



AAPL Policy Manual

(Effective June 20, 2018)

AMERICAN ASSOCIATION OF PROFESSIONAL LANDMEN

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***AMERICAN ASSOCIATION OF PROFESSIONAL
LANDMEN (AAPL)***

***OFFICERS, DIRECTORS AND COMMITTEE CHAIRS
AAPL POLICY MANUAL***

SEPTEMBER 1, 1960

**(APPROVED DECEMBER 7, 1998)
(REVISED MARCH 15, 1999)
(REVISED JUNE 17, 2015)**

Distribution

This Policy Manual shall be distributed to current members of the AAPL Executive Committee, Board of Directors and Committee Chairmen and made available to any member.

Introduction

This manual is intended to serve as a reference guide for AAPL officers, directors and national committees so they may effectively fulfill their functions, responsibilities and duties within their scope of authority under the Bylaws. It is anticipated this manual will be revised periodically to reflect changes in objectives of the organization. National committees will adhere to the AAPL Strategic Plan and the committee summaries as per the policy and orientation manuals for their direction and implementation of the appropriate action plans. Only **Active** members in good standing of AAPL may serve as an officer, director, AAPL national committee chairman or AAPL national committee member.

Gender

The masculine gender shall refer to both men and women.

Objectives of the AAPL

The Mission

AAPL's mission is to promote the highest standards of performance for all land professionals, to advance their stature and to encourage sound stewardship of energy and mineral resources. The following goals have been formulated to accomplish this mission:

Provide requisite services that will attract and retain in membership all those who are engaged in energy and/or mineral land management.

Deliver essential educational services to energy and/or mineral land professionals.

Promote the highest standards of ethics and practice among all land professionals.

Be involved and influence the legislative and regulatory processes affecting the energy and mineral land professional.

Promulgate the credibility of AAPL and energy and mineral land professionals among their various publics.

Optimize the Association's organizational effectiveness including its relationship with its affiliated local associations and its membership in general.

Bylaws

Reference is made to the AAPL Landmen's Directory & Guidebook which contains the AAPL Bylaws as amended. It is not intended that this manual be repetitive of the Bylaws except for purposes of interpretation and elaboration. In the case of any conflict, the Bylaws are controlling.

Indemnification

Each person who acts as a director, officer, or committee member of the Association shall be indemnified by the Association against any costs, expenses, and liabilities which may be imposed upon or reasonably incurred by him in connection with any civil or criminal action, suit, or proceeding in which he may be named as a party defendant by reason of any action alleged to have been taken or omitted by him in any such capacity; provided that in any case the right for indemnification herein provided for shall not extend to any costs, expenses, or liabilities imposed upon or incurred by any director, officer, or committee member of the Association in relation to matters as to which he shall be finally adjudged to be liable for gross negligence or willful misconduct in the performance of his duties as a director, officer, or committee member or to any sum paid by him to the Association in settlement of any action, suit, or proceeding based on his alleged dereliction of duty, unless settlement thereof or a plea of nolo contendere (or other plea of substantially the same import and effect) in the opinion of counsel for this Association appears to be in the interest of this Association, or the court in which the suit was brought shall determine upon application, that despite the adjudication, but in view of all the circumstances, he is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

The Association may pay in advance any expenses (including attorney's fees) which may become subject to indemnification, if the Board of Directors authorized the specific payment and the person receiving the payment undertakes in writing to repay, unless it is ultimately determined that he is entitled to indemnification by the Association under this provision.

The indemnification provided by this section shall not be exclusive of any other rights to which a person may be entitled by law, Bylaw, agreement, vote of directors, or otherwise.

The Association may purchase and maintain insurance on behalf of any person who holds or who has held any position as a director, officer, or committee member of the Association, against any liability incurred by him in any such position, or arising out of his status as such, whether or not the Association would have power to indemnify him against such liability under the provisions of this section.

The Board of Directors
(REVISED –DECEMBER 7, 2003)
(REVISED – JUNE 6, 2013)
(REVISED – MARCH 12, 2017)

Policies

The Board of Directors shall be composed of elected officers of the Association, the Immediate Past President, and one (1) director who represent each affiliated local association except Canada, which shall be allowed two (2) directors.

The Board of Directors (Board) is responsible for general management of the affairs of AAPL within the scope of the Bylaws. Responsibility is exercised primarily by establishing broad objectives and policies governing both short-term and long-range objectives. Specific objectives and policies may originate from deliberation of the Board itself or may result from consideration of recommendations by committees, subcommittees or by the President and other officers.

Governing policies are to be reviewed and modified by the Board as necessary to keep current with changing conditions and to accomplish the objectives of AAPL as stated in the AAPL Strategic Plan.

Serves as the Nominating Committee for the election of officers as specified in the Bylaws.

Has the sole power to seat or reject any director nominated by a local association. Before a director may be officially seated and have a vote in the decisions of the Board, he must attend at least one orientation session or complete a review of the orientation book. A substitute director (substituting for one meeting only) is exempt from the orientation; however, in order to be seated, the substitute director must be designated as such, in writing, by the president of the local association prior to the commencement of the board meeting; and must be an active member of AAPL

Each Director shall confer with the Executive Committee of his respective local association to represent his local association on the Board, enhance relationships between AAPL and the local associations to secure nominations for AAPL officers and special award candidates from his local association.

Each Director shall have authority to submit proposed amendments to the Bylaws for consideration and voting by the Active Members.

Approves the annual AAPL budget which budget shall contain all anticipated AAPL revenues and expenses. Reviews the budget quarterly via the Treasurer's Report and any other appropriate financial tool(s). Approve all expenditures not included in the annual budget.

Exercises final approval of the AAPL Annual Meeting budget.

Each director has the opportunity to make an oral report to the Board and shall provide written or E-mail reports to AAPL Headquarters at least three (3) weeks prior to each Board meeting. These reports should reflect the consensus of the general membership of their local association as to the policies and programs of AAPL. It should also inform the Board of the local's activities that may be of interest to the Board.

Each director is responsible for arranging, if his local association requests, for an annual visit of one or more of the officers of AAPL to his local association.

Each director is responsible for making a report -- either written, verbal or both -- to his local Association at least once after each AAPL quarterly Board of Directors meeting to convey the considerations and actions taken by the Board.

Any Director's recommendation(s) to the Board that require action by the Board (i.e. amendments to the Bylaws or policy statements), should be submitted, but not required to the Executive Vice President for distribution to the Board at least three weeks prior to the quarterly board meeting.

Any Director who has or who has an immediate family member with a potential conflict of interest, due to having a material economic involvement regarding a particular matter, should not participate in any discussion or vote on such matter. When such a situation presents itself, the Director must announce his or her potential conflict, disqualify himself or herself and be excused from the meeting until discussion has concluded on the matter involved. Any potential conflict of interest that is not disclosed, pursuant to this paragraph, may be deemed to be a violation of AAPL's Bylaws, Code of Ethics, and/or Standards of Practice. The Ethics Committee is authorized to investigate breaches in ethical behavior and recommend appropriate disciplinary action consistent with the AAPL Bylaws and Policy Manual.

The Executive Committee
(REVISED – JUNE 6, 2013)
(REVISED – MARCH 12, 2017)

Policies

Will consist of all elected officers and the Immediate Past President of AAPL.

Is responsible for conducting the business of AAPL at and between meetings of the Board.

Will take appropriate actions and report said actions to the Board at the succeeding Board Meeting.

Will present a recommended annual budget no later than the June board meeting.

Make other recommendations to the Board as it deems necessary.

As prescribed in Article XVII, Section 5 of the Bylaws, the Executive Committee serves as final authority involving disciplinary measures upon appeal of the judgment of the Ethics Committee and any certification/re-certification appeals to be heard.

Executive Committee members will serve as liaisons to committees as appointed by the President. In acting as liaisons, they will be an ex-officio member of such committee(s) and report at the Executive Committee meetings on the status of each committee.

Will appoint the chairman for the Annual Meeting.

Conduct an annual orientation program for incoming AAPL officers, directors and committee chairmen.

Any member of the Executive Committee who has or who has an immediate family member with a potential conflict of interest, due to having a material economic involvement regarding a particular matter, should not participate in any discussion or vote on such matter. When such a situation presents itself, the individual must announce his or her potential conflict, disqualify himself or herself and be excused from the meeting until discussion has concluded on the matter involved. Any potential conflict of interest that is not disclosed, pursuant to this paragraph, may be deemed to be a violation of AAPL's Bylaws, Code of Ethics, and/or Standards of Practice. The Ethics Committee is authorized to investigate breaches in ethical behavior and recommend appropriate disciplinary action consistent with the AAPL Bylaws and Policy Manual.

President
(REVISED – JUNE 6, 2013)
(REVISED – JUNE 17, 2015)

Policies

Provide administrative oversight of the management of the Association.

Appoint chairmen of committees except assistant committee chairmen who are appointed by the First Vice President. If possible, advise all appointees 30 days prior to the Annual Meeting and announce all appointments at the Annual Meeting of the association. If for any reason a chairmanship is vacated, a successor chairman should be appointed by the President within 30 days. It is strongly recommended that the President confer with the First Vice President regarding the naming of the assistant chairmen. Committee chairmen solicit their proposed committee members to the President and may confer with the President to fill the vacancies that occur within the committees. Committee member appointments should be made on a 3-year term basis with one-third of the committee members being replaced each year, if possible.

Selects the site, the date and develop the agenda for meetings of the Board of Directors and Executive Committee and preside as chairman at such meetings.

Serve as:

An ex officio member of every committee and task force except the Nominating Sub-Committee.

Preside as Chairman at the Annual Business Meeting of the membership.

