Procedures manuals to the Academy Chair-Elect.
- E. Upon confirmation by the Academy Board that requirements set forth in items (C) and (D) have been met, the Academy Board will provide an Inactive Status letter to the Society Board that defines the start date of the inactive status and the five (5) year reactivation period deadline.

Reactivation. If a chartered Society that has entered inactive status is prepared to become an active member of the Academy within five (5) years of inactivation, the Society may request reactivation through the following process:

- A. The Society shall request, in writing, that they be returned to active status by the Academy Board, and shall indicate in their request the current officers and intended membership of the Society.
- B. If the request for reactivation is denied, the Academy Board shall respond in writing with the reason(s) for denial. The Society and Academy shall then endeavor to remedy the deficiencies until the reactivation is approved or the reactivation period expires.
- C. If the request for reactivation is approved, the Academy shall respond in writing with the official reactivation date, and shall provide the Society with electronic copies of their current, effective, Society Bylaws and Procedures, as well as the return of the Society's funds that were held in a temporarily restricted account.

Upon reactivation the Society shall resume active status within the Academy.

Re-Chartering. If a chartered Society that has entered inactive status does not reactivate as an active member of the Academy within five (5) years of inactivation, the Society will be considered dissolved. At that time the Society's charter is considered voided and Society funds held by the Academy are forfeited to the Academy.

In order to become a member of the Academy again the Society must apply for re-admission as a new Society.

SUBJECT: SOCIETY PRESIDENTS HISTORICAL LISTING

	1989	1990	1991	1992	1993
ALABAMA				Bonnie J. Weaver	Mary Lou Foster
ARIZONA	Van Fulgum	John Smalling	Maude Shingler	Maude Shingler	John Smalling
ARKANSAS				Robert McQuade	Ron Roy
FLORIDA	George Banks	George Banks	Sharon Kraus	Larry L. Strong	Jay Edwards, Sr.
GEORGIA	Pratt Hubbard	George Askew	George Askew	David H. Haigler	Charles DuChane
KENTUCKY				Charlotte W. Glaser	Troy Bybee
LOUISIANA	Fran Mayeaux	Fran Mayeaux	Diana Dorroh	Kay Hoffpauir	John Rogers
MISSISSIPPI					Lisa Romine
NEW JERSEY	John Maroney	John Maroney	Celeste M. Rorro	Leslie Martin	Paulette J. Laubsch
NORTH CAROLINA	Margaret Bailey	Haywood Poole	Alma Brown	Patricia Hagler	Eddie Capel
OKLAHOMA		Thelma Irby	Thelma Irby	Terry Watson	Joanna Terlizzi
UTAH				Craig D. Odekirk	Larry Casutt
WISCONSIN					

	1994	1995	1996	1997	1998
ALABAMA	Ron Goetz	Paula Lansdon	Norma Vance	Mable Thomas	Kenneth Mahan
ARIZONA	John Smalling	Laura Dillingham	Jeffrey A. Kramer	Jeffrey A. Kramer	Lawrence Ramsey
ARKANSAS	Ron Roy	Becky Bryant	Ray Stephens	Leon Cornett	Ron Byrns
FLORIDA	Doug Melvin	Dennis J. Magee	Dennis J. Magee	Dottie Gough	Dennis J. Magee
GEORGIA	Gene Vinson	Ernie Melton	Clayton Penhallegon	Charlotte Livingston	Pam Griffin
KANSAS		Webster T. Roth	Ken Keller	Michael J. Purcell	Chuck Bredahl
KENTUCKY	Sam Bain	Sylvia Elam	Susan Smith	Larry P. Totten	Tony B. Smith
LOUISIANA	Elaine Phares	C. Alan Tennyson	Diane Barksdale	Tom Patterson	Diana Schouest
MISSISSIPPI	Mary Robinson	Michael E. Shumaker	Ann Thames	Barbara Pepper	Jerold Erikson
NEW JERSEY	John Dougherty	Richard Blake	Raymond Purcell	Paulette J. Laubsch	Edward Perugini
NORTH CAROLINA	Vivian Lord	Ralph E. Fennell	William Clements	Maryan Barden	Haywood Poole
OKLAHOMA	Phyllis Taylor	Jody Seebon	Pat Hernandez	Gena Chamsedine	Debbie J. Smith
SOUTH CAROLINA					Al Lyerly
TEXAS					Scott Wall
UTAH	Brian Gough	Craig D. Odekirk	Laurel Morris	Warren Grames	Stuart Smith
WISCONSIN	Joan D. McArthur	Joan D. McArthur	Steven Hoese	Reed A. Woodward	Cathy Williquette

	1999	2000	2001	2002	2003
ALABAMA	Lee Oswalt	Lee Oswalt	Paula Lansdon	Betty Wood	Norma J. Vance
ARIZONA	Lawrence Ramsey	Gregory D. Hyland	Gregory D. Hyland	Jose De La Torre	Gregory D. Hyland
ARKANSAS	Sanford Cothren	Sandra King	Ray L. Stephens	Glenda Higgs	Leon Cornett
DIST OF COLUMBIA	-	Regina Owens	Regina G. Owens	Nancy Hapeman	Nancy Hapeman
FLORIDA	James Wolfe	Jerry Hewett	Sean Fisher	Ted Barber	Ted Barber
GEORGIA	Glenn Horton	Tony Howerton	Glenn Horton	Hugh M. Farley	Hugh M. Farley
KANSAS	Lynn Stennett	Ardie Davis	Kent Olsen	Pat Witt	Mike Purcell
KENTUCKY	Lee Ann Tramontin	Patricia Bryan	Tony Smith	James Brown	Pamla Wood
LOUISIANA	Sally Gilbert	Hugh Eley	Beth Roberts	Jodi Miller	Vivian B. Guillory
MISSISSIPPI	Lynda Owen	Barbara Bonner	Lesly Lloyd	Pat Ashford	Lea Ann McElroy
NEW HAMPSHIRE	-	Charlene Farmer	Charlene Farmer	Charlene Farmer	Debra Bourbeau
NEW JERSEY	James Dixon	James Dixon	Paulette Laubsch	Paulette Laubsch	Richard Blake
NORTH CAROLINA	Ramona Tuck	Patricia Hagler	Stephen Mastro	Mary Reese	Sandy Pearce
OHIO	-	Nancy Suhadolnik	Nancy Suhadolnik	Kimberlee Wilcox	Skip Downard
OKLAHOMA	Toni Wilson	David Brown	Stella Church	William Winters	Judy A. Dennis
SOUTH CAROLINA	Herb Lanford, Jr.	Kay N. Rogers	Kay N. Rogers	Polly McCutcheon	Polly McCutcheon
TEXAS	Chester Nolen	Mary Norris	Linda Spacek	Linda Spacek	Naomi S. Hines
UTAH	Randy Hopkins	Wendy Gianchetta	Julie R. Felice	Gerry Satterlee	Suzanne Briscoe
WISCONSIN	Cathy Williquette	Ronald L. Buchholz	Ronald L. Buchholz	Richard Holden	Richard Holden
	2004	2005	2006	2007	2008
ALABAMA	Glenn D. Newton	Paula Lansdon	Betty Wood	-	Betty Wood
ARIZONA	Gregory D. Hyland	Margo Dorrough	Wilma L. Himel	Michael Veucasovic	Jeffrey A. Kramer
ARKANSAS	Rebecca J. Bryant	Barbara Mohoney	Cynthia Nixon	Tim Lampe	Doris Anderson
DIST OF COLUMBIA	Danny Weiss	Nancy Hapeman	Deborah L. Crain	-	Deborah Crain
FLORIDA	Chris Grasso	Chris Grasso	Jerry O'Cathey	Jerry O'Cathey	Jerry McCarthy
IDAHO	-	Richard Juengling	Dawn Peck	Bobbi Eckerle	Reva Tisdale
KANSAS	Shirley L. Hollis	Shirley L. Hollis	Sandy Powell	Mary Parrott	Pat Witt
KENTUCKY	Glenn J. Thomas	Lorraine Moore/ Larry Totten	Larry P. Totten	Robinil H. Jameson	Anthony Smith
LOUISIANA	Sandy Scallan	Gail Gibson	Gail Gibson	Tom Patterson	Tom Patterson
MISSISSIPPI	William Pope	Mike Yeager	Cheryl Lunsford	Ray Balentine	Rachel Britt
NEW HAMPSHIRE	Carl Weber/Kathy Gallagher	Kathy Gallagher	Kathleen Carr	Charlene Cutting	Charlene Cutting
NEW JERSEY	William J. McKnight III	James Dixon	James Dixon	Paulette Laubsch	Paulette Laubsch
NORTH CAROLINA	Sarah M. Smith	Tami Hinton	Beverly Hall	Pete Burke	David Osborne
OHIO	Julie Trackler	Gina Mee	Beth Lozier	Shawn Bradley	Julianna Carvi
OKLAHOMA	Kay L. Hagerman	Paula Green	Joyce D. Smith	Delphine Hill	Barbara Taft
SOUTH CAROLINA	Deborah Hotchkiss	Sam Jones	Lynn Rivers	Lynn Rivers	Robbie Boland
TEXAS	Naomi S. Hines	Naomi S. Hines	Naomi S. Hines	Naomi S. Hines	Naomi S. Hines
UTAH	Mel Castillo	Happi Hansen	Craig Coulson	Suzette Green- Wright	Keith L. Heaton
VIRGINIA	-	Samuel Camden	Christy Porterfield	Christy Porterfield	Christy Porterfield
WASHINGTON	-	Curtis Richardson	Curtis Richardson	Curtis Richardson	Curtis Richardson
WISCONSIN	Dianne Hughes	Dianne Hughes	Jeffrey R. Roemer	Jeffrey R. Roemer	Mark Evans

	2009	2010	2011	2012	2013
ALABAMA			Buddy Jackson	Frances Smiley	Clara Nobles
ARIZONA	Jeffrey A. Kramer	Gregory D. Hyland	Gregory D. Hyland	Jeffrey A. Kramer	Jeffrey A. Kramer
ARKANSAS	Becky Bryant	Julie Farris	Cynthia Nixon	Andrea Alford	Becky Rains
FLORIDA	Jerry McCarthy	Fred Levinson	Fred Levinson	Fred Levinson	Fred Levinson
IDAHO	Deborah Woolery	Janice Foster	Becky Barton-Wagner	Dan Johnson	Renee Eymann
KANSAS	Shirley Hollis	Jeff Scott	Jack Gumb	Keith Dabney	-
KENTUCKY	Sherman Bowman	Ande Godsey	Jennifer Woods	Robinil Jameson	Cassidy Connell
LOUISIANA	Nancy DeWitt	Nancy DeWitt	-	-	-
MICHIGAN	-	-	Sharon Pinch	Sharon Pinch	Robert Moffit
MISSISSIPPI	Melissa Collier	Carolyn Bell	Ruthann Vercher	Suzanne Gill	Tony Graham
NATIONAL CAPITAL REGION	-	George L. Nichols	Ingrid Parris-Hicklin	Ingrid Parris-Hicklin	Teresa Doke
NEW HAMPSHIRE	Charlene Cutting	Charlene Cutting	John Scruton	Dennis Martino	Dennis Martino
NEW JERSEY	Paulette Laubsch	Paulette Laubsch	Paulette Laubsch	Paulette Laubsch	Mitchell Stern
NORTH CAROLINA	Sarah Means Smith	Jenny Rollins	Felicia McLean	Linda Jefferson	Linda Jefferson
OHIO	Melissa Roach	Cynthia Lee	Lee Thatcher	Cynthia Lee	Cynthia Lee
OKLAHOMA	Susan Bohl	Paula Printup-Porter	Annette Meyers	Teletha Hayden	Dru Bradford
SOUTH CAROLINA	Carl Chase	Veronica Reynolds	Cynthia Dannels	Jeff Patterson	Tony Magwood
TEXAS	Naomi Hines	Naomi Hines	Naomi Hines	Naomi Hines	Naomi Hines
UTAH	Michael Shoemaker	Lauralee Blue	Steve Wrigley	Mike Leary	Gordon Swensen
VIRGINIA	Christy Porterfield	-	-	-	-
WASHINGTON	Steve Bren	Curtis Richardson	Curtis Richardson	Curtis Richardson	Curtis Richardson
WISCONSIN	Mark Evans	Lutfi Shahrani	Lutfi Shahrani	Kathy Skiera	Kathy Skiera
	2014	2015	2016	2017	2018
ALABAMA					
ARKANSAS	Paul Waits				
KENTUCKY	Sallie Razor				
MICHIGAN					
NATIONAL CAPITOL REGION	James Henry				
NEW HAMPSHIRE					
NEW JERSEY	Mitchell Stern				
NORTH CAROLINA	Jack Mthenjane				
OKLAHOMA	Vanessa Harris				
TEXAS					
UTAH	Cheryl Brown				
WASHINGTON	Curtis Richardson				
WISCONSIN	Rick Higgins				

SUBJECT: MEMBERSHIP

Membership Classification. As established by the Board of Directors, members in the Academy shall be classified as one of the following:

A. Member

Any person who has an interest in the purpose and mission of the AACPM may become a member by selecting AACPM as their Section of choice on their ASPA membership application. Examples of members include graduates of CPM Programs accredited by the National Certified Public Manager® Consortium, current CPM students (ASPA student member classification); public managers and officials that are not Certified Public Managers®; Retirees (ASPA Senior Member classification); and CPM Program directors and instructors. Members have the rights, responsibilities and benefits listed below.

B. Honorary Member

Individuals who have performed notable service to, or support for, the American Academy of Certified Public Managers®. Selection shall be approved by a majority vote of the Board of Directors and ratified by a majority vote of the membership. Honorary Members do not have the rights and privileges of a Member.

Membership Dues. Dues are payable through the ASPA membership application/renewal process on an annual basis. An initial payment of annual dues is due and payable to the Academy from ASPA following the close of each quarter during the year. The Academy will remit rosters to each Society within 30 days following the close of each quarter, and dues payment within 30 days of receipt from ASPA for the preceding quarter.

A. Members: Annual AACPM dues are \$45.00 per member. AACPM dues amount includes \$25 per member Society dues and all AACPM service fees to ASPA.

B. Honorary Members: Honorary Members do not pay dues.

Membership Dues Disbursement to Societies. The Academy will remit rosters to each Society within 30 days following the close of each quarter, and dues payment within 30 days of receipt from ASPA for the preceding quarter.

Membership Records. The Treasurer is responsible for maintaining accurate records of paid members and to ensure that such members are included in the AACPM database.

