



# **Michigan Association of County Administrative Officers Member Recognition Policy**

## **Purpose**

It is the policy of the Michigan Association of County Administrative Officers to recognize the value of Membership including our Members sustained and enduring support of the Association. To achieve the purpose of this policy, the Association may formalize recognition of our Members long-term involvement by providing Members with an Association pin displaying the official logo promoting years of membership in the Association.

## **Scope**

This policy applies to all Active Members of the Association, as defined under the MACAO Association Constitution, Article 3, Eligibility for Membership, who are in good standing as defined by up to date Membership status including paid annual dues. It applies to Retired Members who retired from employment and at the time of retirement met the Eligibility as defined above.

## **Objectives**

The policy's objective is to enhance the recognition of individual MACAO Members and acknowledge a Members support of the Association through membership. Issuing an Official pin of the Association is intended to promote pride in the Association, represent to other Members an individual's ongoing, continued support and involvement in the Association, and promote to non-members and others the importance of professional leadership in Members of MACAO throughout Michigan.

## **Statement of Policy**

It is the policy of the Association to recognize individual Membership in MACAO and provide a symbol of sustained membership. The Association values each Member and the contributions made to the Membership of MACAO including service on the Board of Directors and as Officers of the Association.

Member recognition will be symbolized with a lapel pin displaying the Association's official logo. Each Member will be recognized with an award based on intervals of 5 years of continuous membership.

Through this policy, the Association recognizes the contributions made by Members who have retired from public administration. This policy applies to Members who at the time of their retirement, were Members in good standing as described above under Policy Scope and when retired, were long-term Members of the Association with 10 or more continuous years of membership or served in Michigan County Public Administration for 20 or more years. These Members are recognized as lifetime honorary Members of the Association.



**Eligibility**

Member eligibility will be determined based on membership roles as of January 1 for active Members and Lifetime Members. The recognition of Members will occur as part of the Association’s Annual Conference for those in attendance and immediately following the Conference for all others.

Members will earn recognition pins upon following each of the following occurring milestones:

**Years of Continuous Membership**

- 5 years
- 10 years
- 15 years
- 20 years
- 25 years
- 30 years

Lifetime Members- Members, who have retired, were active MACAO Members during the year of their retirement and served in Michigan County government public administration for 20 or more years.

**Recordkeeping**

The Michigan Association of County Administrative Officers Association will maintain all records of Membership. Annually, prior to the MACAO Annual Conference, the Board of Directors will review the list of Members qualified to receive a Membership recognition pin and approve the list of Members. The President shall be responsible for overseeing the policy, ensuring the Board agenda includes an action item to approve Members eligible for award at each Annual Conference, directing the procurement of an ample supply of pins and the coordination of giving the award to eligible Members.

**Exceptions**

In cases of unusual circumstances or conditions, the Board of Directors shall decide eligibility, correct or adjust the Membership longevity list or make any other decisions related to this policy.

**Effective Date**

This policy is effective on April 10, 2024.