Appoints each member of the Executive Committee as liaison for all committees.

Consult with the Executive Vice President concerning the normal business of AAPL.

Consult with the Executive Committee liaisons to the various national committees on the progress of their action plans.

Upon invitation, visit local associations for purposes of consultation, inspiration, personal contact, sociability and the promotion of a closer relationship between the local associations and AAPL; also, to inform local members of the objectives and accomplishments of AAPL.

Serve as the principal personal contact of AAPL with the public, press, industry, other associations and the government.

In addition to the usual standing committees, the President appoints any committee or Task Force deemed necessary.

May expend non-budgeted funds of the AAPL by specific authorization of the Board of Directors.

May expend budgeted funds of the AAPL.

Can terminate any committee or revoke any appointment of which the President had the sole power and authority to create.

Approves AAPL staff representation and travel to attend functions related to conducting the business of AAPL.

AAPL President Expense Reimbursement Policy
(REVISED – JUNE 6, 2013)

From the annual budget amount for AAPL President's travel AAPL will pay for the appropriate AAPL business related entertainment and travel expenses accrued by the current President. The President's spouse may also accompany on official AAPL business trips with AAPL paying for her reasonable business expenses. It is anticipated that the events will include the Annual Meeting, the three Board meetings, and no more than six additional meetings throughout the year. Additional trips may be approved by Executive Committee.

Reimbursable expenses for President's travel shall include the following:

- Associated expenses for the day before, the day(s) of the meeting and the day following the meeting.
- Coach class airfare from home to meeting destination and return. If another method of public transportation is used, such as a train, the AAPL will reimburse for full fare up to the equivalent cost of a coach class airfare.
- If the President chooses to travel by automobile (personal or company), he will be reimbursed at the current IRS rate per mile to and from the authorized meeting up to the equivalent cost of a coach class airfare.
- Required transfers, such as taxicabs.
- Customary tips such as skycaps and bellman.
- Hotel accommodations:
- Single when traveling alone – double when traveling with spouse
- Suite accommodations for quarterly directors meetings and annual meeting
- AAPL business related meals/receptions.
- Use of rental car when circumstances warrant.
- Personal services such as valet and appropriate telephone calls while on AAPL business.

All President's expense reports will be submitted to the Treasurer. The Treasurer shall review the expense report as soon as is practicably possible, and at least within five (5) business days, and then forward same to Fort Worth in an expedient manner to assure that the Expense Report(s) is reimbursed in a timely manner. In the event the Treasurer questions an expense item, the Treasurer will consult with AAPL's Finance Committee. If such discussion does not lend itself to a clear decision in the Treasurer's mind, then the Treasurer shall order payment of the expense report, less the item in question, and shall thereafter seek a vote of the Finance Committee, exclusive of the President, either by telephone or at the next Finance Committee meeting, regarding the reasonableness of such an expense item. In such an instance, a simple majority vote for or against the expense item prevails. In no event will the Treasurer allow more than ten (10) business days to expire before soliciting a vote regarding a questioned item. In the event a telephone poll yields a no vote regarding a charge submitted by the President, then the President has the right to request re-consideration of such item(s) at the next Executive Committee meeting. In such a case, the questioned item(s) shall be taken to vote. The President will be excluded from the vote and a simple majority for approval or to reject the expense item prevails.

First Vice President, Second Vice President, Third Vice President
(REVISED – JUNE 17, 2015)

Policies

Assist the President, when requested, to carry on the business of AAPL and represent the President in personal contacts with the local associations, other associations, the public, industry, the press and government.

In the absence of the President, the First Vice President shall succeed to all of the powers and duties as

outlined in the Bylaws.

In the absence of the President and the First Vice President, the Second Vice President shall succeed to all of the powers and duties as outlined in the Bylaws.

In the absence of the President, the First Vice President, and the Second Vice President, the Third Vice President shall succeed to all of the powers and duties as outlined in the Bylaws.

Are members of the Board and the Executive Committee.

The First Vice President serves as:

- Chairman of the Finance Committee
- Chairman of the Strategic Planning Committee

The First Vice President appoints the assistant chairman for all AAPL committees after consultation with the President and incoming committee chairman.

The Second Vice President serves as Chairman of the Landman Scholarship Trust. The Second Vice President shall also serve as Advisor to the Director of Public Relations and NAPE on behalf of the Executive Committee

The Third Vice President serves as Chairman of the Board and President of the Board of Directors for the AAPL Educational Foundation. The Third Vice President shall also serve as Advisor to the Director of Education and Member Services on behalf of the Executive Committee.

Treasurer
(REVISED – JUNE 6, 2013)

Policies

Responsible for the review of the financial records, funds and assets of AAPL and the review of proper ledger records of assets, liabilities, income and expenses of the Association.

Responsible for oversight of the receipt of funds and assets, and the disbursement of funds as authorized by the Board.

Serve as:

- A member of the Finance Committee
- A member of the Board of Directors for the AAPL Educational Foundation., Inc.

In conjunction with the immediate past Treasurer and Executive Vice President, meet with the auditors in a pre-review and post-review of the annual audit.

Review and approve expense accounts for the President and the Executive Vice President, subject to the approval by the President of events warranting the participation of the Executive Vice President.

With the Executive Vice President and the First Vice President, develop the budget for review and approval of the Finance Committee.

Is a member of the Executive Committee and the Board.

Secretary

Policies

Is a member of the Executive Committee and the Board.

Record and distribute the minutes to the President and the Executive Vice President within four weeks of the conclusion of all regular and special meetings of the Board and the Executive Committee.

Certify the election of officers and all votes taken by the Executive Committee and the Board.

Attend all regular and special meetings of the Board and the Executive Committee, or request the President to appoint a substitute, to take the minutes.

Immediate Past President

Policies

Serves as:

- A member of the Executive Committee and Board.
- A member of the Strategic Planning Committee.
- May serve as chairman of the Nominating Sub-Committee, if so appointed by the current President.

Executive Vice President
(REVISED – SEPTEMBER 20, 2003)
(REVISED – JUNE 6, 2013)
(REVISED-JUNE 17, 2015)
(REVISED – MARCH 12, 2017)
(REVISED – MARCH 11, 2018)

Job Description

The Executive Vice President (EVP) of the American Association of Professional Landmen (AAPL) shall be a full-time, salaried employee of AAPL. The EVP is responsible to the AAPL Board through its Executive Committee.¹ In accordance with established policy, the employment or termination of employment of the individual filling the EVP position requires approval of the Board. The Board may, at its discretion, require that the EVP enter into a mutually acceptable contract to perform the services described herein.

The EVP must possess strong leadership, management and administrative skills. Experience in managing a professional staff and working with volunteer leadership is preferred. Experience in working as a Land Professional is not required, however, such experience will be an advantage consideration. The EVP must abide by AAPL's Code of Ethics and Standards of Practice.

The EVP, working in close cooperation with the Board, the Executive Committee, NAPE Partners and the standing committees, is responsible for the general leadership, and achievement of short-term and long-term goals of AAPL pertaining to the overall operations, financial performance, human resources and growth.

1 See AAPL By-Laws, Article X., Section 1.

2 See AAPL By-Laws, Article X., Section 3.

Executive VP Duties & Responsibilities

Corporate Responsibility and Oversight

- Provide direction, guidance, leadership and authority to the following positions and departments:
 - Director of Public Relations & NAPE
 - Director of Education & Member Services
 - Accounting Manager
 - Office Manager/Executive Assistant
- Responsible for the overall affairs of AAPL in accordance with the Association's Strategic Plan, Bylaws, Code of Ethics, Standards of Practice, and Operating Policies
- Responsible for the ultimate execution of NAPE affairs in accordance with the Partnership Joint Venture Agreement, NAPE Advisory Board, NAPE Operators Committee, AAPL Executive Committee, and AAPL Board of Directors
- Represents and is responsible for the overall activities of AAPL, NAPE, and its associated legal entities
- Responsible for the direction and oversight of the organization, administration and development of AAPL and NAPE programs, processes, policies, and procedures which support the Board's goals and objectives while adhering to the Association's strategic plan
- Final approval for all contractor and vendor agreements
- Create overall departmental goals and timelines for each departmental director, in accordance with the Association's Strategic Plan, Bylaws, Code of Ethics, Standards of Practice, and Operating Policies
- Responsible for communicating regularly with the AAPL President to provide progress reports on operations, events, activities, and other initiatives for AAPL and NAPE
- Responsible for advising NAPE Partners regularly to provide partnership reports, updates, activities, and initiatives
- Serve as advisor to NAPE Partners and AAPL's Board of Directors, AAPL's Executive Committee, standing committees, as well as acting as a liaison to Association members, partners, and associated interest groups
- Responsible for oversight and verification, including legislative/regulatory vigilance and lobbying efforts for AAPL and NAPE

- Serve as ambassador to AAPL local associations, NAPE industry associations, governmental associations, and special interest groups
- Responsible for oversight and verifying that AAPL and NAPE are represented and marketed in a manner supporting the goals and mission of the AAPL in all public, educational, and international forums
- Maintain a working knowledge of significant developments and trends in the industry
- Represent and protect AAPL's best interest in governmental matters and legislative proceedings
- Attend and present at various meetings and industry events
- Act as an ambassador for the AAPL and its programs

Corporate Strategy

- Ensure that the organization has a long-range strategy which achieves its mission, and makes consistent, quantifiable and timely progress
- Participate in AAPL's and NAPE's strategic planning
- Analyze and assess progress on the achievement of strategic initiatives
- Make recommendations to revise/improve strategic plans for AAPL and NAPE
- Ensure the synchronization and adherence of NAPE's governance with AAPL's policies and strategic plan
- Responsible for driving AAPL and NAPE performance
- Responsible for building and fostering relationships with key industry leaders and the community at large to facilitate the achievement of AAPL and NAPE goals and objectives