Rights and Responsibilities. Members have the following privileges and duties:

- May use the designation “Member of the American Academy of Certified Public Managers[®]”.
- May attend all Academy meetings and speak to any issues before the Academy.
- May vote on matters before the Academy.
- May seek and hold elective office to the positions of Secretary, Treasurer and Member-at-Large. To be elected to the office of Chair-Elect the member must hold the CPM designation.
- Shall follow professional and ethical principles at all times in conducting Academy business.
- Shall pay dues.
- Shall demonstrate active support in the Academy by attending meetings, volunteering for committees, and promoting the professional nature of the Academy.

Benefits. Membership within the Academy provides:

- Membership in the ASPA Chapter and AACPM Society representing the member’s geographic area, or as an unaffiliated member if no Chapter or Society exists in the member’s area;
- Receive all ASPA and Academy publications;
- Member rates for all ASPA, Academy and Society events and functions;
- Recognition of commitment to professional standards;
- Association with other professional managers;
- Awareness of new developments in theory and practice;
- Opportunity to contribute to professional public management projects; and
- Career development through additional study and application.

Membership Certificate. A membership certificate shall be issued to an individual upon initial admission and receipt of their dues as described elsewhere in these Procedures.

SUBJECT: MEMBERSHIP ROSTERS

Purpose. Membership rosters exists to enable the Academy to track membership and to communicate to members through newsletters, conference correspondence, etc.

Data Collection. The Academy Member-at-Large - Membership will maintain the membership rosters. Membership data shall be downloaded from ASPA on a quarterly basis by the MAL - Membership.

Membership Data. The Academy will report membership data as received from ASPA each quarter. The membership roster should include the following information, if available:

- Name (*Last, First, Middle*)
- Preferred Contact Mailing Street Address
- City, State, Zip
- Preferred Contact Phone (*include area code and extension*)
- FAX Number (*include area code*)
- Preferred Contact Email address
- Certification Date (*Year CPM attained, if available*)
- Work Title (*optional*)
- Department/Agency (*optional*)
- Home Phone (*optional*)

Membership Rosters. From the information downloaded from ASPA, the MAL - Membership shall prepare Society membership rosters and shall transmit the completed rosters to each Society and the AACPM Board of Directors within 30 days of the close of each quarter.

Confidentiality. The information contained in the Academy membership rosters shall remain confidential and will be used strictly for Academy business. Exceptions to this shall be at the discretion of the Board of Directors.

SUBJECT: MEMBERSHIP CERTIFICATES

Purpose. A Membership Certificate may be issued to an individual by request upon initial admission into the Academy and receipt of their dues by the AACPM Treasurer.

Certificate Format.

- Paper to be at least 24 lb. light colored parchment paper.
- Include framing border of double gold lines.
- Use teal (PMS 322) ink for logo with gold line under "AACPM". Text shall be in black ink.
- Center "*American Academy of Certified Public Managers*[®]" to left of logo.
- Center the phrase "*This will certify that (insert name) is a member in good standing of the American Academy of Certified Public Managers*[®]."
- Use laser printer to add member's name in bold type in center of certificate.
- Place Chair and Secretary signature lines on bottom left (left of AACPM seal), one beneath the other; designate each officer's title below the respective signature line.
- Center AACPM seal in gold between officer signatures and date of issuance.
- Attach a teal ribbon to AACPM seal.
- Place line for date to right of AACPM seal.
- If signatures are handwritten, they shall be in black indelible ink but not ballpoint pen.
- Use laser printer to add date of issuance in bold type above dateline.

Preparation/Distribution of Certificates.

- Certificates shall be prepared by the Secretary upon request.
- Certificates shall be signed by the AACPM Chair and Secretary. Laser-printed signatures, done along with name and date, are acceptable so long as signatures are of good quality reflecting the importance of the document.
- New member certificates shall be mailed directly to each new member.

SUBJECT: COMMITTEES

Standing Committees. Standing committees are specifically referenced in the Constitution and Bylaws. The purpose for each committee is summarized below (each is further detailed in subsequent sub-sections):

- Operations - This committee shall solicit nominations for Academy office, conduct the elections, propose amendments to the Constitution and Bylaws or Code of Ethics, act as the arbiter of charges brought against any member, and develop and maintain the Academy's strategic plan.
- Finance - This committee shall prepare the Academy's annual budget for review and adoption at the annual meeting, ensure completion of the annual tax return, and receive the financial review and oversee the response thereto.
- Communications - This committee shall review all Academy publications, edit the newsletter content and coordinate its distribution, maintain the web site, control the use of all Academy social media accounts, prepare materials for submission to ASPA publications, and to assist Board members and committee chairs in communications with the membership.
- Program - This committee shall oversee AACPM programs, including development of the annual conference program, coordination of annual conference activities with ASPA staff, and coordination of the functioning of other AACPM meetings or programs.
- Awards and Recognition - This committee, and its subcommittees where appropriate, shall annually select the Henning Award, participate in selection of the Wilkinson Scholarship recipient(s) by the CPM Education Foundation, and coordinate the presentation of these awards and the Askew and AACPM Leadership awards at the annual conference.
- Membership - This committee shall work with groups seeking to form new Societies, provide support and guidance to current members and Societies, and administer the Society Grant program (when funded).

Committees of the Board. Committees shall be established by the Board of Directors as necessary to undertake specific projects or assignments, and dissolved upon completion of the project or assignment. These committees shall be established for a one year period. Committees requiring more than one year to complete their work shall be reaffirmed by each subsequent Board of Directors.

Reporting Requirements. Committee Chairs shall prepare an annual report by January 31 following the close of the year being reported on. Requests for committee reports will be made at least thirty (30) days prior to their due date. The Board has established a reporting format for committee reports, which is made part of this section.

American Academy of Certified Public Managers®
XXXXX COMMITTEE
Annual Report
Month Year

Executive Summary: This section is used to summarize the report and will be used for publishing the committee's activities in various media.

Committee Charge: This section is a statement of the purpose of this committee. It should include the standing or permanent purpose, as well as any specific instruction provided by the Board for the current reporting period.

Committee Activities: What did the committee do?

Recommendations not requiring Board or Membership Action: This section lists committee actions/requests/recommendations, if any, that do not require action by the Academy Board or the membership.

Recommendations requiring Board Action: This section lists committee actions/requests/recommendations, if any, that the committee believes require action by the Academy Board.

Recommendations requiring Membership Action: This section lists committee actions/requests/recommendations, if any, that the committee believes require action by the membership.

Chairperson and Committee Members: A listing of the committee members (beginning with the Chair) and contact information.

Submitted by: Name, Chair

Date Submitted: xx/xx/xx

SUBJECT: DUTIES & RESPONSIBILITIES OF THE OPERATIONS COMMITTEE

Purpose. This committee exists to conduct Academy nominations, elections and all referenda; propose changes to the Academy's Constitution and Bylaws or Code of Ethics; act as arbiter of charges brought against any member; administer the strategic plan; and, propose changes to these Standard Operating Procedures.

Committee Chair. The Chair-Elect shall chair the Operations Committee.

Committee Members. The committee shall be composed of the Chair-Elect and at least five (5) Academy members in good standing who are not members of the Board of Directors. The committee members shall be appointed by the committee chair and approved by the Board of Directors. Committee member assignments within the committee shall be the committee chair's discretion.

Term of Service. Each member shall serve a one (1) year term.

SUBJECT: NOMINATIONS AND ELECTIONS

Nomination/Election Process and Timetable of Events. The following schedule is recommended for the standard nomination and election process:

NOMINATIONS

- | | |
|---|--|
| 4 months prior to annual meeting | Operations committee provides AACPM newsletter editor and Section members with nomination form, guidelines, duties and responsibilities of each office and nomination submission deadline. |
| 10 weeks prior to annual meeting | Operations committee receives nomination forms from candidates. Nominations postmarked after the published deadline will not be considered. Chair reviews and compiles nominations, and may solicit additional nominations in an effort to have at least (2) candidates per office on official ballot. Committee ensures that all members on ballot meet the requirements for the office nominated for, agree to serve in the designated office, and are members in good standing. |

ELECTION

- | | |
|--|---|
| 45 days prior to annual meeting | Operations committee formulates and prepares official ballot. (ballot may be electronic form or paper) |
| 35 days prior to annual meeting | Operations committee distributes official ballots to all AACPM members in good standing. Members who cannot receive electronic ballots shall receive a printed, embossed ballot. |
| 7 days prior to annual meeting | Committee chair receives votes by electronic means or certified mail by midnight seven (7) days prior to the convening of the annual meeting. Completed ballots postmarked after published deadline will not be considered. |
| annual meeting | (1) Ballots may be cast by members prior to the official call to order of the Annual meeting (or a sealed ballot is received by committee chair from member's designated representative prior to the official call to order).

(2) Immediately following call to order Operations Committee counts all ballots collected at location determined by committee chair. A candidate must receive a plurality of the votes cast to be declared the winner; otherwise, a runoff election is required for that office. |

(3) Election results are submitted to the AACPM Chair by the committee chair. Only the AACPM Chair declares the result of the ballot vote and reports the election results. The AACPM Chair shall state only the names of the persons who received the most votes and the offices they will fill. No report of the number of votes shall be given, and the vote count shall not be retained in the Operations Committee report or the minutes of the annual meeting. This is done so as to not discourage members from running for office because of a margin of defeat in prior elections.

(4) In the event of a runoff election, the Operations Committee shall prepare runoff ballots. The committee chair shall distribute the ballots to the members present at the annual meeting immediately after announcing the results of the first ballot, and collect them after an appropriate time allowed for voting. The AACPM Chair will announce the results of the runoff election.

1 year later Operations committee chair shall retain all ballots for one year and destroy them at the conclusion of the next successfully conducted election.

Criteria for Nomination. Any member of the Academy may nominate a member in good standing of for office. Self-nominations are acceptable. Nominees for Chair-Elect must be a graduate of a CPM program accredited by the Consortium.

Procedures/Guidelines. In addition to the timetable of events, the following shall apply:

- A. Nomination forms must be complete before acceptance by the Operations Committee.
- B. In addition to the submission deadline, the name, mailing address, telephone and fax numbers of the Operations Committee Chair (who is the recipient of completed nominations) shall be included on the nomination form. This information shall also be published in the Academy newsletter.
- C. Nominations must be postmarked, faxed or emailed by the date specified on the nomination form. Nominations postmarked or received by fax or email after this date will not be considered unless the solicitation for nominations period is extended.
- D. The Operations Committee may extend the solicitation for nominations for officers if less than two nomination forms for each office are submitted.
- E. One vote per member. Members may submit ballots electronically, in person or by mail.

- F. Committee chair should have some “extra” official ballots on hand at the start of the Annual meeting to allow for special circumstances. Use of these “extra” ballots must be documented by the Committee.

Nomination Form Requirements.

- A. Instructions for completing and submitting the nomination form.
- B. Nominee's name, address, telephone, email address, and fax number.
- C. List of offices eligible for nomination to the Board of Directors (e.g.; Chair-Elect, Secretary, Treasurer, or Member-at-Large).
- D. Nominator's name, address, telephone, email address, and fax number.
- E. Nominee's signed affirmation declaring a willingness to serve and an understanding of the duties and responsibilities of the designated office checked on the nomination form.
- F. Academy Treasurer's affirmation that the nominee is a member in good standing.
- G. One-half page biography in which nominee outlines those skills or experience that they believe best prepares them to serve in the designated office.

Election Ballot Attachments. Besides the actual ballot itself, information provided to the voting members shall include:

- A. A brief biography (approximately 1/2 page) of each candidate,
- B. A copy of the elections guidelines, and
- C. A copy of the duties and responsibilities of each office listed on the ballot.

**AMERICAN ACADEMY OF CERTIFIED PUBLIC MANAGERS®
20XX OFFICER NOMINATION FORM**

INSTRUCTIONS:

1. Any member may nominate a member in good standing. Self-nominations are acceptable.
2. The nominator is responsible for ensuring that all five sections of the form are fully and accurately completed.
3. Completed nomination forms must be received by the Operations Committee Chair at the address below no later than **XXXXXX, 20XX** to be considered. They may be mailed, faxed or emailed to:

XXXXXXXXXX, CPM
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
FAX NUMBER: xxx-xxx-xxxx
EMAIL: xxxxxxxxxxxxxx@xxx.xxx

SECTION I: NOMINEE DATA

Name of Nominee: _____ Phone: _____
Address: _____ Fax: _____
City/St/Zip: _____ Email: _____

SECTION II: NOMINATED OFFICE

Check the specific office for which the person listed in Section I is nominated:

- Chair-Elect Secretary or Treasurer *(delete one depending upon year)*
 Member-at-Large - Programs or Membership *(delete one depending upon year)*
 Member-at-Large - Communications *(delete in years when not applicable)*

As a reminder, the term for Secretary, Treasurer or Member-at-Large is two-years.

SECTION III: NOMINATOR DATA

Name of Nominator: _____ Phone: _____
Address: _____ Fax: _____
City/St/Zip: _____ Email: _____

SECTION IV: NOMINEE'S BIOGRAPHICAL DATA

A ½-page biographical sheet, single-space, font size 10 minimum that includes Society & AACPM activities, civic & community activities, job responsibilities & accomplishments, etc. must accompany with this form.

SECTION V: NOMINEE CERTIFICATION

By my signature below I certify that I am aware of the duties and responsibilities of the office for which I am nominated, that I am willing to serve, and that the biographical information attached to this nomination is true and correct.

Signature of Nominee

Date

SUBJECT: BYLAWS & ETHICS

Bylaws Proposals. The Operations Committee shall receive all suggested bylaws revisions as requested by any legitimate source: Board of Directors, committee recommendations, general membership, etc. Committee will review all suggestions for their effect on the Academy and present their recommendations in their committee report. If their recommendation is to propose a change to the bylaws, the proposed bylaws must be submitted to the Academy Secretary no later than 60 days prior to the Annual Meeting. Proposals shall be distributed by the Secretary no later than 30 days prior to the annual meeting.

Investigations. The Operations Committee shall receive all allegations of misconduct or neglect of duty brought against any member. A confidential investigation of the charges brought forth will proceed with due diligence. Committee members will name an Investigations Chair if the officer being accused of wrongdoing is the Chair-Elect. The committee should consult with the current AACPM Chair (or Chair-Elect, if the AACPM Chair is the accused) if funding is needed to carry out the investigation.

SUBJECT: STRATEGIC PLANNING

Purpose. A strategic plan is the foundation for all organizational planning and budgeting activities. The primary purpose of a strategic plan is to focus the organization's attention upon the things that must be accomplished to achieve its mission. It begins with high-level goals or priorities and leads to the formulation of objectives that are operational in nature. The most current version of the strategic plan is incorporated herein by reference (available on website). The Academy's strategic plan is designed to be the working document for the Board and should do the following:

- Include goals that AACPM Chairs wish the Academy to achieve during their tenures.
- Evolve to reflect the priorities of the Board and the overall membership.
- Be updated as goals and objectives are achieved or are changed.

