**PROCEDURES AND CRITERIA FOR AWARDING LIFE MEMBERSHIP TO A MEMBER OF THE COFFS HARBOUR ORCHID SOCIETY INC.**

Life Membership will be awarded to a member of the Coffs Harbour Orchid Society (CHOS) who is respected by other members, who shows service, commitment and contribution to the Society that significantly demonstrates outstanding merit.

The awarding of Life Membership will be determined by the Committee of the CHOS (or a sub-Committee elected for that specific purpose).

**CRITERIA FOR AWARDING LIFE MEMBERSHIP**

The following criteria are provided to act as a guide for the Committee (or sub-Committee) in assessing any application for Life Membership.

1. Length of Service to the CHOS to be a minimum of fifteen (15) years.
2. The member should have maintained active membership during this fifteen year period.
3. Served at least one (1) term (12 months) as a member of the Executive or Committee of the CHOS.
4. The applicant should have played a major role in promoting the aims and objectives of the Society. This may have been achieved by participating in activities such as:
* Serve as the nominated person in one or more of a non-elected role such as Librarian, Public Officer, Publicity Officer, Catering Officer, Show Marshal, Agricultural Show Exhibit Organiser, Newsletter Editor, etc.
* Organise the Society’s various activities both in-house and externally. Examples would include organising the two annual shows, organising monthly meeting activities, organising meeting speakers, external visits to orchid nurseries, orchid displays at an external venue, etc.
* Organising rosters, calendars, workshops, maintaining and updating the Society website, contribution to the Society newsletter etc.
* Participate in the various activities of the Society. These could include taking an active part in meetings, competitions, Shows, fund raising activities, Society excursions and workshops.
* The applicant may have served the wider orchid community by speaking at other Orchid Societies, becoming an accredited national judge, and/or submitting articles to orchid publications, websites, etc.
* Any other factors that may be considered relevant by the Assessing Committee.

**APPLICATION AND ASSESSMENT PROCESS**

1. Completion of the ‘*Nomination for Life Membership’* form.
2. Application must be nominated and seconded by two financial members.
3. Application must be lodged with the Secretary of the CHOS.
4. Merits of the application will be assessed by the CHOS Committee, or a sub-Committee appointed for this purpose. A determination will be made by the relevant Committee.
5. If the application is successful then Life Membership shall be awarded to the applicant.
6. Following the initial nomination and assessment process, it shall be at the discretion of the relevant Committee whether or not to advise the nominee of their successful nomination for this prestigious award, prior to its presentation, to ensure a smooth and non-confronting process for all parties.

**ENTITLEMENTS OF LIFE MEMBERSHIP**

1. Awarding of Life Membership Certificate.
2. Waiver of annual CHOS membership fees.

Updated 1 August 2023

Approved by CHOS Committee 8/8/23