Financial Planning

- Responsible for maintaining and accounting for all Association assets, income, and expenditures and aid in the preparation of quarterly budgets and annual audits of AAPL and NAPE
- Responsible for monitoring AAPL and NAPE budget adherence, reviewing budget variances and communicating same to Departmental Directors, AAPL Board and NAPE Partnership
- Recommend overall yearly budget for AAPL and NAPE to Executive Committee and Board of Directors
- Review previous year's budget for overages and shortfalls and report the findings to the appropriate committees
- Ensure Departmental Directors manage organization's resources within budget guidelines
- Ensure that adequate funds are available to permit the organization to carry out its work

Committee, Meetings and Representative Roles

- Serve as a member of Strategic Planning Committee, Finance Committee, Landman Scholarship Trust, and ex-officio member of every committee except the Nominating Subcommittee
- Coordinate with the AAPL President and Secretary to develop and distribute Board and Executive Committee meetings, agendas, and minutes
- Prepare for and coordinate committee meetings as necessary
- Provide guidance and direction to all committees to ensure compliance to the AAPL bylaws and policies of practice
- Appoint an AAPL staff member, in coordination with Department Directors, to serve as a resource person/liaison for all standing committees
- Administer AAPL's Annual Meeting and International Conference in conjunction with the Annual Meeting Chairman and Committee
- Develop and facilitate AAPL board meetings, orientations, and special meetings
- Develop and facilitate all NAPE related partner meetings, board meetings, and special meetings
- In coordination with AAPL President, represent AAPL with affiliated local/industry associations/agencies, including conferences and meetings
- Represent NAPE with affiliated local/industry associations/agencies, including conferences and meetings

Personnel Decisions

- Responsible for all human resources policies and procedures
- Provide oversight and verification that job descriptions and guidelines have been developed, that regular performance evaluations are being held and that sound human resource practices are in place
- Create and maintain staff employment files for the Departmental Directors, Accounting Manager and the Office Manager/Executive Assistant

- Hold annual performance evaluations of Departmental Directors, Accounting Manager and the Office Manager/Executive Assistant and provide a summary report of all AAPL employee reviews and salary recommendations to the Executive Committee on or before the December quarterly meeting
- Responsible for the administration of an upward appraisal process for the purpose of evaluating prevailing market conditions regarding salary values and trends for existing job positions and review results with the Executive Committee
- Responsible for the final approval and administration of all staff salaries and bonuses pursuant to the recommendations from Directors and Managers and as approved within the annual budget and under the guidance of the AAPL compensation committee.
- Final approval for hiring and termination decisions
- Serve as human resources advisor on employee relations, disciplinary, and termination issues brought forth by Departmental Directors, Accounting Manager or the Office Manager/Executive Assistant
- Responsible for keeping staff records on insurance, benefits, hiring, and terminations
- Responsible for ensuring compliance with state and federal employment rules, laws and regulations
- Responsible for providing leadership, direction, and support to Departmental Directors, Accounting Manager and the Office Manager/Executive Assistant by ensuring clear, concise policies, rules, regulations and procedures
- Provide oversight and verification of staff related expenses and travel, including expense accounts, and credit cards.

Perform additional tasks or responsibilities as assigned by the Board of Directors Executive Committee or NAPE Partnership

Annual Performance Review

The EVP's performance shall be reviewed and evaluated annually by the President (with the advice of the First Vice President, the Immediate Past President, and the Executive Committee) at any Board Meeting. This shall include salary adjustments and/or bonus awards as determined appropriate by the review and evaluation.

Conflicts Of Interest

During the term of employment, the EVP shall not be involved or become involved in any outside interests which may (i) conflict with the duties and responsibilities of this position,

(ii) conflict with the services provided by AAPL to its general membership, or (iii) cause the incumbent to allocate time to private enterprises to the detriment of fulfilling the duties and responsibilities of this position.

Without limitation, conflicts of interest may include (i) participation in the exploration, development, acquisition, sale or administration of oil, gas and minerals properties, (ii) holding any funds for AAPL, NAPE, or its related entities without the knowledge of the President, Treasurer and Accountant and Comptroller, (iii) except in connection with his duties for AAPL, participating in any manner in any prospect expo or network event, (iv) recommendations regarding the employment of any AAPL member, or (v) employment in other trade, service or professional associations. In the event a conflict or possible conflict arises, the EVP shall notify the current AAPL President in writing of such conflict without delay. It is the intent of this provision that the EVP is obligated to AAPL to the strictest interpretation of this provision possible.

Furthermore, should the EVP have or have an immediate family member with a potential conflict of interest, due to having a material economic involvement regarding a particular matter that involves the AAPL or any of its subsidiaries or affiliated companies, then the EVP should disclose his or her potential conflict to the AAPL President in writing upon becoming aware of such issue.

Executive Vice President Contract Policy

The Chief staff officer of the association is the Executive Vice President³ Due to the nature of the position, this role is coordinated through a negotiated long-term contract. Terms of this agreement are negotiated and enforced by the Executive Committee per AAPL policy and bylaw.⁴ This insures that the Executive Vice President and AAPL treat each other consistently over the term of the agreement and the various administrations. Any changes (other than salary and bonus) in the contract will be summarized at the next ensuing board meeting following such changes. As in all personnel matters, the contract documents are considered sensitive and not to be published. Terms of the contract are open for review and discussion between any member of the Board of Directors with the Executive Committee and Executive Vice President at a mutually agreed upon time.

³ See AAPL By-Laws, Article X., Section 1.

⁴ See AAPL By-Laws, Article X., Section 3.

AAPL Committees and Appointed Representatives
(REVISED –SEPTEMBER 20, 2003)
(REVISED –SEPTEMBER 24, 2006)
(REVISED – JUNE 6, 2013)
(REVISED – JUNE 25, 2014)
(REVISED-JUNE 17, 2015)
(REVISED-JUNE 15, 2016)
(REVISED – MARCH 12, 2017)

Standing Committees

This is information only and may be changed at the discretion of the president or, in the case of other entities, by the governing body.

Accreditation	Marketing
Annual Meeting	Membership
Awards	NAPE Operators Committee
Certification	Nominating Sub-Committee
Education	Past Presidents Advisory Council
Ethics	Public Lands & Access
Field Landman	Policy Manual & Bylaw Review Committee
Finance	Publications
Forms	Strategic Planning
Industry/Public Relations	Tax Issues
Legislative/Regulatory	Technology

Special Standing Committee(s)

The Council of Past Presidents (“COPP”)

Industry Representatives

LSU Mineral Law Foundation
Rocky Mountain Mineral Law Foundation
Energy & Mineral Law Foundation
GeoCare (Insurance)
OCS Advisory Board
International Oil Scout

Other Entities

AAPL Educational Foundation
Landman Scholarship Trust
NAPE Expo LP
NAPE Management

Ad Hoc Committees or Task Forces appointed by AAPL President

Any member of a Standing Committee, Special Standing Committee, Task Force, Industry Representative, or other Entity, or anybody directly or indirectly involved with AAPL or AAPL business, who has or who has an immediate family member with a potential conflict of interest, due to having a material economic involvement regarding a particular matter, should not participate in any discussion or vote on such matter. When such a situation presents itself, the individual must announce his or her potential conflict, disqualify himself or herself and be excused from the meeting until discussion has concluded on the matter involved. Any potential conflict of interest that is not disclosed, pursuant to this paragraph, may be deemed to be a violation of AAPL’s Bylaws, Code of Ethics, and/or Standards of Practice. The Ethics Committee is authorized to investigate breaches in ethical behavior and recommend appropriate disciplinary action consistent with the AAPL Bylaws and Policy Manual.

Policies
(REVISED –JUNE 6, 2013)

AAPL committees and task forces serve at the pleasure of the President to aid and assist him in carrying out his duties and responsibilities. Therefore, as a new fiscal year approaches, consultation between the President-Elect and the President may be necessary to determine which committees and/or task forces shall remain active. The decision should be announced at the June board meeting by the President or at the next ensuing board meeting following such decision.

All committee members and task force members including chairmen, assistant chairmen and industry representatives are required to be active AAPL members.

AAPL committee chairmen, task force chairmen and associated representatives are appointed by the AAPL President-Elect at least 30 days prior to the Annual Meeting of the membership. If a vacancy occurs the AAPL President will name the chairman's replacement within 30 days.

AAPL committee assistant chairmen are appointed by the First Vice President elect after consulting with the President-Elect prior to the Annual Meeting of the membership and by the First Vice President after consulting with the President, should any vacancy occur, after said Annual Meeting.

AAPL committee members are appointed by the AAPL President after consulting with the following individuals at his discretion:

- The outgoing committee chairman
- The incoming committee chairman
- The First Vice President

For continuity purposes, AAPL committee members shall be appointed for a three-year staggered-term. Should a vacancy occur, the AAPL President shall appoint a replacement to fill the unexpired term.

Each AAPL committee chairman will be responsible for maintaining, up-dating and administering the committee files (including minutes of all committee meetings) and will be responsible for delivering the current files to the next chairman prior to the orientation meeting in June of each year.

Committee chairmen will submit to the president-elect on or before June 1st each year, a list of potential committee members.

If the AAPL President desires to form a task force or an ad-hoc committee, the President shall be responsible for establishing 1) a mission statement; 2) goals; 3) action plans; and 4) expected time lines for completion of the action plans.