Components. The strategic plan should be developed to enable the establishment of objectives that are consistent with the organization's intended purpose or mission:

- Vision Statement - The Academy's philosophy and destination.
- Mission Statement - A road map to reach the vision. It identifies the broad purpose of the organization and answers the question, "Why does the AACPM exist?"
- Goals - Formulated to attain the mission, these reflect desirable positions, conditions, or end results of the primary AACPM activities.
- Objectives – Statements of achievable targets established to attain the Academy's goals. Objectives should be SMART (specific, measurable, achievable, responsible and time constrained). Types of objectives to consider are:
 - Short term - activities that can be completed within the current year.
 - Mid-term - activities that require from one to three years.
 - Long term - activities that require from three to five years.
- Operational Plan – The “how” an objective will be achieved - a series of progressive steps (strategies) initiated to achieve the objectives. This vital component of the overall strategic plan should contain specific activities that allow the organization to meet its objectives as well as who is responsible and when is it due.

Plan Review. To reflect the will of the Academy membership and the actions of the Board itself, the Board should review the strategic plan regularly. The operational plan should be reviewed at the beginning of each Chair's term. The overall strategic plan will be reviewed in total as appropriate based on the needs of the Organization as determined by the Board and the Operations Committee.

Plan Development. The process begins with a Call for Issues by the Chair-Elect to the Academy's stakeholders for issues that they feel should be included in the strategic plan. Once received, these will be tabulated, focusing on those issues presenting the most immediate concern to AACPM and its members, with the various factors affecting each idea noted. These factors can range from availability of personnel and/or funding to any uncontrollable factors that lie outside Academy control. (NOTE: The idea behind this process is for the Board to seek input from Academy stakeholders, then have an opportunity to review and digest the information at one of its meetings before formulating a revised strategic plan. The nature of this work may require a multi-year effort.)

While the most important Call for Issues occurs during the triennial review process, less formal inquiries may occur at other times as necessary and appropriate.

The Annual Report for each year should include a section in which the objectives achieved during that year are highlighted.

Plan Distribution. When the AACPM Board has updated the plan, it shall be distributed to each Society President and be posted on the website, and members notified of its availability. As with all publications, distribution should be in the most expeditious, yet cost-effective, manner.

SUBJECT: DUTIES & RESPONSIBILITIES OF THE FINANCE COMMITTEE

Purpose. This committee shall prepare the Academy's annual budget for review, modification if necessary, and adoption at the annual meeting of the Academy. This committee shall also be responsible for the annual review of the Academy's financial records and for compliance of any approved recommendations.

Committee Chair. The Treasurer shall chair the committee.

Committee Members. The committee shall consist of the Treasurer, the Chair-Elect, and one (1) or more member(s) in good standing appointed by the Treasurer and approved by the Board.

Term of Service. Each member shall serve a one (1) year term.

Annual Budget. This committee shall develop an annual proposed budget and prepare a written report. The budget and report shall be presented for approval at the annual meeting.

Annual Tax Return. This committee shall be responsible to ensure the completion of an annual tax return in compliance with IRS requirements. The return may be prepared by a qualified member of the committee, or an outside qualified tax preparer may be chosen to prepare the return.

Financial Review. This committee shall be responsible to ensure the completion of a financial review at each change of Treasurer. An Audit Committee shall be recommended to, and approved by, the Academy Board to conduct the review and present the recommendations to this committee, who will then report to the Academy Board. No member of the Audit Committee can be a member of the current Board of Directors. Presentation of the report, and any remedial proposals in response to the findings and recommendations, will be a part of this committee's report to the Board.

FASB Compliance. This committee shall be responsible for monitoring compliance with the accounting principles and practices enumerated by the Financial Accounting Standards Board. It is suggested that a member of the Audit Committee be selected who is familiar with current acceptable practices for non-profit organizations.

Annual Financial Report. This committee shall be responsible to ensure the completion of an annual financial report in accordance with ASPA requirements for submittal to ASPA by the AACPM Chair.

**SUBJECT: DUTIES & RESPONSIBILITIES OF THE COMMUNICATIONS
COMMITTEE**

Purpose. This committee exists to oversee communications efforts of the Academy, including the publication of the Academy newsletter (*The CPM Connection*) at least semi-annually to disseminate information to the membership. The committee will also oversee and maintain the Academy web site, other Academy publications such as the membership brochure, and the use of Academy social media accounts.

Committee Chair. The Chair of the committee shall be the Member-at-Large - Communications.

Committee Members. The committee members shall be appointed by the Committee chair and approved by the Board of Directors.

The Committee chair may determine that sub-committees of the Communications Committee are desired to focus on the ongoing production of *The CPM Connection*, on the Academy web site, and/or on social media and other electronic means of communication.

Term of Service. Each member shall serve a one (1) year term.

Prior Approval. Each publication must be reviewed and approved by the Communications Committee prior to its publishing.

Other Communications Services. The Academy recognizes it may need or want to develop other communications services and vehicles to better serve its members in a timely manner, such as the potential development of an electronic communications system connecting member Society leaders and the AACPM Board with each other; the potential development of broadband or other electronic means of recording and/or sharing programs or information; or the potential recording of various programs and workshops at the annual AACPM conference for future use by the Academy or member Societies as some examples.

The Communications Committee shall be the lead for these projects on behalf of the Academy. The Member-at-Large - Communications shall be the responsible position for these efforts, subject to the approval of the AACPM Board for general purpose and budget allocation as may be required.

SUBJECT: NEWSLETTER

Suggested Newsletter Publishing Dates and Contents. Publication of *The CPM Connection* is generally scheduled quarterly (March, June, September, December), but may change as circumstances require. A list of topics to be included as appropriate:

- Chair's Message (include photograph)
- Treasurer's Summary
- Board of Directors Messages
- Henning Award winner announcement (first edition after conference)
- Scholarship Award winner announcement (first edition after conference)
- Synopsis of Annual Board Planning meeting (first edition after conference)
- New Academy Officers announcement (first edition after conference)
- Consortium update
- Announcement of upcoming AACPM conferences
- Committee activity column
- A summary of Society status reports (if any)
- Call for Henning nominations (two editions prior to conference, or earlier if necessary to meet award schedule)
- Call for Scholarship applicants (two editions prior to conference, or earlier if necessary to meet award schedule)
- Call for Board of Directors nominations (two editions prior to election, or earlier if necessary to meet election schedule)
- Candidates Feature & Statements prior to election (last edition prior to conference & election)

All articles should contain contact information for the author.

Other Topics. Additional topics may include articles of interest, special events, a message from the Chair-Elect, minutes from joint meetings of the Academy and Consortium, highlights of the prior AACPM annual conference, special recognition of an individual, group, or project, etc.

Call for Articles. Communications Committee Chair will cause a schedule for submission of articles to be created and distributed to AACPM Board members, Society leadership and the CPM Consortium Director at the beginning of each year. Submission of articles should be in electronic format to ease collection and publication.

Newsletter Preparation. To ensure a professional presentation and image, the Academy may contract with a vendor to provide design and layout services for the Academy newsletter. The Communications Committee shall receive, review and edit all content before providing to the vendor for preparation of each issue. In this process, the Communications Committee Chair shall serve as or shall designate an AACPM newsletter editor to serve as the point of contact between the Academy and the selected vendor.

Formatting recommendations.

- Center AACPM logo at top of newsletter in teal (PMS 322)
- Text in black ink in Times New Roman font (size may vary to fit articles).
- An AACPM contact address should be included in the design of the newsletter.
- Use columnar layout (i.e., newspaper style) with left or full justification in body of newsletter for ease of reading.
- Include volume and issue number. Volume numbers (Roman numeral print style) change each year. Issue numbers (digit style) designate the number of editions printed each year (i.e., No. 1 for the first issue of the calendar year; No. 2 for the second issue, etc).
- Include “*A Section of the American Society for Public Administration*” at the bottom of the table of contents column or other appropriate location in each issue.
- Use page numbering.

Newsletter Distribution.

- The *CPM Connection* is prepared in a fully electronic version, posted on the Academy website, and distributed by the Academy via e-mail notification to Society members.
- An original invoice should be forwarded to the AACPM Treasurer by the newsletter vendor (if applicable) or through the Member-at-Large - Communications for payment.
- The AACPM Secretary shall save a copy of each edition of the newsletter for the archives of the Academy.

SUBJECT: WEB SITE

Web Site Address. The AACPM domain name is www.cpmacademy.org

Suggested Web Site Contents. The AACPM web site should be considered the primary communications tool and information resource for Academy members, Society leadership and other interested parties. A list of topics and materials to be included on the web site include, but are not limited to:

- **Operations:** Constitution & By-Laws; Standard Operating Procedures; Strategic Plan; Code of Ethics; Board Directory; Membership; Financial Information; Proceedings; Calendar; Privacy Policy;.
- **Publications:** Newsletters; Trademark Usage Guidelines; History of the CPM; AACPM Annual Reports; Brochure; Surveys & Studies.
- **Stars:** Henning Award (Description, Nomination Info, Recipients); Askew Award (Description, Recipients); Wilkinson Scholarship (Description, Nomination Info, Recipients); AACPM Leadership Award (Description, Recipients); Past AACPM Chairs.
- **Committees:** Description of committees, committee reports.
- **Events:** Upcoming Conference Schedule; Past Conferences; Conference History document.
- **Societies:** Description; Links to Society Websites; Society Annual Report Description and Format; Links to Society Annual Reports.
- **Contact Us:** Data Entry Form to Contact the Academy
- **Links:** AACPM Social Media presence; ASPA; National CPM Consortium; CPM Education Foundation.
- **Amazon.com Link**

Web Site Maintenance. To ensure a professional presentation and image, the Academy may contract with a vendor to provide web site design and maintenance services for the Academy web site. The ongoing efforts to maintain the Academy web site will be done through the Communications Committee. In this process, the Communications Committee Chair shall serve as or shall designate an AACPM Web Master to serve as the point of contact between the Academy and the selected vendor.

Web Site Postings. To ensure topical material is posted to the Academy web site, the AACPM Board has generally agreed that not more than two years of Academy newsletters will be maintained on the Academy web site. Further, the same two-year period will be used for the minutes of the AACPM Board of Directors meetings/teleconferences.

SUBJECT: SOCIAL MEDIA

Purpose and Use. The use of social media to communicate with Academy members is an important communications tool. A list of social media to be used by the Academy, under the control of the Communications Committee, includes but is not limited to:

- **LinkedIn:** Discussion forums, job postings, post updates about Academy issues and activities, member networking, monitor forums for inappropriate postings.
- **Facebook:** Post updates about Academy issues and activities, member networking, monitor page for inappropriate postings.
- **Twitter:** Post updates about Academy issues and activities, monitor comments for inappropriate postings.
- **You Tube:** Post video messages from the Academy, monitor comments for inappropriate postings.
- **Flickr:** Post photos of Academy events and activities.
- **RSS Feed/Blogs:** To be developed/implemented as appropriate

Social Media Postings. The Academy should endeavor to post relevant content on a timely basis on a regular frequency, preferably no more than bi-weekly. Special events and activities may warrant frequent postings to share the activities with members not in attendance, including such activities as:

- **Annual Conference:** Post updates about presenters, social activities, and general items of interest from the event.
- **Annual Meeting:** Post updates about key issues and outcomes of key votes.
- **Board Meetings:** Post updates about key issues and outcomes of key votes.
- **Committees:** Post updates about committee meetings, volunteer recruitment, etc.
- **Miscellaneous:** Post miscellaneous items of information about upcoming events for ASPA and member Societies, Resources of interest, etc.

SUBJECT: BROCHURE

General. Brochures may be prepared for distribution to Academy members and other interested parties for the purpose of endorsement and promotion of the Academy. The Communications Committee is responsible for the preparation of the Academy brochure.

Consistency. When printed, paper quality, colors, type style and format of previous orders should be repeated. Any deviation from previous specifications shall be approved by the Board.

Format. Specifications are as follows:

- Use 8 1/2" by 11" white paper, thick bond, preferably recycled.
- Ink used shall be teal (PMS 322) and gold ink.
- Print in landscape format. Prepare text in panels (three per page) to allow for a tri-fold document.
- Arrus type font (or similar) shall be used throughout document.

Content. The following details the layout and information to be contained in the Academy brochure:

- Panel A:
 - Include descriptions of the Henning Award, AACPM Leadership Award, and Askew Award.
- Panel B:
 - Place logo and Academy name similar to a return address label.
- Panel C (Cover):
 - Place AACPM logo at top of brochure.
 - Center Academy name in bold print.
 - Print "*An association of management professionals dedicated to excellence in government*"
 - Print www.cpmacademy.com near bottom, above ASPA line.
 - Place ASPA Logo and print "*A Section of the American Society for Public Administration*" at bottom.
- Panels D, E and F (Body):
 - Include a description of the Academy; the Academy's Mission; and Code of Ethics; membership benefits; etc.

Printing.

- Brochure will be provided electronically upon request and should be made available on the Academy website.
- Print a minimal number of copies when needed to provide to other organizations upon request.
- Person responsible for printing should seek lowest cost available and present to the Board for approval of purchase.

Distribution.

- All printed brochures shall be delivered to the Member-At-Large - Communications.
- The Member-At-Large - Communications shall distribute brochures to other organizations upon request. As these are a cost item with limited supply, requests should be for minimal quantities and specific uses.

SUBJECT: STATIONERY

General. Stationary may be prepared for use by Board members and other interested parties for the purpose of official Academy correspondence, however, stationery is generally electronic and shall only be ordered in an economic quantity as needed. The Communications Committee is responsible for the preparation of printed stationery.

Consistency. With each new order of stationary, paper quality, colors, type style and format of the previous order should be repeated. Any deviation from previous specifications shall be approved by the Board.

Letterhead. Format to be used shall be:

- Use 8 1/2" by 11" white bond paper, at least 20 lb., preferably recycled.
- Ink used shall be teal (PMS 322) and gold ink.
- Arrus type font (or similar) shall be used.
- Place AACPM logo 0.5" from top and 0.65" from left edge of paper.
- Center "*American Academy of Certified Public Managers*[®]" (15 pt. font, teal) to right of logo.
- Underline "*American Academy of Certified Public Managers*[®]" in gold.
- Place side bar under logo, 0.65" from left edge of paper (9 pt. font).
- Center footer 0.2" from bottom edge of paper and print "*A Section of the American Society for Public Administration*" (12 pt. font, teal)

Envelopes. Format to be used shall be:

- White paper, at least 20 lb., preferably recycled.
- Ink used shall be teal (PMS 322) and gold ink.
- Arrus type font (or similar) shall be used.
- Place AACPM logo at top left corner.
- Center Academy name and return address to right of logo (9 pt. font, teal) with Academy name underlined in gold ink.

Distribution. The Secretary shall update letterhead each year as the new Board takes office, and distribute the letterhead electronically to all Board members for official use. When a Board member does not have the ability to print letterhead as needed, the Communications Committee shall dispense printed Academy letterhead to the Board member(s).

