

THE APEX AUSTRALIA **LIFE MEMBERSHIP PRESENTATION** **GUIDE**

INDEX

1. Introduction
2. The Rules
3. Proposition
4. Presentation Tip
5. The Presentation Folder
6. What happens after National Boards Approval?
7. Planning the Presentation
8. Application Forms
9. Contact

INTRODUCTION

It is the intention of the guide to assist clubs making application for endorsement of Life Membership Status through their Regional Communicator or National Board, in order to achieve a satisfactory level of presentation. Remember this is one of the most historically significant accolades to ever be awarded by Apex to its members. So these members doing the ground work on a Life Membership Presentation must give the presentation of the records containing the achievements of an applicant as much attention as the 8 from 13 minimum criteria that a member must achieve to be awarded Life Membership.

THE RULES

The current rules for Life Members as presented in the current Apex Manual are as follows.

Life Members

8.5 Life Members

A Member of a Club (whether current or former) who is considered by a Club to have given exceptional and outstanding service to a Club or the Association, and has demonstrated a commitment to the ideals of the Association and to the future growth of the Association, shall be eligible for life membership of the Association provided that a Club nominates the person for life membership and can establish, to the satisfaction of the National Board, that the person has achieved at least eight of the thirteen standards listed below:

- (a) Has averaged better than fifty (50) hours per year community service work through Apex;
- (b) Has averaged better than fifty (50) hours per year service work to the community through volunteer work outside of Apex;
- (c) Has served at least five (5) years on other community Committees or projects;
- (d) Has recorded an average annual Dinner Meeting attendance of not less than eighty (80) percent over his or her Apex career;
- (e) Has attended at least four (4) District Conventions or three (3) State Conventions or one (1) National Convention or one (1) WOCO Convention during his or her Apex career;
- (f) Has achieved an attested level of praiseworthy performance as a Club Executive (President, Secretary, Treasurer);
- (g) Has achieved an attested level of praiseworthy performance as a District, State or Association Officer;
- (h) Has recorded an average annual minimum of four (4) full inter Club visits during his or her Apex career (Convention attendance as an Association official are not to be included);
- (i) Has been a Committee Chair or the main instigator of any extraordinary Club, District, State or Association Project;
- (j) Has demonstrated a significant commitment to the fourth Ideal of the Club namely to promote international understanding and friendship;
- (k) Has sponsored at least four (4) Apex members during his or her Apex career;
- (l) Has completed a minimum of eight (8) years active membership;
- (m) Has served at least five (5) years as Club Board member of Association or State Board Member.

8.5 Continued

B. On an application for life membership being submitted to the National Board the National Board must:

i) ensure that the application incorporates the minimum requirements outlined in the Rules; and

ii) accept and endorse the application if and only if the presentation is of a professional standard befitting the award and the criteria set out in the Apex Australia Life Membership Presentation Guide have been satisfied.

C. An application to the National Board must be in the form prescribed by the National Board and accompanied by a non-refundable application fee of \$100.

D. No application for Life Membership will be considered by the National Board if the National Board determines that the application has been actively pursued or promoted by the person being proposed for life membership.

E. A Member of a Club admitted to life membership of a Club is a Life Member of the Association irrespective of the continued existence of the Club to which the person was admitted as a Life Member.

F. A Life Member may transfer his or her membership into another Club if he or she satisfies the requirements of the Rules relating to the transfer of Members of Clubs as if he or she was a Member of a Club.

G. A Life Member shall be entitled to participate in all Club activities but shall not be entitled to vote or hold office on the Club Board.

PROPOSITION

The highest honour that you can bestow on a present, past or retiring member of an Apex Club is awarding them Life Membership. The Club President and Secretary will need to work together in order to submit a Life Membership Application they have chosen to submit.

All applications should follow the Application for Life Membership which is available for download at the National Apex Website. It is also worth noting that all applications must be accompanied by a \$100 Application Fee which will be used to purchase trophies and certificates if the application is successful. It is used solely for this purpose.

For an application to be successful, as much information on the application should be obtained from work done in the Apex Association and well as in the wider community. The applicant must also fulfil a minimum of 8 of the 13 pre-requisites listed on page 2 of this document, which are repeated from Clause 8.5 of the Manual

PRESENTATION TIPS

When looking at presentation options find something that is within budget but will be long lasting and effective. Keep in mind many people will read this document and the presentation reflects the applicant in more ways than one.

Do's

- **Start Early**
- Use a binding shop to help with your presentation

(There is a range of options for all budgets; you don't have to spend the earth to have a great presentation)

- Take the time the application deserves
- Give the application the presentation it deserves
- Find an appropriate presenting style that reflects the applicant
- Collect photos, press clippings etc to include within the submission
- Make sure your layout is of a consistent style (eg. fonts are consistent etc.)
- Presentation areas should all be type set
- Look at all spelling and grammar and make sure it is correct (often times spell check on a P.C. is not good enough)
- Have other Senior Apexians look over the presentation before it goes before the National Board for ratification
- As a general rule of thumb, you should aim to collect at least one testimonial for each year of the Apexian's career. It's not a requirement, but simply an aim to give the presentation the gravitas it deserves.

Don't

- Use a manila folder or plastic sleeve ring bound folders for presentation
- Use a clear document sleeve to present documents
- Leave it to the last minute
- Rush the process – this will be a keepsake the applicant can keep to remember this honour and should appropriately reflect their “life” in Apex.
- Simply collect a series of emails and send them on for approval.

THE PRESENTATION FOLDER

Presentation Folders can range in price from \$50 to 1,000. There is a range of different

To see what style suits your budget and ideas, visit your local binding shop in order to discuss your options (There are some possible book binders in the list below.)

Binding Centres across Australia include:

Craftsmen Bookbinders

Virginia, Brisbane, Qld

ph: (07) 3865 3555

City Binding And Copy Centre

Sydney NSW

ph: (02) 9299 5054

GBC South Australia

Adelaide SA, gbsa.com.au

ph: (08) 8410 7500

Classic Bookbinders

Riverdale, WA, classicbookbinders.com.au

ph: (08) 9479 4777

Whites Law Bindery

Caulfield South, VIC whiteslaw.com.au

ph: (03) 9523 6026

Prestige Bookbinders Pty Ltd

Launceston TAS, prestigebookbinders.com.au

ph: (03) 6334 1551

WHAT HAPPENS AFTER NATIONAL BOARDS APPROVAL?

The application will be sent to Supply House so plaques, certificate and badges can be organised. There is a range of options of different types of certificates the club can order. For details contact the Apex National Supply house at apexsupplyhouse.com.au or call them on 07 4125 1059.

PLANNING THE PRESENTATION

It is suggested that the presentation evening is an event in itself and not on the same night as a Club's Changeover Dinner. Although having the evening separately creates more work, achieving Life Membership is a huge honour and deserves the recognition and celebration and independent evening brings.

CONTACT

For further information or for tips on how to present a Life Member Application please contact Life Members Chris Morahan (0417 237 043) or Richard Colwell (0433 118 000)