AAPL committee chairmen and task force chairmen shall report to an Executive Committee Liaison and coordinate committee plans, activities, budget requests and requested Board of Director's actions with said liaison.

AAPL committee chairmen (except the Nominating Sub-Committee) shall notify their ex- officio committee members of the date, time and place of each committee meeting. Ex- officio members of the committees may elect to attend and participate as time, budget and schedules allow.

Ex-officio Members include:

- AAPL Executive Committee Liaison
- AAPL President
- AAPL Executive Vice President

Each AAPL committee chairman is required to make a quarterly written report for distribution to the AAPL Board of Directors. Procedures for quarterly written reports are as follows:

- Prescribed Quarterly Report Forms and Board Action Reporting Forms will be sent by AAPL headquarter staff with the quarterly board "Calls."
- Send the written report (preferably by electronic transmission) to the AAPL headquarters at least three weeks prior to the scheduled quarterly board meeting.
- Any report containing a request for "Board of Director's Action" should also be accompanied by a completed Board Action Reporting Form. (Note: This would include any requests for the expenditure of non-budgeted funds.)
- Upon receipt of the electronically transferred quarterly report and board action reporting form, if appropriate, at AAPL headquarters the AAPL staff will copy said report(s) and distribute with the quarterly meeting agendas to the AAPL Board of Directors, Officers, Committee Chairmen, Assistant Committee Chairmen, AAPL Past Presidents and Local Association Presidents.
- If, for any reason, the quarterly reports are not sent by the committee chairman in time for the agenda mailing (at least three weeks in advance of the scheduled board meeting) it will be the responsibility of the committee chairman to make the necessary copies of the report and bring to the board meeting for distribution.
- The AAPL Executive Committee Liaison member will be responsible for providing the names, addresses, phone and fax numbers of each committee chairman, assistant chairman and individual committee members and their respective term of appointment on such committees, to the President and Executive Vice President by August 1st each year.

Industry Representatives Policy
(APPROVED – MARCH 23, 2014)

Industry organizations directly (e.g. OCS Advisory Board) or indirectly (e.g. International Oil Scouts) affiliated with AAPL will be allowed to have one or more representatives ("Industry Representatives") participate in AAPL Board and/or other AAPL sanctioned meetings. These Industry Representatives will participate in these AAPL meetings at the discretion of the President to aid and assist him or her in carrying out his or her duties and responsibilities. A decision by the President to invite an Industry Representative to participate in AAPL Board or other meetings shall be made by the President at any time during the term of the President.

The President will designate an AAPL Executive Committee member to be the liaison with the Industry Representative and their organization. This liaison will be responsible for maintaining a current contact list for the Industry organization and their AAPL Industry Representative(s).

An Industry Representative must be an active member of AAPL in good standing.

The selection of members in an industry organization will be in accordance with that organization's charters or bylaws.

Should an Industry Representative be requested to attend an AAPL Board meeting(s), he or she will be required to provide written reports similar in those submitted by Standing AAPL Committees as previously described herein. Any deviation from the reporting requirements outlined in this Manual will be coordinated with the appropriate liaison.

Procedure for Evaluation of Requests to File Amicus Curiae Briefs
(REVISED –SEPTEMBER 20, 2003)
(REVISED – MARCH 12, 2017)

On behalf of the American Association of Professional Landmen

Any steps in the following procedure may be waived by a majority vote of the Executive Committee, upon request of the Evaluation Committee.

Receipt of a Request

The AAPL Executive Vice President shall acknowledge receipt of a request and shall advise the party making the request that the possibility exists that AAPL will require the reimbursement of legal fees and costs associated with the preparation of the requested pleading(s).

Determination of Sufficient Time

All requests must be submitted to the AAPL Executive Vice President within sufficient time to allow for a reasonable evaluation of the request on behalf of AAPL. “Sufficient Time” shall be determined by the AAPL Executive Vice President based on the complexity of the issues involved. If sufficient time for evaluation does not exist, the AAPL Executive Vice President shall so advise the party making the request in writing and the request shall be denied.

Materials Necessary for Evaluation

All requests must be accompanied by all material which will allow AAPL to make a reasonable evaluation of the request. It shall be the sole responsibility of the party submitting the request to provide the required material at no cost to AAPL. If the AAPL determines during the evaluation process, or any individual involved in AAPL's evaluation process, determines that additional material is required to properly evaluate the request, the party submitting the request shall have the sole responsibility to provide the required additional material at no cost to AAPL.

Dissemination of Request and Material

If the AAPL Executive Vice President determines that the request has been made within sufficient time and is accompanied by the required material, the AAPL Executive Vice President shall disseminate the request with copies of the required material to the following:

- The AAPL President;
- The AAPL First Vice President;
- The AAPL Immediate Past President, and, at the discretion of the Executive Committee;
- The Chairman of the affected AAPL Committee(s) to be determined by the AAPL Executive Vice President; AAPL's Legal Counsel; AAPL's Executive Committee; and
- Any additional AAPL Committee(s) deemed necessary.

Determination of AAPL's Position

The AAPL President, the AAPL First Vice President, the AAPL Immediate Past President and the AAPL Executive Vice President shall be the members of the Evaluation Committee (EC).

The EC shall have sole responsibility for evaluation of the request. The AAPL President may ask additional persons to be included in the EC as advisory members for evaluation of the request. However, these persons will not have a vote in the EC.

The EC shall evaluate the request based on the following parameters:

- The request is of such an issue and is of interest to the general AAPL membership;
- No particular segment of the AAPL membership will be alienated if AAPL takes a position on the request;
- The request is in conformity with AAPL's position.

The EC shall vote on the request and the majority of the votes shall determine the course of action on the request.

If the EC votes to deny the request, or the vote results in a tie vote, then the AAPL Executive Vice President shall notify the requestor that his request has been turned down. The reasons for rejecting the request shall not be divulged to the party making the request.

If the EC votes to accept the request, then the AAPL Executive President will instruct AAPL's Legal Counsel, or any other attorney he/she selects, to prepare the pleading(s).

Legal Fees and Costs

The EC shall decide if the requested issue is of such importance to the AAPL that the AAPL will or can incur the legal fees and costs necessary to file the required pleading(s). If the EC decides that AAPL will not or cannot incur the legal fees and costs necessary to file the required pleading(s), the AAPL Executive Vice President shall so advise the party making the request and shall request that such party reimburse AAPL for the legal fees and costs incurred. If the party making the request will reimburse AAPL legal fees and costs, the AAPL Executive Vice President shall advise said party both orally and in writing that regardless of such reimbursement, AAPL shall have the exclusive authority to determine the content of any and all pleading(s) presented by the AAPL. The AAPL Executive Vice President may request an advance payment against the estimated legal fees and cost reimbursement. If the party making the request refuses to reimburse AAPL for the legal fees and costs, the request shall be denied.

Preparation of Pleading (s)

The required pleadings shall be prepared under the direction of the AAPL President and AAPL Executive Vice President; with final approval to be made by the AAPL President.

Document Retention Policy **(APPROVED – MARCH 23, 2014)**

Purpose

To ensure the most efficient and effective operation of AAPL ("AAPL"), a Document Retention Policy ("DRP" or "policy") should be initiated and be a part of the AAPL Staff Policy Manual. This should include the records of AAPL Committees and Task Forces. The records of AAPL and its subsidiaries are important to the proper functioning of AAPL.

Accreditation Committee ***Mission Statement, Goals and General Policies*** **(Approved June 15, 2016)** **(REVISED – JUNE 21, 2017)** **(REVISED – JUNE 20, 2018)**

Mission Statement:

The mission of the Accreditation Committee ("AC") is to evaluate existing degree programs, both undergraduate ("UDP") and graduate ("GDP"), offered by universities associated with Landwork or complimentary to Land Professionals, that request and work through the current AAPL accreditation process ("Program(s)"). AC is to provide a recommendation to the AAPL Executive Committee ("ExCom") for final determination. AC does not hold any authority for implementing or determining a programs status; the Executive Committee maintains full authority for accrediting programs.

Goals and Objectives:

1. Review eligible applications for accreditation within current undergraduate level and graduate level policies and application and determine viability for continuing the process.

2. Review and recommend necessary changes for general, undergraduate level and graduate level degree policies and applications in compliance with mission statement.
3. Prepare policy changes and incorporate into the AAPL Policy Manual.
4. Monitor and adjust committee membership to comply with stated goals and objectives.
5. Prepare and request a committee budget from the AAPL, Finance Committee or the Executive Committee as necessary to comply with the goals and objectives of the committee. Once approved, monitor income and expenses against the budget.
6. Expenses must meet existing AAPL guidelines and each expense report should be provided directly to AAPL staff for processing.
7. Committee Chairman will coordinate the assignment of committee members to serve as a liaison to each accredited Program and approve of onsite visit participants
8. Provide accredited Programs with access to and assistance in utilization of the AAPL Ethics course, or any other AAPL offering into their curriculum.
9. Coordinate with the Landman Scholarship Trust (“LST”) to provide the directors of accredited Programs an opportunity to network, discuss and share common problems and successes in their Programs.
10. Evaluate and establish a schedule for site visits to eligible Programs that have completed an application for accreditation
11. Annually review all accredited program curriculum and develop a standardized outline / update the outline of preferred courses and associated hours.
12. Coordinate with LST and Certification Committee to ensure benefits for students are communicated to all Program Directors simultaneously in each instance when substantive changes are made.
13. Coordinate with AAPL staff and leadership to establish a contact person at AAPL headquarters for all Program Directors and students.