SUBJECT: ENDORSEMENTS AND PROMOTIONS

Policy. AACPM funds expended for the endorsement or promotion of printed, visual and related materials that bear the AACPM logo, or are presented under the auspices of or in association with the AACPM, shall support the stated purposes of the organization and:

- A. Shall not further an agenda outside the scope of the AACPM interests and responsibilities;
- B. Shall not further a philosophical or ideological stance in conflict with AACPM principles; and
- C. Shall not further the goals of select AACPM members.

Policy Coverage. This policy shall apply to, but not be limited to, the following areas:

- A. Publications (includes newsletters; brochures; or other printed and audio/visual material associated with the AACPM).
- B. Conferences (includes presentations; exhibits; sponsors; or other audio/visual materials distributed at the conference).
- C. Inappropriate or unauthorized use of the Academy name or logo.

Approval of Materials. Members shall avoid even the perception of promoting or singling out for favor any specific individual or group within or outside the membership. This takes into account the predictable advantage that the exposure at the conference may bring. Where there is any question, materials shall be considered and a decision reached by the Communications committee.

Any issues of endorsement, promotion or other support or association with the Academy not covered above will be considered on a case-by-case basis within the guidelines of this policy. When necessary and appropriate, the AACPM Board of Directors shall provide interpretation of this policy.

AACPM reserves the right to decline endorsement, promotion or other affiliation with any material, individual or group that does not meet the Academy's best interests.

SUBJECT: DUTIES & RESPONSIBILITIES OF THE AWARDS AND RECOGNITION COMMITTEE

Purpose. This committee exists to oversee the award and recognition programs of the Academy, including the Henning Award, AACPM Leadership Award, Askew Awards and Service Awards.

Committee Chair. The Chair of the committee shall be the AACPM Chair.

Committee Members. The committee members shall be appointed by the Chair and approved by the Board of Directors.

Sub-Committees. The Henning Award shall have a standing empowered sub-committee within the Awards and Recognition committee as described elsewhere in these Procedures. The Chair may determine that other sub-committees of the Awards and Recognition Committee are desired to focus on the other awards.

Term of Service. Each member shall serve a one (1) year term.

SUBJECT: HENNING AWARD

Purpose. The Henning Award shall be administered by an empowered sub-committee responsible for the Henning Award nomination process, selecting the award recipient, and coordinating the presentation of the award at the annual meeting.

Henning Chair. The Chair of the Henning sub-committee shall be the previous year's Henning Award recipient. The Henning chair is responsible for receiving the nominations and distributing them to the sub-committee members, obtaining the award, ensuring the engraving is done, and completing other related tasks necessary to present the award at the annual conference. The Henning chair is also responsible for submission of an article for the next newsletter announcing the Henning recipient.

Sub-committee Members. The sub-committee shall be composed of the Henning chair and four (4) Academy members in good standing, all from different Societies, selected by the Henning chair and approved by the Board.

Term of Service. Each committee member shall serve a one (1) year term.

Intent of Award. The Henning Award is the Academy's highest honor, presented annually to an active member, who through their efforts has made significant contributions to the Academy, their Society, and the prestige and image of the CPM.

Award Process and Timetable of Events. To maintain the element of surprise, the Henning chair and the Academy Chair are to take the necessary steps to ensure the confidentiality of the Henning Award recipient's name once the selection is made until the announcement when the Award is presented during the annual meeting.

by fall newsletter deadline Henning chair provides AACPM newsletter editor and Society presidents with nomination guidelines to publish/distribute, including nomination submission deadline.

5 months prior to annual meeting Henning chair issues call to Societies for award applicants and sends guidelines and nomination forms to Society presidents.

4 months prior to annual meeting Henning chair receives nominations. Nominations postmarked after the due date will not be considered.

3 months prior to annual meeting Sub-committee reviews nominations, verifies the validity of each, and selects the award recipient. Henning chair notifies all Societies that submitted a nomination, confirms receipt of the nomination and thanks the Society for their participation.

- 2 months prior to annual meeting** Henning chair notifies committee members of the selection of the recipient and requests that the name of the recipient be kept confidential. Henning chair notifies Academy Chair and the recipient of the selection. Henning chair orders Award with engraving, or obtains engraving on Award as soon as it is received. Henning chair prepares framed and matted certificates for all nominees. Henning chair notifies all nominees of their selection/non-selection in writing, but does not disclose the name of the recipient. Henning chair and Academy Chair make arrangements for the recipient to be present at the Awards ceremony.
- annual meeting** Henning Chair announces and presents award to recipient and certificates to other nominees at awards ceremony.

Nomination Eligibility. Nominee must be an Academy member in good standing who has completed a CPM program accredited by the Consortium.

Criteria for Nomination.

- | | |
|--|------------------|
| I. Career accomplishments | 20 points |
| II. Society and American Academy activities | 50 points |
| NOTE: (20 pts. AACPM / 30 pts. Society) | |
| III. Innovations and Contributions to Management | 10 points |
| IV. Leadership Activities | 10 points |
| V. Community Service | <u>10 points</u> |
| Total | 100 points |

Submitting Nominations.

- A. No previous Henning Award recipient will be eligible for nomination.
- B. Nominations must be made by the Board of Directors of a Society. Only one (1) nomination will be accepted from each Society.
- C. The nomination form must be completed by the Society sponsoring the nomination and submitted to the Henning Chair by the published deadline. Nominations postmarked after this date will not be considered.
- D. The nomination form must be signed by at least two members of the nominating Society Board of Directors. Signature by all the Board of Directors is preferred.
- E. The nomination form must be signed by the nominee to certify accuracy of the information contained in the nomination.

- F. Neither the name of the nominee nor their Society/home state shall appear on the nomination materials. They may only appear on the cover sheet containing the names of the nominators.
- G. The nomination must be made using the nomination form provided or a reasonable facsimile. The nomination must not exceed four (4) pages. The nomination may not be typed in less than a font size 11.
- H. The nomination should be clearly and concisely written and should address the five criterion areas. Short "bullet" statements of accomplishments are preferred, supported by brief descriptive comments where necessary for clarification. Specific details should be given to support accomplishments. Long flowery descriptions should be avoided.

Failure to comply with the page limitation, minimum font size, or submittal deadline, will result in the nomination being disqualified from consideration.

Travel for Award Recipient. The Henning Award recipient is encouraged to first seek travel assistance from their employer, and next from their nominating Society. When necessary the Academy shall reimburse their expenses according to guidelines outlined elsewhere in these Procedures. Reimbursement shall be for expenses for the recipient only – two (2) days meals (maximum) at federal per diem rates for the location, two (2) nights lodging (maximum) at the conference hotel, and the awards ceremony fee for the recipient and one guest. The recipient should file for expense reimbursement, as authorized above, with the AACPM Treasurer after the conference. If a travel advance is necessary, the recipient should request the advance from the AACPM Chair as soon as possible in order to facilitate obtaining the most favorable travel arrangements.

The Board of Directors reserves the right to approve other expenses that are deemed in the best interest of the AACPM pertaining to this Award. If the Award winner is a Board member eligible for travel reimbursement, claims may not be duplicated.

Award Specifications. The Henning Award is a pewter Revere bowl, mounted on a walnut wood base, with an engraved plate mounted on one face of the base.

Award Format.

- Bowl shall be a pewter Revere Bowl.
- Bowl shall be 8" in diameter (approximately 3½" tall)
- Base shall be made of American Walnut wood (or comparable).
- Wooden base shall be two tiers:
 - Top tier shall be approximately 5½" square x 3½" high, with rounded miter edge finish around the top.
 - Base plate tier shall be approximately 6½" square x 7/8" high, with rounded miter edge finish around the top.

- Engraving plate shall be two layers:
 - Back plate shall be pewter and shall be approximately 5½” wide x 3” high, mounted flush against the wooden base.
 - Front plate shall be black lacquer finish, approximately 5” wide x 2½” high, centered on the back plate.

Engraving Plate Text.

- On the front of the bowl, facing the side of the base with the engraving plate, engrave the following three (3) lines of text in 12 pt Times New Roman font (first line only in all caps and **bold**):

THE HENNING AWARD
Presented To
(Print the Recipient’s Name)

- On the engraving top plate, laser etch the following so that lettering is pewter colored (in 12 pt Times New Roman font, except last line to be in 18 pt Arial instead):

By the American Academy
of Certified Public Managers®
(on the third line place an artistic scroll to separate the lines of text)
For Outstanding Contribution
to Public Management
(Year of the Award)

Vendor. The Academy has not entered into a formal production agreement with any vendor. The committee Chair may obtain the award from the vendor of their choice. The Academy has previously obtained the award from the following vendor:

Johnny O’s Awards
740 North Sandhills Blvd
Aberdeen, NC 28315
Ph: 910-944-7438
Fax: 910-944-9545
Email: johnnyosawards@windstream.net

Nominee Certificates. Each nominee for the Henning Award is recognized with a certificate of nomination.

Certificate Format.

- Use 8 1/2" X 11" white or off-white colored parchment paper.
- Center AACPM logo at top of charter in teal (PMS 322) and gold.
- Print text with a "Lucinda Calligraphy" font type.
- Use 16 point text for AACPM name, and 12 point for all other text
- Print text in teal ink for AACPM name and in black ink for all other text.
- Center all text.
- Center AACPM gold foil seal with two teal ribbons at bottom.
- Place Henning Committee chair's signature line to left of AACPM seal.
- Place AACPM Chair's signature line to right of AACPM seal.

Certificate Text.

- Directly beneath logo print: AMERICAN ACADEMY OF CERTIFIED PUBLIC MANAGERS®
- Spaced below AACPM name print: PRESENTED TO
- Spaced beneath presented to print: (*THE NAME OF THE NOMINEE*)
- Directly beneath nominee's name print: (*Year*) HENNING AWARD NOMINEE
- Directly beneath nomination year print: (*NOMINEE'S SOCIETY NAME*)
- Spaced beneath nominee's Society name print the body of the certificate, as follows:

IN RECOGNITION AND APPRECIATION FOR
YOUR ACCOMPLISHMENTS AND CONTRIBUTIONS
TO THE PRESTIGE OF THE CERTIFIED PUBLIC MANAGER®

- Spaced beneath the body and directly above the gold foil seal print the date and location of the annual awards banquet as follows:

The ___ Day of (Month) (Year)
(City, State)

- Directly beneath signature lines print names and titles of Henning committee chair and AACPM Chair respectively.

Henning Award Plaque. This “traveling” plaque resides with the Society of the current Henning Award recipient for one year. It is requested that this plaque be displayed in a suitable location, highly visible to those associated with the local CPM program. Prior to the subsequent annual meeting, the Society with the plaque shall have the next nameplate engraved with the name of the next Henning Award recipient. The Society President currently holding the plaque shall then present it to the Society President of the next Henning Award recipient. The transfer of this plaque is usually part of the awards ceremony at the annual meeting.

This plaque is wooden and includes:

- The Academy logo as an emblem centered at the top;
- The general descriptive wording "*The American Academy of Certified Public Managers® presents the Henning Trophy for Outstanding Contributions to Public Management*"
- *Twelve (12) brass name plates, each inscribed with the recipient's name, Society, and year of award.*

Replacement and Disposition of Plaque. When the traveling plaque has been filled with twelve names, it is to be turned over to either the Academy Chair or another person so designated by the Board to safeguard these awards. Or, to provide continued public display of the filled plaque, it may remain on display at the location of the last Past Chair and/or Henning Award recipient noted on the plaque, or displayed in another appropriate manner as determined by the AACPM Board of Directors.

Replacement of the plaque shall be coordinated through the Academy Chair with payment made from Academy funds.

The location of retired plaques shall be recorded in this section of the AACPM Standard Operating Procedures in order to maintain the documented locations of these plaques that are part of the Academy's historical records.

2006	Julie Felice (UT) 5752 South Blake Drive Taylorsville, UT 84114
2013	Linda Jefferson (NC) 1331 Mail Service Center Raleigh, NC 27699-4309



American Academy of Certified Public Managers®

(Year) AACPM HENNING AWARD NOMINATION

NAME OF NOMINEE: _____

SOCIETY AFFILIATION OF NOMINEE: _____

NOMINEE ADDRESS: _____

PHONE: _____ E-MAIL: _____

INFORMATION REQUESTED TO ACCOMPANY NOMINATION

For guidance in submitting nomination and certifying eligibility, refer to the AACPM Policies and Procedures Manual on the Operations page of the Academy website, www.cpmacademy.org.

Please submit pertinent information in the following areas:

- I. **CAREER ACCOMPLISHMENTS.** Describe professional positions and accomplishments that can be considered highlights of nominee's career. Do not include a job description or a listing of tasks.
- II. **SOCIETY AND ACADEMY ACTIVITIES.** Describe CPM-related activities, including offices held & committee involvement in the Society and the Academy, and how nominee contributed to the organization's success.
- III. **INNOVATIONS AND CONTRIBUTIONS TO MANAGEMENT.** Provide examples of initiatives from the nominee's career that can be considered to be innovative and/or unique and how they contributed to improved organizational management and programs.
- IV. **LEADERSHIP ACTIVITIES.** Identify activities and outcomes that demonstrate the nominee's leadership effectiveness.
- V. **COMMUNITY SERVICE.** Describe the nominee's various community & volunteer activities that illustrate a commitment to community service.

PLEASE NOTE: Submittal of the above information must not exceed four (4) pages, no less than single-spaced, no smaller than font size 11. Nominee's name, Society, or home state must not appear within the submittal response (only on this cover document). Failure to comply with these criteria will result in disqualification.

NAMES OF NOMINATORS & SIGNATURES, with contact information.

NOMINEE'S SIGNATURE certifying nomination is accurate: _____

NOMINATION MUST BE POSTMARKED NO LATER THAN
(Month, Date and Year)

RETURN TO:

(Name of Committee Chair), CPM
 Chair, AACPM (year) Henning Award Committee
 (P.O. Box or Street Address)
 (City, State, Zip Code)
 Phone: xxx/xxx-xxxx
 FAX: xxx/xxx-xxxx
 E-Mail: xxxxxxxxxxxxxxxxxxxxxx@xxxxxxxxxxxxx.xxx



**(Insert year) AACPM
HENNING AWARD NOMINATION EVALUATION CRITERIA
With summary statement of information requested****

I. Career Accomplishments

(20 Points Maximum)

Professional positions and accomplishments that can be considered highlights of nominee's career.

II. Society and American Academy Activities

(50 Points Total Maximum)

(20 Points Max. – AACPM)

(30 Points Max. – Society)

CPM-related activities, including offices held, committee involvement in Academy and Society, and how nominee contributed to organization's success.

