

	ARIZONA PROSECUTING ATTORNEYS' ADVISORY COUNCIL POLICIES AND PROCEDURES	
	Original Membership Policy Approved: <u>May 17, 2018</u> Membership Policy Revision 1 Approved: <u>January 17, 2019</u> Membership Policy Revision 2 Approved: <u>April 23, 2020</u> Membership Policy Revision 3 Approved: <u>August 7, 2020</u>	
	POLICY: APAAC Membership Policy and Fee Structure	Page 1 of 3

The mission of the Arizona Prosecuting Attorneys' Advisory Council ("APAAC") is to provide training to Arizona prosecutors and their non-attorney staff. In response to a trending decline in Criminal Justice Enhancement Funds, which is APAAC's primary revenue source, and an increasing need for alternative revenue sources to continue support of APAAC's mission, the Council approved an APAAC Membership Category and Fee on April 13, 2017. To promote collaboration with prosecution community partners, on May 17, 2018, the Council expanded APAAC's membership opportunities by approving an APAAC Associate Membership Category and Fee. The APAAC Membership guidelines and seminar registration fee structure, as approved by the APAAC Council on June 19, 2018, and revised on January 17, 2019; April 23, 2020; and, August 7, 2020, are as follows:

1. APAAC Membership shall be on an annual fiscal year basis commencing on July 1 through June 30 and is renewable each fiscal year. APAAC Associate Membership shall be on an annual fiscal year basis, commencing on July 1st through June 30th and is renewable each fiscal year.
2. APAAC Membership shall be offered to state, county, and municipal prosecutor agencies only.
 - The APAAC Membership fee is based on a \$100.00 fee per prosecutor and calculated by multiplying the \$100.00 fee by the number of full-time prosecutor positions (filled or unfilled, and including elected officials and/or agency heads) that a member agency has as of July 1st of each fiscal year.
 - APAAC Membership allows full-time prosecutors of the member agency, who are admitted into a training, to attend for no registration fee (except the APAAC Annual Prosecutor Conference).
 - APAAC Membership allows part-time prosecutors of the member agency to attend all APAAC trainings (except the APAAC Annual Prosecutor Conference), provided space is available, for no registration fee.
 - APAAC Membership allows non-attorney staff of the member agency to attend all APAAC trainings designated for non-attorneys (such as victim advocates, legal assistants, and/or administrative professionals), provided space is available, for no registration fee.
 - APAAC Membership provides members with priority registration status for all APAAC trainings (including the APAAC Annual Prosecutor Conference).
 - APAAC Membership provides members with approved travel-related expense reimbursement, pursuant to applicable APAAC reimbursement policy.
 - APAAC Membership provides members with exclusive access to online benefits, including APAAC On-Demand training and legal research documents.

3. **APAAC Associate Membership** may be offered to attorney and non-attorney staff of federal prosecution and tribal prosecution offices, in addition to police legal advisers, retired prosecutors, full-time victim rights attorneys, and victim rights advocates of non-member offices.

- The APAAC Associate Membership Fee is a per person cost; Associate Memberships are not available to agencies. Fee tier options are as follows:
 - **Option One: \$150 Fee** allows an Associate Member, who is admitted into a “Live” In-Person and/or Webinar training, to attend for no registration fee (except the APAAC Annual Prosecutor Conference). APAAC Members have training registration priority over APAAC Associate Members. APAAC Associate Members are not eligible for reimbursement of travel-expenses related to attending an APAAC training.

OPTION ONE seminar registration fee structure for other trainings (either sponsored or co-sponsored by APAAC) is as follows:

1 to 3-hour APAAC On Demand Training (online)	\$ 50.00
3.5 to 8-hour APAAC On-Demand Training (online)	\$100.00
Annual Prosecutor Conference	<i>APC registration fee</i> + \$300.00

- **Option Two: \$150 Fee** allows an Associate Member to have access to the online benefits of the APAAC website, including APAAC On-Demand training and legal research documents.

OPTION TWO seminar registration fee structure for other trainings (either sponsored or co-sponsored by APAAC) is as follows:

1 to 3-hour Training (in-person or webinar)	\$ 50.00
3.5 to 8-hour Training (in-person or webinar)	\$100.00
2 to 3-day Training (in-person or webinar)	\$300.00
4 to 5-day Training (in-person or webinar)	\$400.00
Annual Victim Advocate, Legal Assistant, and/or Administrative Professional Conferences	\$100.00
Annual Prosecutor Conference	<i>APC registration fee</i> + \$300.00

- **Option Three: \$250 Fee** combines the benefits of Option One and Option Two.

OPTION THREE seminar registration fee structure is as follows:

Annual Prosecutor Conference	<i>APC registration fee</i> + \$300.00
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4. **Non-members** (including full-time prosecutors, part-time prosecutors, and full-time non-attorney staff of prosecution offices) must pay a registration fee for either an in-person, webinar, or online training, whether sponsored or co-sponsored by APAAC, based on the registration fee structure incorporated in these guidelines. Registration fees are due at the time the non-member registers for a training.

- Non-members (including full-time prosecutors, part-time prosecutors, and full-time non-attorney staff of prosecution offices) are not eligible for APAAC reimbursement of travel-related expenses associated with a training, whether sponsored or co-sponsored by APAAC.
- The non-member seminar registration fee structure (for trainings either sponsored or co-sponsored by APAAC*) is as follows:

1 to 3-hour APAAC On Demand Training (online)	\$ 50.00
3.5 to 8-hour APAAC On-Demand Training (online)	\$100.00
1 to 3-hour Training (in-person or webinar)	\$ 50.00
3.5 to 8-hour Training (in-person or webinar)	\$100.00
2 to 3-day Training (in-person or webinar)	\$300.00
4 to 5-day Training (in-person or webinar)	\$400.00
Annual Victim Advocate, Legal Assistant, and/or Administrative Professional Conferences	\$100.00
Annual Prosecutor Conference	<i>APC registration fee</i> + \$300.00

*Grant-funded APAAC trainings may be offered non-members for no registration fee.