Accreditation Committee and Executive Committee interaction:

1. Notice to ExCom: Upon completion of each program evaluation for Accreditation, a final report with the AC’s recommendation will be presented to the ExCom. The AC Chairman, or a designated member of the AC, will present the recommendation and final reports to ExCom at a quarterly ExCom meeting.
2. Program Notification: Upon the final determination from the ExCom, the AC Chairman, or a designated member of the AC, will initiate notification to each Program, as necessary, of their accreditation status. The AC Chairman, or a designated member of the AC, will also advise the Program Director of any special issues or circumstances involved in the evaluation report or recommendation of the AC and/or Ex Com.
3. AAPL Board of Directors Notification: After the Program is notified then at the next quarterly board meeting the AC Chairman, or a designated member of the AC, will provide notification to the board of directors for immediate notification to each local association. This occurs at the board meeting immediately subsequent to Program Notification, approximately three (3) months after the determination is made by the ExCom.
4. Final Reports: All material received and produced by the AC during the research, on-site visit(s) and final report will remain confidential and will not be provided to a Program.

Undergraduate Level Degree Program **(APPROVED – JUNE 15, 2016)** **(REVISED – JUNE 21, 2017)** **(REVISED – JUNE 20, 2018)**

The Accreditation Committee (“AC”) of the American Association of Professional Landmen (“AAPL”) will review all proposed eligible programs offering studies in Petroleum Land Management, Energy Management, Energy Commerce, Natural Resource Management and/or similar programs with an emphasis on the Land Profession, (an Undergraduate Degree Program, hereinafter referred to as “UDP”), requesting AAPL accreditation and provide its recommendation for final determination concerning the proposed UDP under current AAPL guidelines to the Executive Committee (“ExCom”). Registered students of an UDP that maintains Provisional Accreditation Status or Full Accreditation Status as defined in this Policy Statement shall

be eligible for individual AAPL Student Memberships (subject to AAPL's approval of such individual Student Membership application form), AAPL seminar and educational offerings, AAPL Landman Scholarship Trust ("LST") awards, and accelerated experience credits toward the following AAPL certifications: Registered Professional Landman ("RPL") and Certified Professional Landman ("CPL").

The AC shall utilize the criteria set forth in the AAPL Application for Accreditation of UDP and this UDP Policy Statement to evaluate an eligible UDP for accreditation and ensure compliance with current AAPL policy and guidelines. The AC shall provide the AAPL Executive Committee ("ExCom") with a recommendation for final determination of an eligible UDP application based on the AC's evaluation of the UDP qualifications. The AC does not hold authority for implementing or determining status of a UDP; the Executive Committee maintains full authority for accrediting programs.

Key Functions and Consideration Points:

1. Candidacy Accreditation Status
2. Provisional Accreditation Status
3. Probation Accreditation Status
4. Full Accreditation Status
5. Waiver
6. Final Recommendation to ExCom
7. Market Conditions / State of the Industry
8. Systematic Approach
9. On-Site Evaluation
10. AAPL Membership
11. Application
12. Curriculum Delivery
13. Student Engagement
14. Degree Program Pursuit Requirements

1. **Candidacy Accreditation Status**

To assist a non-accredited UDP prepare for the accreditation process, the AC has developed a Candidacy Accreditation Status. The purpose of the Candidacy Accreditation Status is to establish stable, constructive, ongoing and helpful partnerships between the AAPL and institutions working toward becoming accredited by the AAPL. ***However, Candidacy Status does not signify that future accreditation status will be granted.*** To achieve Candidacy Accreditation Status, a UDP must meet all eligibility requirements set out in this Policy Statement including: 1) be in existence with enrolled students for at least one academic year, 2) submit a current, completed AAPL Application for Accreditation of UDP, 3) submit the required non-refundable application fee and 4) any additional information the AC has determined should be submitted therewith. After AAPL has received the completed AAPL Application for Accreditation of UDP, the non-refundable application fee, and the AC determines eligibility, the AC has up to one (1) year to review the application and provide a determination to the ExCom.

The AC may conduct an on-site visit to the UDP during the Candidacy Accreditation Status. The AC will evaluate all material created from, for, or by the AC and UDP, including the report from the site visit, and provide a recommendation for a final determination to the ExCom for a vote on the UDP's application in accordance with the Policy Statement. If approved for Provisional Accreditation Status, the UDP will immediately proceed into a twenty-four (24) month Provisional Accreditation Status from the date of approval, to be followed by the initial five (5) year accreditation period, if the UDP successfully completes the Provisional Accreditation Status. If accreditation is not granted, the UDP may retain its Candidacy Status for one (1) additional year by paying another application fee and continuing constructive communication working through the application and Candidacy Accreditation Status in a good faith effort to become a fully accredited UDP.

Although it is the hope that an applicant UDP in Candidacy Accreditation Status will work through the process, be approved and ultimately move to Provisional Accreditation Status, the ExCom has complete authority to

return the UDP to Candidacy Accreditation Status at any time and for as long as the ExCom so chooses. A recommendation from the AC is not required.

At any time that a UDP is categorized as having Candidacy Accreditation Status it may advertise such status as long as it is clear that the status is not permanent and is under review, but may not be included in AAPL advertising as an Accredited Program.

At the conclusion of the Candidacy Accreditation Status, the UDP may be granted a two (2) year Provisional Accreditation Status approval from the AAPL.

2. *Provisional Accreditation Status*

At the completion of an UDP's application process through Candidacy Accreditation Status, after the AC has completed its review and report, officially makes a recommendation, presents to the ExCom, and the ExCom determines that the UDP should be moved from the Candidacy Accreditation Status to Provisional Accreditation Status then the UDP will be recognized as maintaining Provisional Accreditation Status. Once ExCom determines the new UDP has sufficiently met the criteria to become a fully accredited program, by meeting all criteria and guidelines, and the AC has evidenced same, the AC will recommend the UDP category be changed from Candidacy Accreditation Status to Provisional Accreditation Status, such approval shall be provisional for a period of twenty-four (24) months from the date of approval, which is considered an extended evaluation period. At the completion of this Provisional Accreditation Status, the AC shall confirm complete compliance with the current application and policy to ensure the UDP meets the guidelines set out by the AAPL and Accreditation Committee. A site visit may occur prior to the expiration of the Provisional Period to ensure the AC is confident of the merits of the UDP and to make a recommendation to the ExCom regarding the UDP's accreditation status. At the conclusion of the Provisional Accreditation Status, the UDP may be granted a five (5) year initial accreditation approval (Full-Accreditation Status) from the AAPL, subject to Reaccreditation.

Although it is the hope that an applicant UDP in Provisional Accreditation Status will work through the process, be approved and ultimately move to Full Accreditation Status, the ExCom has the ability to return the UDP to Provisional Accreditation Status at any time and for as long as the ExCom so chooses. A recommendation from the AC is not required.

At any time that a UDP is categorized as having Provisional Accreditation Status, it may advertise such status as long as it is clear that the status is not permanent and is under review, but may be included in AAPL advertising as an Accredited Program.

3. *Probation Accreditation Status*

At any time and for any reason during the accreditation process, by majority vote by the AC, the AC may recommend an UDP be placed on a one (1) year Probation Accreditation Status if the AC becomes aware of an UDP's failure to meet any guidelines set out in the current AAPL Application for Accreditation of UDP or the Policy Statement. Prior to the commencement of the Probation Accreditation Status, the AC shall conduct an investigation to determine whether the UDP is in compliance with current Accreditation guidelines and Policy Statement. In the event such investigation results in a determination the UDP has failed to meet such guidelines and Policy Statement, the AC will provide the ExCom with a detailed report and recommendation. Once the ExCom determines Probation Accreditation Status is appropriate, the AC will provide the results of the ExCom determination and any remedial requirements to the UDP. As part of the remedial requirements the UDP shall provide the AC with a detailed plan of action to correct any deficiencies. At the end of the Probation Accreditation Status, or at any time during the Probation Accreditation Status, if the AC is satisfied the plan of action has been accomplished, the Probation Accreditation Status may be terminated by the ExCom and the UDP will be reclassified as a fully compliant UDP and will be regrouped into the previous classification prior to the commencement of the Probation Accreditation Status. Subject to Article 5 below, failure of the UDP to comply with remediation, follow the recommendation set out by the AC or provide a detailed plan of action shall disqualify the UDP, and result in the termination of its Probation Accreditation Status, and the UDP will no longer be recognized as an AAPL Accredited UDP. In the event the UDP desires to seek accreditation, it must re-apply for accreditation.

Although it is the hope that an applicant UDP in Probation Accreditation Status will work through the process, be approved for reinstatement into its previous classification, the ExCom has full authority to return the UDP to Probation Accreditation Status at any time and for as long as the ExCom so chooses. A recommendation from the AC is not required.

At any time that a UDP is categorized as having Probation Accreditation Status, it may advertise such status as long as it is clear that the status is not permanent and is under review, but may not be included in AAPL advertising as an Accredited Program.