III. Innovation and Contributions to Management

(10 Points Maximum)

Initiatives from nominee's career that can be considered innovative and/or unique and how they contributed to improved management and programs.

IV. Leadership Activities

(10 Points Maximum)

Activities and outcomes demonstrating nominee's leadership effectiveness.

V. Community Service

(10 Points Maximum)

Activities that illustrate community involvement and commitment to community service.

**** The complete definition of requested information is located on the AACPM Henning Award Nomination Form, which accompanies this document.**

SUBJECT: FRAN L. WILKINSON SCHOLARSHIP

Scholarship History. On April 23, 1994, members of the House of Delegates unanimously voted to name the Academy's annual scholarship the Fran L. Wilkinson Memorial Scholarship, as a token of remembrance, affection and esteem. Fran was a leader in the CPM Program at the state and national level, serving as President of the Georgia Society in 1983 and chair of the National CPM Consortium in 1987. Fran died June 6, 1990, at an early age, as the result of a ruptured aneurysm. The Academy remembers her through this memorial scholarship, which will provide awards annually to deserving students who plan a career in public service.

This scholarship was developed in support of one of the objectives of the American Academy of Certified Public Managers® - *"to promote a high professional, educational and ethical standard in public management"*.

Scholarship Administration. In 2013 the Academy Board of Directors reached agreement with the CPM Education Foundation Board of Directors to transfer administration and award of the annual scholarship to the Foundation. In so doing, the Academy agreed to endow the scholarship on an annual basis as long as the Foundation agreed to include one AACPM member appointed by the Academy Board on the selection panel, and to require the recipient be an AACPM member in good standing.

Scholarship Endowment. Up to two (2) scholarships may be endowed yearly, as appropriated in the annual budgeting process. The Academy shall notify the CPM Education Foundation of the amount of the annual endowment for each year, and shall send payment as soon as possible following budget approval.

SUBJECT: AACPM LEADERSHIP AWARD

Purpose. The Academy created the President's Award on May 22, 1999 to allow the President of the Academy to acknowledge, recognize and publicly celebrate the service and accomplishment of an informal leader within the Academy. The award was renamed the AACPM Leadership Award in 2013 to coincide with the name change of the Academy officer positions resulting from the affiliation with ASPA.

Award. An award will be presented to the honoree during the annual meeting. Each AACPM Chair chooses the award type they will present.

Selection Process. The AACPM Chair is responsible for selecting an individual to receive this award. An Award is not required to be made each year.

Criteria for Selection. The following criteria will be used in selecting recipients:

- Improved an Academy program(s) or initiative(s) on behalf of the membership and in consultation with the Board
- Went the "extra mile" and set aside his/her time to significantly help the Academy deliver its member services
- Volunteered as a member, not as an elected Academy Board Member, for the service being recognized.
- Demonstrated leadership and communicated effectively with all interested parties
- Sustained focus and energy in these efforts over a minimum twelve (12) month period.

Eligibility for Selection. The following criteria will be used to qualify recipients:

- Must be an Academy member in good standing
- May not be a sitting Board member (this does not preclude former Board members from consideration as long as the service being recognized is not that performed during their Board tenure)
- With Board approval, the AACPM Chair may choose to recognize a group or committee instead of an individual.

Chair's Discretion. Since this is the Chair's award to give, discretion is given to allow the Chair to deviate from the criteria/eligibility requirements in extraordinary situations. In such instances the Chair should seek approval from the Board, however, is not required to do so.

SUBJECT: ASKEW AWARD

Purpose. The Askew Award is a joint award of the Academy and the Consortium. It recognizes exceptional CPM projects, as selected by the programs, which utilize management practices that exemplify the CPM philosophy.

Askew Award History. The Academy created the Askew Award to acknowledge the efforts of those who have demonstrated exemplary work in the completion of their CPM projects which are a vital component of each participant's training. As stated on the medallion, these are given "*For the utilization of management practices exemplifying the philosophy of the American Academy of Certified Public Managers® in the completion of an exceptional curriculum project*".

The Award winning projects should demonstrate the following criteria:

- Be innovative in its approach
- Demonstrate quality improvement if an implementation result of the project
- Demonstrate cost savings if an implementation result of the project
- Be an outstanding demonstration of CPM principles
- For recognition of other significant contributions

On May 18, 1996, members of the AACPM House of Delegates voted to name the award for George Askew. George was a leader in the CPM Program at the state and national level, serving as President-Elect of the Academy in 1991-92, and President in 1992-93. He is also considered as the "first CPM", being the first name called in the first-ever CPM graduation ceremony in Georgia in 1983.

Askew Co-Chairs. The AACPM Chair may choose to serve as the Askew Award co-chair, or may appoint an Askew co-chair for approval by the Board. The other co-chair shall be the Past Chair of the Consortium Executive Committee, or their designee. The co-chairs are responsible for obtaining the awards, preparing an award recognition pamphlet for the annual meeting, and completing other tasks necessary to present the awards at the annual meeting.

Presentation Panel Members. The Askew presentation panel shall be composed of three (3) to five (5) Academy and Consortium members. The Academy members shall be selected from the members of the Awards and Recognition Committee. As a courtesy the Academy Askew co-chair should contact the Consortium co-chair for their recommendation of additional Consortium members to serve on the committee.

Term of Service. Each member shall serve a one (1) year term.

Vendor. The Academy has entered into a production agreement with a vendor with over 150 years experience producing medals, badges, and medallions. That vendor is:

V. H. Blackinton & Company, Inc
221 John Dietrich Blvd, PO Box 1300
Attleboro Falls, MA 02763-0300
Ph: 508-699-4436
Fax: 508-695-5349

The Award is a bronze medallion approximately 770cm (3") in diameter and 5mm (3/16") in thickness. The front of the award has the Academy logo with the words "American Academy of Certified Public Managers®" within the upper circumference and the words "George C. Askew Award" in script horizontally across the medallion under the logo. The reverse of the logo has the words "Presented to (space for engraving winner's name) this (space for engraving the date) for the utilization of management practices *exemplifying the philosophy of the American Academy of Certified Public Managers® in the completion of an exceptional curriculum project*".

One (1) award will be given to one (1) recipient from each CPM program that chooses to submit a project. For those submitted projects with multiple participants, the Academy will pay for the first medallion and the local CPM program will pay for any additional medallions. Should the local CPM program be unable to furnish the additional medallions, and upon the program's request, the Academy will provide each additional recipient with an unframed certificate acknowledging their participation and achievement.

Award Process. Programs submit the names of the Askew recipients to the Askew co-chairs, or the presentation panel's designated individual responsible for this process, so there is a single point of contact for the process.

If the state program or Society provides the recipient's full name and project description no later than 45 days before conference beginning date, the recipients will receive the medallion publicly at the annual meeting and the recipient's name and project description will be included in a publication available at the award presentation.

If the full name of the recipient and project description is received at any time later than 45 days prior to the date of the conference, the recipient's name and project name will be recorded in the Askew history/record and the recipient will be presented their medallion by their program or local Society. Reasonable effort will be made to mention the award at the award ceremony, in the Academy newsletter or other appropriate function.

Criteria for Selection. Each Program will adopt its own specific criteria in selecting the outstanding project while taking into account the general principles listed previously. They are encouraged to involve members of their local Society whenever possible, even to the degree of turning over the selection process to that Society.

Verification with the Sponsoring Program. Before placing the order for Askew Award medallions, the Askew co-chairs or the presentation panel's designated individual responsible for this process, shall verify in writing (assumedly via e-mail) with the appropriate submitting official(s) the correct spelling of the Askew Award recipient(s) name as it/they shall appear in the conference publication.

The Askew co-chairs or the presentation panel's designated individual responsible for this process shall also request the submitting official(s) provide a phonetic spelling of the Askew Awards recipient(s) name to provide for clearer pronunciations in the recognition afforded to these individuals.

Coordination between the Askew Co-chairs and the AACPM Treasurer. The Academy co-chair furnishes the Treasurer with a copy of all orders and related communications between the medallion vendor and the committee. When a CPM program submits multiple recipients, the presentation panel obtains advance payment from the respective Society for any additional medallions and shipping.

The Academy co-chair is the sole point of contact with the medallion vendor. The Academy co-chair arranges for the vendor to invoice the Academy Treasurer for all medallions.

Publication in CPM Connection and on Web Site. The Askew co-chairs shall be responsible for submitting an article to the editor of *The CPM Connection* for the edition immediately following the annual conference and presentation of Askew Awards, to highlight the achievement of the award recipients. A listing of award recipients to include: nominating Program; name(s) of award recipients, and title of project recognized will also be provided to the AACPM Member at Large - Communications for posting on the AACPM web site.

Records Retention. Nominations and associated records shall be turned over to the Secretary for filing in the Academy archives within 30 days of the annual meeting at which the winner(s) are announced.

SUBJECT: SERVICE AWARDS

Purpose. Service awards are presented to acknowledge the service of individuals to the Academy as Committee Chairs or on the Board of Directors. The presentation of these awards is usually part of the awards ceremony at the annual conference, or through alternative means if the recipient does not attend.

Committee Chair Awards

General. The award will generally consist of a certificate of appreciation for non-Board member Committee Chairs, recognizing all committees chaired on a single certificate. The AACPM Chair selects the award type to be given during their year in office, and may choose an alternative award type to present if desired, with the approval of the Board.

Board Awards

General. Historically, the AACPM Chair has presented service awards to the outgoing Board members at the end of their term of office. This does not preclude the Chair from providing some modest acknowledgement following the first year of service if they so choose. The Chair-Elect is responsible for presenting a plaque to the sitting Chair.

Past Chairs Recognition

Past Chairs Pin. Upon completion of their year of service as Chair, each outgoing Chair shall be presented with a pin in recognition of their service to the Academy. The pin shall be presented to the outgoing Chair at the conference awards ceremony by a presenter of the outgoing Chair's choosing.

Pin Specifications. The Past Chairs Pin is round with the Academy logo in the center, with the title 'Past Chair' located in a semi-circle beneath the logo. The pin shall meet the following specifications:

- Shape - Round
- Size - 1 1/16" in diameter
- Finish - Teal colored background with gold edges, gold logo and gold text.
- Backing - Military clutch

Past Chairs Plaque. This "travelling" plaque resides with the Society of the current Past Chair for one year. It is requested that this plaque be displayed in a suitable location, highly visible to those associated with the local CPM program.

Prior to the subsequent annual meeting, the Society currently holding the plaque shall have the next nameplate on the plaque engraved with information for the current AACPM Chair, who will become the next Past Chair. The Society President currently holding the plaque shall then present it to the Society President of the exiting AACPM Chair (next Past Chair). The transfer of this plaque usually occurs at the annual meeting.

The plaque is wooden and includes:

- The Academy logo as an emblem centered at the top;
- The wording "*American Academy of Certified Public Managers®*"
- The wording "*Past Chairs*";
- The wording "*In Recognition of Dedicated Service and Outstanding Leadership*";
- Twelve (12) brass name plates, each inscribed with the Chair's name, Society, and year of service as Academy Chair.

Replacement and Disposition of Plaque. When the traveling plaque has been filled with twelve names, it is to be turned over to either the Academy Chair or another person so designated by the Board to safeguard these awards. Or, to provide continued public display of the filled plaque, it may remain on display at the location of the last Past Chair noted on the plaque, or displayed in another appropriate manner as determined by the AACPM Board of Directors.

Replacement of the plaque shall be coordinated through the Academy Chair with payment made from Academy funds.

The location of retired plaques shall be recorded in this section of the AACPM Standard Operating Procedures in order to maintain the documented locations of these plaques that are part of the Academy's historical records.

2006	Larry P. Totten (KY) 428 Village Drive Frankfort, KY 40601-8040
2013	Gordon Swensen (UT) 962 East Center Fork Circle Sandy, UT 84094

(Note: Prior to 2012 the Past Chairs pin and travelling plaque were called the Past Presidents pin and travelling plaque. Existing inventory of the Past Presidents pin and current Past Presidents plaque at the time of the name change will be used until exhausted.)

SUBJECT: AWARD RECIPIENTS HISTORICAL LISTING

<u>YEAR</u>	<u>HENNING RECIPIENT</u>	<u>WILKINSON RECIPIENT</u>	<u>LEADERSHIP RECIPIENT</u>
1989-90	Nancy E. DeWitt (LA)	<i>Not Applicable</i>	<i>Not Applicable</i>
1990-91	Paulette Laubsch (NJ)	<i>Not Applicable</i>	<i>Not Applicable</i>
1991-92	Bobby Ann Clark (LA)	<i>Not Applicable</i>	<i>Not Applicable</i>
1992-93	Richard Blake (NJ)	<i>Not Applicable</i>	<i>Not Applicable</i>
1993-94	George C. Askew (GA)	Mary Brewington (OK)	<i>Not Applicable</i>
1994-95	Margaret J. Bailey (NC)	Charles Handrich (LA)	<i>Not Applicable</i>
1995-96	George C. Banks (FL)	Sharon Lee (LA)	<i>Not Applicable</i>
1997	Ed Phillips (NC)	Sharon Lee (LA)	<i>Not Applicable</i>
1998	Patricia Hagler (NC)	Pat Ashford (MS)	<i>Not Applicable</i>
1999	Diana Schouest (LA)	Carrie Rohr (OK)	<i>Not Applicable</i>
2000	Haywood Poole (NC)	Jennifer Crosby (SC) Shelley Lee (AR)	Craig D. Odekirk (UT)
2001	Craig D. Odekirk (UT)	Ronna Owens (MS) Margo George (AZ)	None Given
2002	Barbara Pepper (MS)	Barbara Taft (OK) Steve Mastro (NC)	Charlene Farmer (NH)
2003	Thomas H. Patterson (LA)	Gloria Rennels (OK) Ron Stallworth (UT)	None Given
2004	Larry P. Totten (KY)	Nicki Master-Butler (MS) Ronald S. Volkerding (OH)	Gregory D. Hyland (AZ)
2005	Ronald L. Buchholz (WI)	Torry L. Edwards (TX)	NH CPM Project Team - Theresa Jarvis/ Linda Kennedy/Kathleen Moulis/ David Perry/Daniel Millis/ Daniel Lennon
2006	Edward R. Burt, III (NC)	Gregory D. Hyland (AZ) Deidra Jones (FL)	Ardie Davis (KS)
2007	Kay N. Rogers (SC)	Patrick Brown (KY)	Stephen J. Mastro (NC)
2008	Gail Gibson (LA)	Julianna Carvi (OH) Rebecca Conley (KY)	William G. Herman (NH) Larry Gordon (AZ)
2009	Julie Felice (UT)	Julie Farris (AR) Tricia Foster (NH)	Joanne Robertson (FL) Diana Chadwell (FL) Coleen Miller (FL)
2010	Greg Hyland (AZ)	Tricia Foster (NH) Lynn Ann Keeling (KY)	Debbie Smith (OK), Oklahoma Society of Certified Public Managers®
2011	Debbie J. Smith (OK)	Lynn Ann Keeling (KY)	Shirley Hollis (KS)
2012	Jeffrey A. Kramer (AZ)	Tricia Foster (NH) Jeffrey A. Kramer (AZ)	Reva Tisdale (ID)
2013	Stephen J. Mastro (NC)	Jeffrey A. Kramer (AZ)	Jeffrey A. Kramer (AZ)
2014			
2015			
2016			

AACPM

POLICIES AND PROCEDURES MANUAL

SECTION: 11.57

PAGE: 2

DATE: 08/05/14

REPLACES: 03/18/13

2017

2018

2019

2020

SUBJECT: DUTIES & RESPONSIBILITIES OF THE MEMBERSHIP COMMITTEE

Purpose. This committee exists to oversee efforts to support existing Societies and their members, and to mentor new Societies toward admission to the Academy. This includes seeking out and/or developing resources to assist in Society governance and management functions; administering the Society Grant program; and assisting with organizing, incorporating, writing bylaws, making application for chartering and preparing charters for new Societies entering the Academy.