4. Full Accreditation Status

At the completion of an UDP's successful process through Provisional Accreditation Status, after the AC has completed its review and report, officially makes a recommendation, presents to the ExCom and the ExCom determines that the UDP should be moved from the Provisional Accreditation Status to Full Accreditation Status, then the UDP will be recognized as maintaining Full Accreditation Status. Once accreditation approval has been granted to a UDP, the UDP will be subject to the on-going accreditation review(s) currently scheduled to occur every five (5) years thereafter to ensure the UDP remains in compliance with the current AAPL guidelines, Application for Accreditation of UDP and the Policy Statement. The initial five (5) year accreditation will occur within five (5) years from the end of the Provisional Accreditation Status / at the beginning of the Full Accreditation Status. The AAPL Application for Accreditation of UDP, together with the then-current application fee, must be completed and submitted no later than six (6) months prior to the expiration of each successive five (5) year accreditation term. Upon submission, the UDP will be evaluated by the AC, and a recommendation will be provided to ExCom. The AC will utilize the current guidelines as set out in the AAPL Application for Accreditation of UDP, the General Policy Statement and UDP Policy Statement to evaluate each UDP. If a UDP is found to be deficient in one or more areas, the UDP may be placed on Probation Accreditation Status as outlined in Article 3 in order to allow the UDP to correct all such deficiencies. If corrected, the AC, in conjunction with the ExCom as set out in Article 3, may remove Probation Accreditation Status to said UDP. If all such deficiencies are not corrected within the allotted time, or a Waiver is not granted, then accreditation for said UDP may be terminated. The ExCom shall make the final determination on all applications for accreditation.

Although it is the hope that an applicant UDP in Full Accreditation Status will work through the process and maintain its Full Accreditation Status, the ExCom has full authority to return the UDP to any listed Accreditation Status within this Policy Statement at any time and for as long as the ExCom so chooses. The ExCom also maintains the ability to terminate any Accreditation Status completely and leave a UDP not accredited. A recommendation from the AC is not required.

At any time that a UDP is categorized as being Fully Accredited Status, it may advertise such status as long as it is clear that the status is not permanent, and it may be included in AAPL advertising as an Accredited Program.

5. Waiver

A waiver of specifically cited accreditation requirement(s) or guideline(s) may be granted by the AC, with notification to the ExCom, for a waiver of time not to exceed one (1) year. This waiver may be granted by a majority vote of the AC* and by providing detailed reason(s) as to the basis for the waiver with the listed requirement or guideline cited to the ExCom and the UDP.

Nothing precludes the AC from issuing waivers in successive order in multiple periods of time.

A waiver of specifically cited accreditation requirement(s) or guideline(s) may be granted by ExCom, with required recommendation from the AC if the waiver exceeds one (1) year. This waiver may be granted by a majority vote of the AC* and approval by ExCom. This waiver must cite the requirement or guideline and details about the extenuating circumstance for the waiver. This waiver cannot be granted for a period beyond a UDP's current accreditation period.

* A majority vote will be a vote exceeding 50% of the committee members of the AC, not a simple majority quorum.

6. **Final Recommendation to ExCom**

The final determination for AAPL accreditation (and any category herein, including using waivers) of a UDP resides with ExCom. The AC is tasked with the granular, detailed review and evaluation of each respective UDP, and shall present its findings and provide recommendations to the ExCom for final determination. The AC is responsible for communicating the determination to each UDP and then the AAPL Board of Directors in this order.

7. **Market Conditions/State of the Industry**

Current market conditions at the time any application is submitted or process review occurring may not be a consideration point when evaluating a UDP seeking AAPL accreditation. Multiple approved UDP's in close proximity may be considered but cannot be the sole reason for the recommendation of a UDP to ExCom.

8. **Systematic Approach.**

Each UDP applying for AAPL accreditation shall be reviewed in accordance with the current Policy Statement, guidelines, procedures and application identified by the AC and in compliance with the current governing rules of the AAPL. The AC shall use the UDP Policy Statement and the evaluation process approved by the AC to review and take a systematic approach to evaluating each UDP. The merits of each UDP shall determine the final recommendation by the AC to ExCom. The final determination of an applicant's accreditation lies solely with the ExCom.

9. **On-site Evaluation**

Each UDP submitting an application may be visited during Candidacy Accreditation Status, Provisional Accreditation Status, Probation Accreditation Status and/or Full Accreditation Status, and at any time during which a Waiver is currently active. The site visits ensure compliance of each UDP with the guidelines set forth in the current AAPL Application of Accreditation of UDP, UDP Policy Statement, and allows important time for the AC to meet with administration, faculty, students, alumni and/or industry supporters.

10. **AAPL Membership**

Registered / enrolled students of each UDP will be eligible for Student Membership, subject to AAPL current membership requirements. Students eligible for Student Membership are required to join and maintain AAPL membership until graduation. This ensures students of UDP are bound by the AAPL Code of Ethics. Each UDP will receive no fewer than two (2) complimentary memberships to ensure that the director of each UDP will be a member of AAPL. The named director of each UDP is required to maintain AAPL membership and be bound by the AAPL Code of Ethics.

11. **Application**

The AC may make changes to the AAPL Application for Accreditation of UDP at any time. The application must remain consistent with the current UDP Policy Statement and must be made public for all UDP's to view at any time.

A non-refundable application fee shall be due at the time of submission of the completed AAPL Application for Accreditation of UDP. The AC, with the approval of the AAPL Board of Directors shall establish the fee and make such fee known to the AAPL staff by providing information to an applicant. The non-refundable application fee is required to be submitted from an applicant in order to commence the Candidacy Accreditation Status and again each five (5) year increment during Full Accreditation Status. A fee is not required when UDP is applying to be reclassified from Provisional Accreditation Status to Full Accreditation Status, but some variation of application and on-site visit may be required. If a UDP is attempting to be removed from Probation Accreditation Status then a fee may be due pending a recommendation from the Accreditation Committee.

An on-site visit is required to be completed in order to commence the Candidacy Accreditation Status and to maintain Full Accreditation Status within five (5) year increments. An on-site visit may be required by the Accreditation Committee when a UDP is attempting to be removed from Probation Accreditation Status.

When a UDP is in Full Accreditation Status or attempting to be reclassified from Provisional Accreditation Status to Full Accreditation Status the following must be provided to AAPL not less than six (6) months in

advance of the termination of the current classification: 1) Application, 2) Fee and 3) Schedule on-site visit with the Accreditation Committee. Example: UDP must submit a new application, pay the fee and schedule the on-site visit with the Accreditation Committee no later than six (6) months prior to expiration of the current accreditation cycle. If an UDP does not complete all three requirements at least six (6) months in advance of the termination date of the current classification it will automatically be placed on Probation Accreditation Status until after the review and determination by ExCom at the appropriate time for the reclassification cycle. The Accreditation Committee will notify an UDP and ExCom at the next AAPL quarterly board meeting if an UDP is placed on Probation Accreditation Status consistent with this provision.

12. Curriculum Delivery

The AC shall review each AAPL Application for Accreditation of UDP holistically. Each application shall be considered on its own merits, coupled with a thorough review, including a possible on-site evaluation with each UDP, to ensure the approved curriculum is being taught and delivered in a meaningful and prudent manner. UDP maintaining curriculum comprising a majority of on-line courses or non-classroom courses, is not eligible to apply for AAPL Accreditation. Curriculum Delivery is an important factor in the accreditation process as it disqualifies certain programs from being eligible for review for AAPL accreditation.

13. Student Engagement

An UDP is required to establish and maintain a student managed student association. The curriculum of the UDP and the demographic data of each class shall drive requirements associated with student engagement. Generally speaking a local association will assist in ensuring the student association is flourishing. A letter from the local association is required during any application phase citing this commitment.

14. Degree Program Pursuit Requirement

An UDP must be a major associated with a four (4) year Bachelor's degree program in either business, geology, petroleum engineering or any other four (4) year energy industry based Bachelor's degree program recognized by the AAPL. The four (4) year Bachelor's degree program must meet the AC Mission Statement:

The mission of the Accreditation Committee ("AC") is to evaluate existing degree programs, both undergraduate and graduate, offered by universities associated with Landwork or complimentary to Land Professionals who request and work through the current AAPL accreditation process. The AC is to provide a recommendation to the AAPL Executive Committee for final determination. The AC does not hold any authority for implementing or determining a programs status; the Executive Committee maintains full authority for accrediting programs.

The AAPL Application for Accreditation of UDP shall include a reference example of existing UDP that maintain accreditation that details the curriculum in the following manner:

Show the total curriculum in one of three categories (sum equals all curriculum):

1. University required courses
2. College required courses
3. Degree required courses

Further, subcategorize the degree required courses into these categories (sum equals total degree curriculum-required courses):

1. Law
2. Geology
3. Engineering
4. Energy Management / Energy Commerce (similarly named/content)
5. Other required electives

The minimum number of Degree required courses that a UDP should maintain is 30 credit hours.

Each accredited UDP shall be required to provide a curriculum update to the AAPL Accreditation Committee not less than once per year reflecting this breakdown in this specific way. A UDP that does not provide this material may be put into Probation Accreditation Status until the sorted data is provided. The removal of Probation Accreditation Status and reclassification back under the previous category may only occur after an AAPL quarterly board meeting where the AAPL Accreditation Committee has notified ExCom.

Graduate Level Degree Program
(APPROVED – JUNE 15, 2016)
(REVISED – JUNE 21, 2017)
(REVISED – JUNE 20, 2018)

The Accreditation Committee (“AC”) of the American Association of Professional Landmen (“AAPL”) will review all proposed eligible degree programs offering studies with an emphasis on the Land Profession, (a Graduate Degree Program, hereinafter referred to as “GDP”), requesting AAPL accreditation and provide its recommendation for final determination concerning the proposed GDP under current AAPL guidelines to the Executive Committee (“ExCom”). Registered students of a GDP that maintains Provisional Accreditation Status or Full Accreditation Status as defined in this Policy Statement shall be eligible for individual Student Memberships (subject to AAPL’s approval of such individual Student Membership application forms), AAPL seminar and educational offerings, AAPL Landman Scholarship Trust (“LST”) awards, and accelerated experience credits toward the following AAPL certifications: Registered Professional Landman (“RPL”) and Certified Professional Landman (“CPL”).

The AC shall utilize the criteria set forth in the AAPL Application for Accreditation of GDP and this GDP Policy Statement to evaluate an eligible GDP for accreditation and ensure compliance with current AAPL policy and guidelines. The AC shall provide the AAPL Executive Committee (“ExCom”) with a recommendation for final determination of an eligible GDP application based on the AC’s evaluation of the GDP qualifications. The AC does not hold authority for implementing or determining status of a GDP; the Executive Committee maintains full authority for accrediting programs.

Key Functions and Consideration Points:

1. Candidacy Accreditation Status
2. Provisional Accreditation Status
3. Probation Accreditation Status
4. Full Accreditation Status
5. Waiver
6. Final Recommendation to Ex Com
7. Market Conditions / State of the Industry
8. Systematic Approach
9. On-Site Evaluation
10. AAPL Membership
11. Application
12. Curriculum Delivery
13. Student Engagement

1. Candidacy Accreditation Status Period

To assist a non-accredited GDP prepare for the accreditation process, the AC has developed a Candidacy Accreditation Status. The purpose of the Candidacy Accreditation Status is to establish stable, constructive, ongoing and helpful partnerships between the AAPL and institutions working toward becoming accredited by the AAPL. ***However, Candidacy Status does not signify that future accreditation status will be granted.*** To achieve Candidacy Accreditation Status, a GDP must meet all eligibility requirements set out in this Policy Statement including: 1) be in existence with enrolled students for at least one academic year, 2) submit a current, completed AAPL Application for Accreditation of GDP, 3) submit the required non-refundable application fee and 4) any additional information the AC has determined should be submitted therewith. After AAPL has

received the completed AAPL Application for Accreditation of GDP, the non-refundable application fee, and the AC determines eligibility, the AC has up to one (1) year to review the application and provide a determination to the ExCom.

The AC may conduct a site visit to the GDP during the Candidacy Accreditation Status. The AC will evaluate all material created from, for, or by the AC and the GDP, including the report from the site visit, and provide a recommendation for a final determination to the ExCom for a vote on the GDP's application in accordance with the policy Statement. If approved for Provisional Accreditation Status, the GDP will immediately proceed into a twenty-four (24) month Provisional Accreditation Status from the date of approval, to be followed by a five (5) year accreditation period, if the GDP successfully completes the Provisional Accreditation Status. If accreditation is not granted, the GDP may retain its Candidacy Accreditation Status for one (1) additional year by paying another application fee and continuing constructive communication during the application and Candidacy Accreditation Status in a good faith effort to become a fully accredited GDP.

Although it is the hope that an applicant GDP in Candidacy Accreditation Status will work through the process, be approved and ultimately move to Provisional Accreditation Status, the ExCom has complete authority to return the GDP to Candidacy Accreditation Status at any time and for as long as the ExCom so chooses. A recommendation from the AC is not required.

At any time that a GDP is categorized as having Candidacy Accreditation Status it may advertise such status as long as it is clear that the status is not permanent and is under review, but may not be included in AAPL advertising as an Accredited Program.

At the conclusion of the Candidacy Accreditation Status, the GDP may be granted a two (2) year Provisional Accreditation Status approval from the AAPL.

2. Provisional Accreditation Status

At the completion of a GDP's application process through Candidacy Accreditation Status, after the AC has completed its review and report, officially makes a recommendation, presents to the ExCom, and the ExCom determines that the GDP should be moved from the Candidacy Accreditation Status to Provisional Accreditation Status then the GDP will be recognized as maintaining Provisional Accreditation Status. Once ExCom determines the new GDP has sufficiently met the criteria to become a fully accredited program, by meeting all criteria and guidelines, and the AC has evidenced same, the AC will recommend the GDP category be changed from Candidacy Accreditation Status to Provisional Accreditation Status, such approval shall be provisional for a period of twenty-four (24) months from the date of approval, which is considered an extended evaluation period. At the completion of this Provisional Accreditation Status, the AC shall confirm complete compliance with the current application and policy to ensure the GDP meets the guidelines set out by the AAPL and Accreditation Committee. A site visit may occur prior to the expiration of the Provisional Period to ensure the AC is confident of the merits of the GDP, and to make a recommendation to the ExCom regarding the GDP's accreditation status. At the conclusion of the Provisional Accreditation Status, the GDP may be granted a five (5) year initial accreditation approval (Full Accreditation Status) from the AAPL, subject to Reaccreditation.

Although it is the hope that an applicant GDP in Provisional Accreditation Status will work through the process, be approved and ultimately move to Full Accreditation Status, the ExCom has the ability to return the GDP to Provisional Accreditation Status at any time and for as long as the ExCom so chooses. A recommendation from the AC is not required.

At any time that a GDP is categorized as having Provisional Accreditation Status, it may advertise such status as long as it is clear that the status is not permanent and is under review, but may be included in AAPL advertising as an Accredited Program.

3. Probation Accreditation Status

At any time and for any reason during the accreditation process, by majority vote by the AC, the AC may recommend a GDP be placed on a one (1) year Probation Accreditation Status if the AC becomes aware of a GDP's failure to meet any guidelines set out in then- current AAPL Application for Accreditation of GDP or

the Policy Statement. Prior to the commencement of the Probation Accreditation Status, the AC shall conduct an investigation to determine whether the GDP is in compliance with current Accreditation guidelines and Policy Statement. In the event, such investigation results in a determination that the GDP has failed to meet such guidelines and Policy Statement, the AC will provide the ExCom with a detailed report and recommendation. Once the ExCom determines Probation Accreditation Status is appropriate, the AC will provide the results of the ExCom determination and any remedial requirements to the GDP. As part of the remedial requirements the GDP shall provide the AC with a detailed plan of action to correct any deficiencies. At the end of the Probation Accreditation Status, or at any time during the Probation Accreditation Status, or at any time during the Probation Accreditation Status, if the AC is satisfied the plan of action has been accomplished, the Probation Accreditation Status may end and the GDP will be reclassified as a fully compliant GDP and will be regrouped into the previous classification prior to the commencement of the Probation Accreditation Status. Subject to Article 5 below, failure of the GDP to comply with the remediation, follow the recommendation set out by the AC or provide a detailed plan of action shall disqualify the GDP, and result in the termination of its Probation Accreditation Status, and the GDP will no longer be recognized as an AAPL accredited GDP. In the event the GDP desires to seek accreditation, it must re-apply for accreditation.

Although it is the hope that an applicant GDP in Probation Accreditation Status will work through the process, be approved for reinstatement into its previous classification, the ExCom has full authority to return the GDP to Probation Accreditation Status at any time and for as long as the ExCom so chooses. A recommendation from the AC is not required.

At any time that a GDP is categorized as having Probation Accreditation Status, it may advertise such status as long as it is clear that the status is not permanent and is under review, but may not be included in AAPL advertising as an Accredited Program.

4. Full Accreditation Status

At the completion of an GDP's successful process through Provisional Accreditation Status, after the AC has completed its review and report, officially makes a recommendation, presents to the ExCom and the ExCom determines that the GDP should be moved from the Provisional Accreditation Status to Full Accreditation Status, then the GDP will be recognized as maintaining Full Accreditation Status.

Once accreditation approval has been granted to a GDP, the GDP will be subject to the on-going accreditation review(s) currently scheduled to occur every five (5) years thereafter to ensure the GDP remains in compliance with the current AAPL guidelines, Application for Accreditation of GDP and the GDP Policy Statement. The initial such five (5) year accreditation will occur within five (5) years from the end of the Provisional Accreditation Status / at the beginning of the Full Accreditation Status. The AAPL Application for Accreditation of GDP (together with the then-current application fee) must be completed and submitted no later than six (6) months prior to the expiration of each successive five (5) year accreditation term. Upon submission, the GDP will be evaluated by the AC, and a recommendation will be provided to ExCom. The AC will utilize the current guidelines as set out in the AAPL Application for Accreditation of GDP, the General Policy Statement and GDP Policy to evaluate each GDP. If a GDP is found to be deficient in one or more areas, the GDP may be placed on Probation Accreditation Status as outlined in Article 3 in order to allow the GDP to correct all such deficiencies. If corrected, the AC, in conjunction with the ExCom as set out in Article 3, may remove Probation Accreditation Status to said GDP. If all such deficiencies are not corrected within the allotted time, or a Waiver is not granted, then accreditation for said GDP may be terminated. The ExCom shall make the final determination on all applications for accreditation.

Although it is the hope that an applicant GDP in Full Accreditation Status will work through the process and maintain its Full Accreditation Status, the ExCom has full authority to return the GDP to any listed Accreditation Status within this Policy Statement at any time and for as long as the ExCom so chooses. ExCom also maintains the ability to terminate any Accreditation Status completely and leave a GDP not accredited. A recommendation from the AC is not required.

At any time that a GDP is categorized as being Full Accreditation Status, it may advertise such status as long as it is clear that the status is not permanent, and it may be included in AAPL advertising as an Accredited

Program.

5. Waiver

A waiver of specifically cited accreditation requirement(s) or guideline(s) may be granted by the AC, with notification to the Ex Com, for a waiver of time not to exceed one (1) year. This waiver may be granted by a majority vote of the AC* and by providing detailed reason(s) as to the basis for the waiver with the listed requirement or guideline cited to the ExCom and the GDP.

Nothing precludes the AC from issuing waivers in successive order in multiple periods of time.

A waiver of specifically cited accreditation requirement(s) or guideline(s) may be granted by ExCom, with required recommendation from the AC if the waiver exceeds one (1) year. This waiver may be granted by a majority vote of the AC* and approval by ExCom. This waiver must cite the requirement or guideline and details about the extenuating circumstance for the waiver. This waiver cannot be granted for a period beyond a GDP's current accreditation period.