Committee Chair. The Chair of the committee shall be the AACPM Member-at-Large - Membership.

Committee Members. The committee members shall be appointed by the committee chair and approved by the Board of Directors.

Term of Service. Each member shall serve a one (1) year term.

SUBJECT: SOCIETY GRANT PROGRAM

Purpose and Use. The Academy shall make funding available (as set forth in the budget – quantity, dollar amount, or both) to Societies making requests to the Society Support Committee. These grants are intended to provide assistance and/or support to Societies needing to strengthen their membership or to provide services otherwise unavailable to its members.

To apply for a grant, a Society must provide specific information to the Society Support Committee, specified below. In order to account to the Academy membership for the dollars spent, the Society will provide a final report with specific information as to what was achieved under the funded project. Under certain circumstances, the grant is wholly or partially refundable to the Academy at the time of the final report, should the activity become a profit-making venture, such as with a conference or seminar.

Initial Application. The initial request can be made by mail, fax, or email and should include at least the first three items listed below. The Society may include additional information in the final report as it sees fit, but the basic report should consist of at least the following items:

- A. Background – What are the conditions under which the Society now operates? What problems/opportunities are at hand?
- B. Grant Purpose & Scope – Why is this grant necessary and what does the Society hope to gain if this grant is approved?
- C. Proposed topic or focus (if a meeting is the grant objective) or proposed resolution to the problems to be funded at least in part by the grant.
- D. Major Discussion Themes (if a meeting or conference is the objective) – What are the major themes for discussion and why are they important? How do they fit in with the Society's long-range goals?
- E. Highlights of Agenda Topics (if a meeting or conference is the objective) – Which topics, discussions, and/or activities were the high point of the overall activity and why?
- F. Plans for the Future – What will the Society do with the information gained or work product(s) from this grant to improve the long-term effectiveness of the Society or members?
- G. Financial Accounting – How was the grant spent? What other funds were raised? What is the profit/loss of the activities? What portion of the grant can be repaid to AACPM, if so required?

Limitations. To maximize the benefit to all Societies, the Academy must impose stipulations on grants. Societies are expected to request only one grant per fiscal year. However, if a second request is made, up to 50% of the profits derived from the second activity must be refunded to the Academy, up to the total amount of the second grant. When a Society requests a grant as “seed” money for a local conference or other money-making event, the Society will also be required to return 50% of their profits up to the total amount of the grant.

If the Academy is requested to provide a speaker(s) for an event, expenses billed to the Academy for the speaker/Board member shall only be those actual expenses incurred on behalf of the speaker/Board member and not the event registration fee.

SUBJECT: DOCUMENTATION REQUIREMENTS FOR SOCIETIES

Various Requirements. The Society President is the focal point through which communication between the Academy and each Society occurs and shall be prepared to provide the Academy with the following information upon request:

- A. Recommendation of Society member(s) to serve on Academy committees;
- B. List of Society officers (include name, mailing address, telephone and fax numbers, and email addresses);
- C. Updated Society documents for Academy files (Bylaws, SOPs, etc.)
- D. Articles for Academy newsletter;
- E. Society annual report;
- F. Other information as requested by the Academy.

Where appropriate, documents can be submitted in an electronic format, conducive to the needs of the recipient.

Records Retention. Unless otherwise stipulated, documents collected from Societies shall be maintained by the Academy Secretary.

SUBJECT: MENTORING SOCIETIES TOWARD ADMISSION TO THE ACADEMY

When a program is admitted to active membership in the Consortium, the Membership committee should contact the Program Director about starting a Society as soon as there are graduates of the program. The Society can be formed while the first scheduled graduates are completing their coursework and other final requirements. The committee chair should create a contact list from this contact.

The committee should provide the prospective Society contacts with various membership and admission information about the Academy, including sample documents to use in preparing those of their own. The packet of materials to provide should include, but is not limited to, the following:

- Current AACPM brochure
- Current AACPM Bylaws
- Link to past newsletters on the website
- Current Annual Report
- Copy of Board-approved model bylaws template
- Copy of Admission Requirements for Societies
- List of contact names within the AACPM
- Current AACPM Strategic Plan

It is imperative that the Board maintains a close relationship with the Consortium so that the MAL - Membership is aware as new programs become active and become accredited with graduates.

Once the packet of materials has been sent to the primary contact for the prospective Society, the committee should maintain regular contact, preferably by email or telephone, to establish good working relationships and to serve as a sounding board for any problems or issues that arise. It is recommended that contact with the prospective group be maintained at least monthly to keep AACPM before them as they form their Society.

When the prospective Society submits their application to the Academy Chair, the committee should shepherd the documents through the approval process, acting as a go-between during the revision process. Continued contact between the Board and the new Society is critical to both parties at this stage.

SUBJECT: ADMISSION REQUIREMENTS FOR NEW SOCIETIES

Admission Requirements. To join the Academy, a new Society shall:

- A. Solicit membership and elect Society officers and Board Members.
- B. Establish an initial roster of prospective members.
- C. Adopt a Society Constitution and Bylaws.
- D. Submit to the Society Support Committee Chair the following materials:
 1. A letter requesting affiliation,
 2. A copy of the Society's Constitution and Bylaws,
 3. A prospective membership roster
 4. A list of Society officers and board members with contact information.

Approval of Admission. Within 30 days of receipt of Society materials by the Academy Chair, the Board of Directors shall review materials presented by the Society and confirm acceptance, or instruct the Society Support Committee to contact the applicant for clarifications and/or modifications. The Academy Chair shall present the Society with a letter upon acceptance, and the Society's Charter will be prepared and presented to the Society at an agreed upon time and location.

ASPA membership applications will be provided if prospective Society members have not already joined.

AMERICAN ACADEMY OF CERTIFIED PUBLIC MANAGERS®

NEW SOCIETY DOCUMENTATION CHECKLIST

SOCIETY: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____

Please attach this cover sheet to your Society documents and check below those enclosed. If these are initial admission documents being provided in hard copy, please provide nine (9) sets (one for each Academy Board member) and mail to the current Society Support Committee chair. (Electronic submission is acceptable.) If an item listed below is not a separate document but, rather, is included in another document, please indicate the document and location of the item.

- Constitution and Bylaws
- Tax Exempt Status
- Officer and Board Members
- Committee Descriptions
- Society Goals and Objectives
- Logo, if available
- Society Membership Certificate or Card (if applicable)
- Roster of prospective Society Members
- Other (please identify)

Comments:

SUBJECT: SOCIETY CHARTERS

General. Charters shall be of high quality paper, representative of the importance of these documents, and presented to new member Societies. The Membership Committee chair is responsible for the printing and framing of Society Charters.

Charter Format.

- Use 8 1/2" X 11" white or off-white colored parchment paper.
- Center AACPM logo at top of charter in teal (PMS 322) and gold.
- Print text in black ink with a "Lucinda Calligraphy" font type.
- Use 24 point text for AACPM and State names, and 12 point for all body text
- Use full justification for body of text. Center all other text.
- Add AACPM seal to bottom left corner.
- Place AACPM Chair's signature line to right of AACPM seal.
- Place Secretary's signature line to right of Chair's signature line.

Charter Text.

- Center beneath logo *American Academy of Certified Public Managers[®]*
- Center *This is to certify that a Charter has been granted to the Society of Certified Public Managers[®] in the great state of*
- Center the name of the state.
- The body of the charter should read...*The granting of this Charter constitutes the affiliation of the Society and its right to participate in the programs and activities of the Academy. This affiliation bespeaks the leadership, dedication to service, and high ethical standards expected of the managers in this association of public sector professionals who are members in the Academy.*

This Charter has been granted and shall remain in full force and effect subject to the provisions of the Bylaws of the American Academy of Certified Public Managers[®].

Awarded this the _____ day of (month) Two Thousand-(year) at City, State

- Print names and titles of AACPM Chair and Secretary under respective signature line.

Charter Printing, Matting, Framing and Shipping.

- Frame is 12 1/2" X 15 1/2" in size. Frame selected should be either molded of flat burl wood with high gloss finish 1 3/8" wide with gold pinstripe, or of a complementary gold tone. Include 1/4" gold inner mat and 2" teal outer mat. Person responsible for purchasing item should seek lowest cost available and present to the Board for approval of purchase.
- Ship charter to appropriate member of the AACPM Board, normally the Chair.
- Send invoice or paid receipt to AACPM Treasurer for payment or reimbursement.

Presentation of Charter. The AACPM Chair shall present the charter to the Society President at the annual academy meeting, or if appropriate, at an important meeting of the Society.

SUBJECT: DUTIES & RESPONSIBILITIES OF THE PROGRAMS COMMITTEE

Purpose. This committee exists to oversee efforts to plan, coordinate and execute Academy programs. This includes the planning and conduct of the annual conference as outlined in other sections of this manual; coordinating the annual Board of Directors planning meeting; and seeking out and/or developing other Academy Programs.

Committee Chair. The Chair of the committee shall be the AACPM Member-at-Large - Programs.

Committee Members. The committee members shall be appointed by the committee chair and approved by the Board of Directors.

Term of Service. Each member shall serve a one (1) year term.

SUBJECT: ACADEMY MEETINGS

Annual Conference. The conference is the yearly educational/professional development symposium for the members of the Academy. The Academy shall endeavor to hold at least one such event each year. The dates shall be coincident with the annual ASPA conference.

Other Meetings. In addition to the conference, the Academy may hold such meetings as the Board of Directors prescribes.

Board of Directors Meetings. The Academy Board shall meet in person at least once annually at a time and place proposed by the Chair and approved by the Board. The Academy Chair shall notify each Board member of the meeting in writing at least 30 days prior to the meeting. A written agenda for the meeting shall be included with the call to the meeting.

Attendance at Meetings. Every Academy member in good standing is entitled to attend any and all Academy meetings.

Suggested Meeting Procedures.

- A. Conduct meetings based on the latest edition of *"Robert's Rules of Order Newly Revised"*. A parliamentarian may be appointed prior to meetings.
- B. All committee reports that will be discussed and/or issues to be voted on should be available for review by officers/delegates 30 days prior to meeting. Revisions to submitted reports should be circulated prior to start of meeting.
- C. No committee report should be accepted for motions unless circulated in writing to officers/delegates prior to motions.
- D. All attendees should be seated in a manner that allows them to face the speaker's stand/table.
- E. It is highly recommended that the meeting process use the "Common Consent" process for approving committee reports that do not require any action on the part of the Academy Board. Committee reports should be grouped in such a way that those not requiring action are listed first on the agenda.

SUBJECT: ANNUAL BOARD PLANNING MEETING

Purpose. This meeting is conducted annually as the Academy Board’s “planning meeting”. These sessions allow for face-to-face discussions and orient new Board members to the Academy’s business as well as their new duties and responsibilities. The Board is encouraged to minimize costs associated with this meeting in an effort to provide sound financial stewardship of the Academy’s funds.

Site Considerations. The sites chosen for this meeting shall be done so with the dual consideration of travel convenience to Board members and overall costs to the Academy. It is recommended that public facilities be utilized wherever feasible for the meetings themselves.

Planning Responsibility. The Member-at-Large – Programs shall act as the coordinator for the meeting and will be responsible for handling all planning of arrangements and scheduling of all attendees. The MAL - Programs shall coordinate with the AACPM Chair to ensure all applicable items are accounted for in the planning process.

Scheduling. This meeting should be scheduled as early in the Academy year as possible so as to allow maximum time in the year for accomplishment of Academy business. Holding the meeting in conjunction with the annual ASPA/AACPM conference is the most desirable option, however, this may be deviated from if a more cost conscious option is available. Site and date selection, if different from the conference, will be made as far in advance as possible so as to allow the new Board members to participate in the date planning.

Logistics. Whenever possible, formal contracts should be avoided for meeting space and room commitments. As this may prove unavoidable in some instances (considering, for example, that attendees may well be without transportation of their own), all contracts must be approved by the Academy Board and signed by the Chair.

The MAL - Programs will provide information to the attendees on the preferred lodging location (if different from the conference venue); however, each attendee will be responsible for their own room arrangements.



AMERICAN ACADEMY OF CERTIFIED PUBLIC MANAGERS®
BOARD OF DIRECTORS ANNUAL MEETING AGENDA
xx/xx/xx

I. CALL TO ORDER

- A. Welcome
- B. Roll Call of Board and Certification of Quorum
- C. Introduction of Guests Present

II. PRESENTATION OF MINUTES

- A. Minutes from 20XX Academy Board Planning Meeting
- B. Minutes from 20XX Academy Board Monthly Meetings

III. CONTINUING BUSINESS

A. OPERATIONS

- 1) Operations Committee
 - a) Nominations and Elections
 - b) Bylaws and Ethics
 - c) Strategic Planning
- 2) Finance Committee
 - a) 20XX Financial Summary
 - b) 20XX Financial Review
 - c) 20XX To-date Financial Summary
- 3) Programs Committee
 - a) Annual Conference
 - b) Annual Membership Meeting

B. COMMUNICATIONS

- 1) Communications Committee
- 2) Consortium Update
- 3) Education Foundation Update

C. MEMBER SERVICES

- 1) Membership Committee
- 2) Awards and Recognition Committee
 - a) Henning Award
 - b) Askew Award
 - c) AACPM Leadership Award
 - d) Service Awards

D. METRICS

- Annual Report

IV. NEW BUSINESS

- 1) 20XX Budget
- 2) Ad-Hoc Committee Reports
- 3) Certification of Election

V. ADJOURNMENT

SUBJECT: ANNUAL CONFERENCE PLANNING

Purpose. The Academy annual conference is the premier event of the Academy, providing a forum for professional development, recognition of deserving members, and conducting the business meetings of the Academy. Conference planning is performed each year under the oversight of the Programs Committee.

Conference Planning Chair. The Member-at-Large - Programs, by virtue of being Chair of the Programs Committee, shall be responsible to perform oversight of the conference planning and coordination activities.

Committee Members. The committee shall consist of the Member-at-Large – Programs, the Chair-Elect, the Past Chair, and as many additional members in good standing as deemed necessary and prudent, and as appointed by the committee chair and approved by the Board.

Conference Timetable of Events. The following timeline is included to provide guidance on activity milestones for the conference. Referral to this timeline is made throughout the conference planning SOP regarding conference activities.

12 months prior to annual meeting	Evaluate and determine meal and/or special events to be held, develop conceptual conference agenda.
11 months prior to annual meeting	Confirm meeting room and event requirements with ASPA conference coordinator, develop and issue call for presentations.
10 months prior to annual meeting	Develop and distribute promotional materials for use in AACPM newsletter and ASPA publications.
9 months prior to annual meeting	Complete review of submittals and select presenters and panel members for program.
8 months prior to annual meeting	Notify selected presenters and discuss potential discussion panel formation, finalize program agenda.
7 months prior to annual meeting	Execute agreements with selected speakers confirming format (individual or panel) and date, prepare updated article for AACPM newsletter and ASPA publications providing speaker and event details.
6 months prior to annual meeting	Develop and distribute “save the date” notification to AACPM section members, CPM Consortium members, and the CPM Education Foundation board members.

5 months prior to annual meeting	Final agenda and speaker information confirmation to ASPA conference coordinator.
3 months prior to annual meeting	Opening session and general information scripts drafted by Chair, events finalized, evaluation forms developed.
2 months prior to annual meeting	All committee reports and meeting materials submitted to Secretary for preparation of Board packets.
1 month prior to annual meeting	Breakout moderators selected, awards presentation and, membership meeting scripts drafted by Chair.
2 weeks prior to annual meeting	Review all event and session setup requirements with ASPA coordinator, ensure meeting requirements coordinated, all scripts finalized by Chair.
NLT 2 months after annual meeting	All evaluations and preliminary closeout report provided to AACPM board.
NLT 3 months after annual meeting	Final closeout report provided to AACPM board.

Program Committee Duties. The Program committee will be responsible for the following (this list, while extensive, is not to be considered as all-inclusive):

- Coordinate all AACPM conference needs with the ASPA conference coordinator
- Disseminate the Call for Presentations to all Academy and Consortium members, and other potential presenters
- Reviewing, selecting and coordinating with presenters
- Coordinating with presenters as needed on equipment, supplies, special room set-up information, etc.
- Preparing and disseminating all conference promotional materials
- Preparing all conference handouts
- Facilitating the conference sessions
- Preparing a speaker/presenter evaluation and review report

Approval of Conference Related Matters. The MAL - Programs shall obtain appropriate concurrence/approval from the Academy Board on required issues throughout the planning process. Prior approval is required before entering into contracts or expending funds on behalf of the Academy.

Special Fee Determination. The MAL - Programs shall coordinate with the ASPA conference coordinator to determine all identifiable costs of having any special/meal events, if any, and will set the fee for these items to cover those costs.

Call for Presentations. The Programs Committee will develop program tracks and topics for the conference for approval by the Board. Upon approval, the committee will disseminate a Call for Presentations to Academy members, Consortium members, and other potential presenter sources and contacts. The speaker responses will be returned to the MAL - Programs or their designee, who will consolidate and develop a summary sheet for rating the proposals received, and distribute to the committee members.

Each presenter who wishes to be considered must submit an abstract and other materials as specified in the "Call for Presentations" template which is included elsewhere in these Procedures.

Presenters. The committee may arrange a conference call to review responses. The committee members will evaluate and review the credentials of the proposed presenters, and make recommendations on speakers for approval by the Board.

Upon approval by the Board, the committee shall proceed with contacting and the presenters to form panels and establish speaking roles. Prior to making any formal commitments, the committee will communicate back to the AACPM Board for approval on a proposed agenda for the conference.

Selected presenters should be contacted immediately after approval and presented with a written agreement that identifies all negotiated terms made during program discussions. Included in this written agreement will be their commitment to present, which should be returned to the committee within 30 days. The committee is also responsible for notifying persons not selected of the decision in a timely manner.

The Committee should confirm the schedule with the speakers in writing as soon as the ASPA has approved the final conference agenda. Follow-up contact should be made with each presenter at least 30 days before the conference confirming the date, time and other details for the presentation.

In general, presenters will be expected to provide their services for no fee. When a presenter requires an honoraria or expenses for their appearance, they should be asked to donate their costs to the CPMEF in return for a tax deduction.

If the committee feels strongly about a certain very qualified, famous, notable speaker and wants to use this person as session keynote, a special request should be made to the Board to determine if the budget resources are available, or for the AACPM Board to request a CPMEF grant to cover the costs. If financial resources are not available and the individual is not willing/able to donate their costs to the CPMEF, the committee may be directed to not invite that speaker to participate.

Special Events and Special Meetings. A number of special events and meetings may be scheduled during the conference. The committee will be responsible for arranging for appropriate space and should work with the Board in scheduling these events and meetings. These special events and meetings may include:

- **AACPM Society Presidents Round Table:** AACPM Chair-Elect coordinates this meeting; sends out invitations and ensures an opportunity for the Society Presidents to meet their counterparts from other Societies. The Academy Chair and other Board members may discuss pertinent Academy activities.
- **AACPM Awards Ceremony:** The Awards ceremony provides a forum at which the achievements of Academy members are recognized. The sub-committee selects the menu (if a meal event), arranges entertainment (if any), and coordinates room set up. The AACPM Chair produces and distributes the awards ceremony agenda and program.
- **AACPM Board of Directors Annual Planning Meeting:** The AACPM Member-at-Large - Programs will coordinate the space requirements for the annual meeting of the Academy Board with the AACPM Chair.

Conference Marketing. The committee is responsible for publicizing the conference in AACPM and ASPA publications, on the AACPM and ASPA websites, and other appropriate social-media. The committee shall coordinate with the Member At Large - Communications to ensure promotional information is included in the appropriate sources at the appropriate times.

Conference and Presenters Evaluation Form. The committee will be responsible for developing a conference and presenters evaluation form. Within 60 days of the end of the conference the committee will compile the evaluations and produce a report for submittal to the Board with recommendations for future conferences.

The Committee will also be responsible for doing a summary of the conference and presentations for the first AACPM newsletter published after the conference. This will provide those who were unable to attend the conference with some specific information about the presentations.

Conference Handout. The committee is responsible for printing and distributing the handout for the conference. The handout should include the following items at a minimum:

- Cover page
- AACPM conference agenda
- Presenter biographical information

- Presenter handout materials (if received from presenters in advance of the conference)
- Conference and presenters evaluation form

Conference Closeout Report. In addition to the conference and presenters evaluations, and no later than 90 days after the conference, the committee is responsible for compiling and submitting a conference closeout report to the Board. The report will detail attendance, problems/recommendations, and any other issue that the committee wishes to communicate to the Board for consideration in planning future conferences. In addition, the following information should be included in the closeout report:

- Call for Presentations
- Summary sheet for evaluating presenters
- Sample of confirmation letter to presenters selected
- Sample of rejection letter to presenters not selected
- Conference handout
- Conference evaluation form
- Sample thank you letter to presenters

Conference History Database. The conference history database is available on the website at http://www.cpmacademy.org/activities/Conference_History2000-2013.pdf. The information contained in that database serves as a valuable planning tool for future conferences. As material for future conferences is developed and approved, the MAL - Programs shall provide the information to the Secretary for incorporation into the database. Each year the MAL - Programs shall coordinate updates to the conference history database on the website.



**ASPA 20XX NATIONAL CONFERENCE
AACPM PRESENTATION TRACK
CALL FOR PRESENTATIONS
DUE **XX/XX/XX****

The American Academy of Certified Public Managers® issues this "Call for Presentations" for its Annual Conference to be held **XX/XX/XX** during the **XXth** ASPA Conference in **City, State**. Presentations are scheduled to be 60 to 90 minutes in length. Please return this cover sheet with other required materials postmarked by **XX/XX/XX**. This form may be duplicated. Additional information on the Academy as well as the conference can be found at: www.cpmacademy.org

PRESENTATION TITLE: _____

PRESENTERS: List names as you wish them to appear in the conference brochure. Correspondence will be sent to the primary presenter. Please print or type:

NAME OF PRIMARY PRESENTER: _____

Co-Presenter(s): _____

Company/Agency: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____ **E-Mail:** _____

CPM (check one): Yes _____ No _____ **If yes, Society name:** _____

AUDIO-VISUAL EQUIPMENT NEEDS (note all that apply)

- | | | | | |
|---|--|-------------------------------------|------------------------------|-------------------------------------|
| <input type="checkbox"/> Computer | <input type="checkbox"/> LCD Projector | <input type="checkbox"/> DVD Player | <input type="checkbox"/> VCR | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> Flip Chart w/Easel | <input type="checkbox"/> Other (specify) _____ | | | |

TRACK (indicate the one that best describes your presentation)

- | | |
|--|---|
| <input type="checkbox"/> Leading People | <input type="checkbox"/> Personal and Organizational Integrity |
| <input type="checkbox"/> Public Service Focus | <input type="checkbox"/> Managing Work & Performance Efficiency |
| <input type="checkbox"/> Change Leadership | <input type="checkbox"/> Strategic Planning & Systemic Thinking |
| <input type="checkbox"/> Personal and Professional Development | <input type="checkbox"/> Use of Technology in Public Service |
| <input type="checkbox"/> Developing Self-mastery | <input type="checkbox"/> Other (state area) _____ |

SUBMISSION GUIDELINES: The following must be completed to be considered:

1. One copy of this sheet completed, signed and dated or by email (time stamp in lieu of signature will be accepted).
2. One copy of statement not to exceed 50 words describing the presentation that will be used in the program brochure if the proposal is accepted; and,
3. One copy of a presentation abstract, not to exceed 500 words, that includes the major objectives of the presentation.
4. Submit to **AACPM Programs Chair** (Phone: XXX-XXX-XXXX) by mail (Mailing Address, City State XXXXX), by fax (XXX-XXX-XXXX), or by email (address). **Deadline for submission is XX/XX/XX.**

REVIEW OF PROPOSALS: The proposals will be evaluated on content and relevance to the specific area selected in addition to the evaluation criteria listed on Page 2. This is a public sector management conference with a strong focus on management, leadership and interpersonal competencies with extensions into closely related disciplines and best practices for the delivery of excellence in customer service.

AGREEMENT: By submitting this proposal, I agree to allow the AACPM to use information submitted for marketing of the conference and in conference materials.

Signature: _____

Date: _____

In addition to the submission requirements listed on the previous page, the following evaluation criteria will be used for selection of presenters.

EVALUATION CRITERIA:

Presenters Experience (Describe in years and scope your amount of experience)

Name the five (5) most recent organizations that have been your audience

List published works you have authored

List your web presence and links to excerpts demonstrating your speaking and products

Provide information on your fee structure (include all costs associated with your fee)

Professional references (list three (3) along with contact information)

What is the largest audience to whom you have presented

What is the average audience size to whom you present

Thank you for sharing this information and allowing us to learn more about you and your presentation materials during our evaluation period. Our evaluation period for this conference is from XX/XX/XX to XX/XX/XX.

SUBJECT: CONFERENCE CHAIRPERSON & SITES HISTORICAL LISTING

	<u>Chairperson</u>	<u>Site</u>
1989	Bobby Ann Clark (LA)	Baton Rouge, Louisiana
1990	Paulette Laubsch (NJ)	Princeton, New Jersey
1991	Margaret J. Bailey (NC)	Raleigh, North Carolina
1992	George C. Askew (GA)	Savannah, Georgia
1993	George C. Banks (FL)	Orlando, Florida
1994	Nancy E. DeWitt (LA)	Oklahoma City, Oklahoma
1995	Barbara H. Vagenas (GA)	Little Rock, Arkansas
1996*	Craig D. Odekirk (UT)	Louisville, Kentucky
1997	Lewis J. B. Logan (OK)	Salt Lake City, Utah
1998	Mary P. Robinson (MS)	Biloxi, Mississippi
1999	Dennis J. Magee (FL)	Baton Rouge, Louisiana
2000	Thomas H. Patterson (LA)	St. Petersburg, Florida
2001	Kay N. Rogers (SC)	Scottsdale, Arizona
2002	Larry P. Totten (KY)	Atlantic City, New Jersey
2003	Ronald L. Buchholz (WI)	Charleston, South Carolina
2004	Debbie J. Smith (OK)	Topeka, Kansas
2005	William G. Herman (NH)	Manchester, New Hampshire
2006	Ronald L. Buchholz (WI)	Louisville, Kentucky
2007	Gregory D. Hyland (AZ)	Madison, Wisconsin
2008	Stephen J. Mastro (NC)	Columbus, Ohio
2009	Joyce Doakes Smith (OK)	Orlando, Florida
2010	Jeffrey A. Kramer (AZ)	Oklahoma City, Oklahoma
2011	Keith L. Heaton (UT)	Salt Lake City, Utah
2012	Larry P. Totten (KY)	Columbia, South Carolina
2013	Jeffrey A. Kramer (AZ)	Boise, Idaho
2014	Jeffrey A. Kramer (AZ)	Washington, D.C.
2015	Lane Bailey (AR)	Chicago, Illinois
2016		
2017		
2018		
2019		
2020		

NOTES

1. Prior to the 1996 conference the Committee Chair was appointed by the host state. Effective with the 1996 Conference and pursuant to a Bylaws change, the Committee Chair was the President-Elect of the Academy. As this person changes each year, this created a "dual-chair" for each subsequent Conference. The names listed thereafter are for the Chair at the time the Conference was held.
2. Starting in 2014 the AACPM conference is to be held concurrently with the annual ASPA conference, eliminating the use of Host Societies and dual chairs.
3. Effective with the 2015 Conference, and pursuant to a Bylaws change, the Committee Chair was defined as the Member-at-Large - Programs.

AACPM

SECTION: 12.00

POLICIES AND PROCEDURES MANUAL

PAGE: 1

DATE: 03/18/13

REPLACES: N/A

SUBJECT: DOCUMENTATION AND RECORD KEEPING

Purpose. The Academy maintains a variety of documents and records for both historical and regulatory reasons. These records may be historical records documenting the Academy's governance and finances, or may be records related to incorporation, tax exemption, trademark registration and other related items. In order to ensure adequate records are retained and specific requirements met, the Academy has established the specific guidelines set forth in the subsequent record keeping procedures.

SUBJECT: ANNUAL REPORT

Purpose. The annual report is a recap of the Academy's accomplishments from the previous year. This year-in-review document includes a variety of information, and strives to answer the questions Who?, What? Why? When? and Where?

Preparation of Report. The Past-Chair shall compile the annual report for the year during which they were Chair. Report to be available no later than 90 days after the end of the Chair's term.

Components. The following topics are recommended for inclusion:

- A. A listing of the Academy Board members
- B. A listing of the Society presidents
- C. Chairpersons and members of all Academy committees
- D. Highlights of the prior year's annual conference
- E. Winner of the Henning Award
- F. Winner(s) of the Wilkinson Scholarship
- G. Winner of the AACPM Leadership Award
- H. Academy Board meeting dates
- I. AACPM membership data
- J. AACPM financial data
- K. Charts and graphs

Distribution. The annual report shall be distributed to the Board, and shall be posted on the Academy website upon acceptance by the Board.

SUBJECT: REGISTRATIONS AND REGULATORY FILINGS

Purpose. The Academy has several registrations and regulatory filings that are required to be completed on a regular basis. This section outlines those items and the process for the registration/renewal/filing.

CORPORATE REGISTRATION

Registration. The Academy was incorporated May 8, 1984 in the state of Georgia. Its corporation charter is #8406673. Under Georgia law, the registered agent for the organization is required to be a Georgia resident. Currently, this is:

Hugh Farley
979 Abingdon Ct.
Stone Mountain, GA 30083.

Renewal. The corporate registration is required to be renewed every year between January 1 and April 1. The annual registration form is e-mailed to the Treasurer for payment.

Responsibility. The Secretary is responsible for the annual registration process, and shall coordinate with the Treasurer for payment of annual fees. Upon a change of Secretary, the new Secretary must submit a change of address notification to the State of Georgia to ensure the registration form is sent to the appropriate contact person.

DOMAIN NAME

Domain Name. The Academy domain name is www.cpmacademy.org

Registration. The Academy domain is registered with the following organization:

Ogden Publishing
PO Box 12790
Ogden, Utah 84412-2790
Phone: (801) 625-4320

Renewal. The domain name is required to be renewed every other year, in odd numbered years, on or before March 1st.

Responsibility. The Member-at-Large - Communications is responsible for the domain name renewal process, and shall coordinate with the Treasurer to provide a copy of the renewal invoice and to ensure payment is made in a timely manner.

TRADEMARK REGISTRATION

General. The Academy has obtained trademark registration protection for the name American Academy of Certified Public Managers®. Continued protection requires the use of the circle R symbol (®) any time the full name of the Academy is used in print or on the web, and requires the Academy to complete both a Declaration of Use and a registration renewal on a recurring basis.

Registration. The Academy trademark registration protection is registered with the United States Patent and Trademark Office (USPTO). The trademark registration information is as follows:

Registration Number: 2946917
Registration Date: May 3, 2005
Registered Mark: American Academy of Certified Public Managers®
Registration Contact: Thomas H. Patterson, CPM
Registered Owner: AMERICAN ACADEMY OF CERTIFIED PUBLIC MANAGERS®, INC, a corporation of Georgia, having an address of 216 Harvester Drive, Holly Springs, North Carolina 27540, United States
Registered Address: 216 Harvester Drive, Holly Springs, North Carolina 27540
Registered Phone/Fax: 919-577-8097 (phone)
919-577-8097 (fax)

Registration Information History. The registered address was used because the address of the Academy has changed over the years as new administrations take office. This is the address used when the Academy was originally incorporated, and has remained consistent through the years. The phone and fax numbers used are the home numbers for Dr. Ed Burt, CPM, in Holly Springs, North Carolina. These numbers were used because they were consistent with the Academy's mailing and incorporation address.

Special Note Regarding Changing Registration Information. All information regarding the registration is on file with the USPTO. It is not appropriate to change any information without an official communication with USPTO. Changing registration information is not a simple process, and may require USPTO legal review and possible additional filing fees.

Consortium Agreement. The Consortium holds the trademark registration protection with the USPTO for the words Certified Public Manager®. The Academy holds the trademark registration protection for the name American Academy of Certified Public Managers® separately from the trademark memorandum of agreement signed in 2003 with the Consortium. No information on the agreement or the Consortium's trademark was included in the registration application submitted by the Academy to the USPTO.

Declaration of Use and/or Excusable Nonuse of Mark in Commerce. A Declaration of Use is required to be filed between years 5 and 6 of each renewal period. Instructions for the Declaration of Use can be found at: <http://www.uspto.gov/trademarks/process/maintain/prfaq.jsp>.

The first Declaration of Use document was filed on 5-2-2011, that being a "Declaration of Use and/or Excusable Nonuse of Mark in Commerce under Section 8."

Wording Used to Describe AACPM in Declaration of Use. The wording used to describe the mark should be the same as with the language used to describe AACPM in the original filing with USPTO.

"For International Class 200, the mark is in use in commerce on or in connection with all goods or services listed in the existing registration for this specific class: indicating membership in an alumni association of Certified Public Managers® who have graduated from training programs accredited by the National Certified Public Manager® Consortium and for the purposes of organizing state, territorial or tribal Certified Public Manager® societies into the national alumni association ; or, the owner is making the listed excusable nonuse claim."

Category of Filing. The category is International Class 200.

Purpose of the Mark. AACPM submitted the following wording in the original application for trademark protection: "The mark is in use in commerce on or in connection with all goods or services listed in the existing registration for this specific class indicating membership in an alumni association of Certified Public Managers® who have graduated from training programs accredited by the National Certified Public Manager® Consortium."

Specimens Demonstrating Use of the Mark in Commerce. AACPM (the applicant) is required to submit specimens of use in commerce to USPTO as evidence of continued use in commerce. These specimens can be submitted electronically to USPTO as attachments to the application. The following are examples of valid specimens of use to be submitted, but are not the only valid specimens acceptable:

Specimen 1 – Screen Shot of Website Home Page with current date

Specimen 2 - AACPM National Conference Brochure Cover from current year

Specimen 3 - AACPM Newsletter Cover from current edition

Renewal. The trademark registration is required to be renewed every ten (10) years through the filing of a combined Declaration of Use and an Application for Renewal, between the 9th and 10th year after the initial registration date, and between every 9th and 10th year after the registration date.

Because the time period for filing the 10-year §8 Declaration coincides with the filing of a §9 Renewal Application, the USPTO created a form entitled "Combined Declaration of Use in Commerce & Application for Renewal of Registration of a Mark Under Sections 8 & 9" ("combined form"). This is the form that should be filed to renew the Academy's registration. The first renewal filing for AACPM is required to be made on or before May 3, 2015. Instructions for the renewal can be found at: <http://www.uspto.gov/trademarks/process/maintain/prfaq.jsp>.

As noted above, the filing of timely §8 Declarations are required to avoid the cancellation of a registration.

Electronic Signature for On-Line Filing. The form will not be "signed" in the sense of a traditional paper document. To verify the contents of the form, the signatory must enter any alpha/numeric character(s), or combination thereof, of his or her choosing, preceded and followed by the forward slash (/) symbol. The USPTO does not determine or pre-approve what the entry should be, but simply presumes that this specific entry has been adopted to serve the function of the signature. Most signatories simply enter their names between the two forward slashes, although acceptable "signatures" could include /john doe/; /jd/; or 123-4567. The Academy representative conducting the filing should establish their electronic signature with the USPTO.

Fees. Fees associated with the renewal are due at the time of the renewal and can be paid by credit card through the USPTO website.

Responsibility for Renewal Process. The Secretary is responsible for the trademark registration renewal process. To ensure renewals are made in a timely manner, the Secretary shall coordinate with the Member-at-Large - Communications and the Treasurer to ensure appropriate trademark use specimens are provided and for timely payment of fees.

SUBJECT: MAINTENANCE OF RECORDS AND ARCHIVES

Purpose. The files of the Academy are to contain documents for legal and financial purposes and those other documents necessary to record the history of the Academy. These records are located with the Secretary or Treasurer, as appropriate.

Permanent Files. These items are to be kept in their original format and kept in an electronic format indefinitely.

- Admission Documents, all Societies
- Annual Reports, all years
- Approved Annual Budgets, all years
- Articles of Incorporation
- Board of Directors Listing
- Brochures
- Constitution & Bylaws, all Iterations
- Code of Ethics
- Conference Reports
- Henning Recipient Letter, all years
- History
- House of Delegates Rosters
- IRS I.D. Number and Tax Exemption
- Logo
- Mission Statement, all Iterations
- News Articles; Academy Newsletter
- Official Minutes for all Meetings:
- Scholarship applications/materials
- Strategic Plan, all final updates
- Year-end Financial reports including financial reviews for all years

Year-Specific Files. These files correspond to particular years of Academy activity and have a limited utility beyond a certain number of years. It is recommended that these be retained for no more than five (5) years. Documents should be shredded at the end of their retention period but kept in an electronic format.

- Academy Officer Roster
- Conference Financial Reports
- Correspondence
- Committee Appointments, current
- Committee Reports, current
- Financial Records including Bank Statements
- Membership Brochure
- Society Officers Roster, current
- Minutes, all meetings
- Strategic Plan, current year
- Constitution & Bylaws, current
- Standard Operating Procedures Manual

SUBJECT: ACADEMY MILESTONES

- 1977 - Georgia Society of Certified Public Managers[®] (CPM) incorporated in Georgia.
- 1985 - American Academy of Certified Public Managers[®] (AACPM) established with Constitution and Bylaws adopted in Georgia.
- 1986 - Representatives from Louisiana and New Jersey meet to refine Constitution and Bylaws.
- 1987 - Representatives from Florida, Georgia, Louisiana, and New Jersey meet in Florida to finalize the Academy Constitution and Bylaws (August 1987).
- 1988 - Representatives from Arizona, Georgia, Louisiana, and New Jersey meet in Arizona to establish framework for the Academy (January 1988).
First AACPM newsletter issued in Spring 1988.
First House of Delegates meeting in Atlanta, Georgia (October 1988).
AACPM accepts the Arizona, Florida, Georgia, Louisiana, New Jersey, North Carolina, and Oklahoma Societies as Charter Members.
- 1989 - First AACPM Conference held in Baton Rouge, Louisiana.
- 1990 - Second AACPM Conference held in Princeton, New Jersey.
- 1991 - Third AACPM Conference held in Raleigh, North Carolina.
- 1992 - AACPM accepts the Alabama, Arkansas, Kentucky, and Utah Societies as members.
Fourth AACPM Conference held in Savannah, Georgia.
- 1993 - AACPM accepts the Mississippi Society as a member.
Fifth AACPM Conference held in Orlando, Florida.
- 1994 - AACPM accepts the Kansas and Wisconsin Societies as members.
Sixth AACPM Conference held in Oklahoma City, Oklahoma.
- 1995 - Seventh AACPM Conference held in Little Rock, Arkansas.
- 1996 - Eighth AACPM Conference held in Louisville, Kentucky.
- 1997 - AACPM accepts the South Carolina and Texas Societies as members.
Ninth AACPM Conference held in Snowbird, Utah.
- 1998 - Tenth AACPM Conference held in Biloxi, Mississippi.

- 1999 - Eleventh AACPM Conference held in Baton Rouge, Louisiana.
- 2000 - AACPM accepts the District of Columbia and Ohio Societies, and the New Hampshire Association as Members.
AACPM accepts the Georgia Society request for inactive status.
Twelfth AACPM Conference held in St. Petersburg, Florida.
- 2001 - Thirteenth AACPM Conference held in Scottsdale, Arizona.
- 2002 - Fourteenth AACPM Conference held in Atlantic City, New Jersey.
- 2003 - Fifteenth AACPM Conference held in Charleston, South Carolina.
- 2004 - AACPM accepts the Idaho, Virginia and Washington (state) Societies as Members.
Sixteenth AACPM Conference held in Topeka, Kansas.
- 2005 - Seventeenth AACPM Conference held in Manchester, NH.
- 2006 - Eighteenth AACPM Conference held in Louisville, Kentucky.
- 2007 - AACPM accepts the Alabama Society request for inactive status.
Nineteenth AACPM Conference held in Madison, Wisconsin.
- 2008 - Twentieth AACPM Conference held in Columbus, Ohio.
AACPM accepts the Alabama Society request for inactive status
- 2009 - Twenty-First AACPM Conference held in Orlando, Florida.
- 2010 - AACPM reactivates the Alabama Society and accepts the National Capitol Region Society as a member.
AACPM accepts the dissolution of the Virginia Society
Twenty-Second AACPM Conference held in Oklahoma City, Oklahoma.
- 2011 - AACPM accepts the Michigan Society as a member.
AACPM initiates affiliation discussion with the American Society for Public Administration (ASPA).
Twenty-Third AACPM Conference held in Salt Lake City, Utah.
- 2012 - AACPM votes to affiliate with ASPA as a section.
Twenty-Fourth AACPM Conference held in Columbia, South Carolina.

2013 - AACPM accepts the withdrawal from the Academy of the Florida, Ohio and Mississippi Societies.
AACPM accepts the dissolution of the Kansas, Arizona, Louisiana, Idaho and South Carolina Societies.
Twenty-Fifth AACPM Conference held in Boise, Idaho.

2014 - AACPM votes to dissolve the House of Delegates
Twenty-Sixth AACPM Conference held in Washington, DC.

2015 -

2016 -

2017 -

2018 -

2019 -

2020 -

SUBJECT: ACADEMY RELATIONSHIP WITH THE NATIONAL CPM CONSORTIUM

Purpose. Formed in 1979, the National CPM Consortium is an association of CPM training organizations that serve to:

- Establish and maintain the Certified Public Manager[®] (CPM) designation;
- Provide and monitor CPM program accreditation standards;
- Facilitate CPM program development; and
- Encourage the acceptance of the CPM appellation by the governmental community and the general public as a mark of distinguished public management professionalism.

Consortium Membership. Three membership categories exist within the Consortium. Typically, programs move through the categories as they develop. They include:

- Associate - membership may be awarded to an organization that has expressed an interest in establishing the CPM program
- Active - requires a letter from the state's Governor expressing a commitment to develop and fund a CPM program that will eventually meet accreditation standards
- Accredited - awarded to Active members that successfully complete an accreditation review conducted under the bylaws of the Consortium

Relationship Between the Consortium and the Academy. The organizations share a close alliance and consider their relationship fundamental to the continued success of the CPM program. Various aspects of the relationship include:

- The Academy is represented as a voting member of the Consortium's Board of Directors, represented by the AACPM Chair and Consortium Liaison, or others as designated by the Chair;
- Academy and Consortium ad hoc committees frequently include each other's members;
- Consortium designated program accreditation teams include an Academy member;
- Individual Program boards may include local Society members;

Current Status. The Consortium envisions that the CPM program will eventually exist in all states. Consortium membership changes periodically due to the admission of new programs and/or cessation of programs. Interested parties are encouraged to review information about the Consortium on its website at <http://www.cpmconsortium.org>.