*A majority vote will be a vote exceeding 50% of the committee members of the AC, not a simple majority quorum.

6. Final Recommendation to ExCom

The final determination for AAPL accreditation (and any category herein, including using waivers) of a GDP resides with ExCom. The AC is tasked with the granular, detailed review and evaluation of each respective GDP and shall present its findings and provide recommendations to the ExCom for final determination. The AC is responsible for communicating the determination to each GDP and then the AAPL Board of Directors in this order.

7. Market Conditions/State of the Industry

Current market conditions at the time any application is submitted or process review occurring may not be a consideration point when evaluating a GDP seeking AAPL accreditation. Multiple approved GDPs in close proximity may be considered but cannot be the sole reason for the recommendation of a GDP to ExCom.

8. Systematic Approach.

Each GDP applying for AAPL accreditation shall be reviewed in accordance with the current Policy Statement, guidelines, procedures and application identified by the AC and in compliance with the current governing rules of the AAPL. The AC shall use the then-current GDP Policy Statement and evaluation process approved by the AC to review and take a systematic approach to evaluating each GDP. The merits of each GDP shall determine the final recommendation by the AC to ExCom. The final determination of an applicant's accreditation lies solely with the ExCom.

9. On-site Evaluation

Each GDP submitting an application may be visited during Candidacy Accreditation Status, Provisional Accreditation Status, Probation Accreditation Status and/or Full Accreditation Status, and at any time during which a Waiver is currently active. The site visits ensure compliance of each GDP with the guidelines set forth in the current AAPL Application of Accreditation of GDP, GDP Policy, and allows important time for the AC to meet with administration, faculty, students, alumni and/or industry supporters.

10. AAPL Membership

Registered/enrolled students of each GDP will be eligible for Student Membership, subject to AAPL current membership requirements. Student members of AAPL are bound by the AAPL Code of Ethics. Each GDP will receive no fewer than two (2) complimentary memberships to ensure that the director of each GDP will be a member of AAPL. The named director of each GDP is required to maintain AAPL membership and be bound by the AAPL Code of Ethics.

11. Application

The AC may make changes to the AAPL Application for Accreditation of GDP at any time. The application must remain consistent with the GDP Policy and must be made public for all GDP's to view at any time.

A non-refundable application fee shall be due at the time of submission of the completed AAPL Application for Accreditation of GDP. The AC, with the approval of the AAPL Board of Directors shall establish the fee and make such fee known to the AAPL staff by providing information to an applicant. The non-refundable application fee is required to be submitted from an applicant in order to commence the Candidacy Accreditation Status and again each five (5) year increment during Full Accreditation Status. A fee is not required when GDP is applying to be reclassified from Provisional Accreditation Status to Full Accreditation Status, but some variation of application and on-site visit may be required. If a GDP is attempting to be removed from Probation Accreditation Status then a fee may be due pending a recommendation from the Accreditation Committee.

An on-site visit is required to be completed in order to commence the Candidacy Accreditation Status and to maintain Full Accreditation Status within five (5) year increments. An on-site visit may be required by the Accreditation Committee when a GDP is attempting to be removed from Probation Accreditation Status.

When a GDP is in Full Accreditation Status or attempting to be reclassified from Provisional Accreditation Status to Full Accreditation Status the following must be provided to AAPL not less than six (6) months in advance of the termination of the current classification: 1) Application, 2) Fee and 3) Schedule on-site visit with the Accreditation Committee. Example: GDP must submit a new application, pay the fee and schedule the on-site visit with the Accreditation Committee no later than six (6) months prior to expiration of the current accreditation cycle. If a GDP does not complete all three requirements at least six (6) months in advance of the termination date of the current classification it will automatically be placed on Probation Accreditation Status until after the review and determination by ExCom at the appropriate time for the reclassification cycle. The Accreditation Committee will notify a GDP and ExCom at the next AAPL quarterly board meeting if a GDP is placed on Probation Accreditation Status consistent with this provision.

12. Curriculum Delivery

The AC shall review each AAPL Application for Accreditation of GDP holistically and shall not make a recommendation based solely on the method of curriculum delivery. Preference is granted to classroom courses simply for the additional educational experience of working closely with other students and maintaining a more robust relationship with faculty; however, this GDP Policy Statement does not set a minimum threshold for online versus classroom in respect to curriculum delivery for applicant GDP's. Each application shall be considered on its own merits, coupled with a thorough review, including on-site evaluations, with each GDP, to ensure the approved curriculum is being taught and demonstrated in a meaningful and prudent manner.

13. Student Engagement

For a GDP desiring to submit an AAPL Application for Accreditation of GDP, the AC shall determine to what extent the students shall be engaged with AAPL. The curriculum of the GDP and the demographic data of each class shall drive requirements associated with student engagement.

Annual Meeting ("Conference")
(REVISED –SEPTEMBER 19, 2004)
(REVISED – JUNE 6, 2013)

Policies

The annual meeting is an AAPL function, led by the Annual Meeting Committee, which shall be charged with the following:

- Selecting a primary and alternate site in advance of the event, which venues shall be approved by the AAPL Board of Directors. Suggestions as to sites shall be solicited and welcomed by the committee for consideration from members and local associations; however, the presence of a local in the immediate vicinity of a site is not a requirement nor shall it be a major factor in the choice. In any event, the final site shall be approved by the AAPL Board of Directors.
- Selecting a General Chairman of the Annual Meeting at such time as the venue has been secured by the

AAPL staff.

The Annual Meeting Operating Committee shall be comprised of the Annual Meeting General Chair, and the EVP. All contracts and expenditures must be approved by the EVP.

The education program shall be determined by the AAPL Education Committee and operated by AAPL through the Director of Education. An advanced optional seminar preceding the annual is encouraged.

The General Chair shall work with the staff to select tours, and entertainment for happy hour, dinner dance, etc.

It is recommended that there be the following sub-committee members: Golf, Prayer Breakfast, Tours, Fund Raising; optionally for any other sporting activities such as fishing, tennis or skeet.

The recommended schedule is:

- Wednesday, Day One: Optional Advanced Educational Seminar; Opening Reception.
- Thursday, Day Two: Opening Session (AM); Educational Sessions (PM); Tours and sporting events.
- Friday, Day Three: Educational Sessions, Prayer Breakfast; Dinner Dance.
- Saturday, Day Four: Educational Sessions (AM), CONCLUSION.

The Annual Meeting Committee shall be comprised of the President, the First Vice President, the Immediate Past President, the Executive Vice President and three at-large members appointed by the permanent members.

Awards
(REVISED – SEPTEMBER 10, 2000)
(REVISED – DECEMBER 7, 2003)
(REVISED – JUNE 6, 2013)
(REVISED - MARCH 15, 2015)

Policies

The Awards committee is to consist of five or more active AAPL members representing a diverse regional base. The chairman and assistant chairman are the only committee members known to the membership.

Committee proceedings are confidential and results are to be held in confidence until after the results are announced at the March Board Meeting.

The committee is responsible for reviewing the established criteria for each AAPL Award and recommending to the Executive Committee any changes it feels are appropriate.

The committee is responsible for describing each award category to the membership. Criteria for the awards are to be available at AAPL headquarters; may be posted on the AAPL Web site; and may be listed in the **Landman** magazine with the call for nominations.

Only AAPL members are eligible for individual awards.

The chairman is responsible for soliciting recommendations from the officers, directors, national committee chairmen, local association presidents and the general membership.

The committee will judge all award nominations submitted and determine the awards to be given. The committee reports its determinations to the Executive Committee at its March meeting

The chairman will recognize the winners and present the awards at the AAPL annual meeting each year.

The committee will continue to improve the process for AAPL's recognition of outstanding achievements by individuals and local associations.

DESCRIPTION OF CATEGORIES

LIFETIME ACHIEVEMENT AWARD

To be presented to an AAPL member who has honored and distinguished the land profession through demonstrated leadership, integrity, and his/her contribution to the industry, the community and the profession for his/her entire land career. (Current AAPL Officers are excluded from nomination.)

LANDMAN OF THE YEAR AWARD

To be presented to an AAPL member who honored and distinguished the land profession through demonstrated leadership, integrity, and his/her contribution to the industry, the community and the profession during the previous calendar year. (Current AAPL Officers are excluded from nomination.)

LOCAL ASSOCIATION OF THE YEAR AWARD

To be presented to the local association that has achieved the greatest cumulative rating in the following categories: Best Bulletin/Newsletter; Best Member Communication; and Best AAPL Director's Communication. Points will also be awarded and included in the cumulative rating for AAPL membership retention and recruitment.

BEST NEWSLETTER/BULLETIN – LARGE ASSOCIATION

To be presented for the best single bulletin or newsletter published by a local association during the previous calendar year whose membership is **more than** 250. Only the best single example of bulletin or newsletter is to be submitted. No accompanying explanation will be considered.

BEST NEWSLETTER/BULLETIN – MEDIUM ASSOCIATION

To be presented for the best single bulletin or newsletter published by a local association during the previous calendar year whose membership is **between 100 - 250**. Only the best single example of bulletin or newsletter is to be submitted. No accompanying explanation will be considered.

BEST NEWSLETTER/BULLETIN – SMALL ASSOCIATION

To be presented for the best single bulletin or newsletter published by a local association during the previous calendar year whose membership is 100 **or fewer**. Only the best single example of bulletin or newsletter is to be submitted. No accompanying explanation will be considered.

BEST MEMBER COMMUNICATION

To be presented for the best single communication by a member of a local association during the previous calendar year. The communication may be written or oral, but if oral, a written transcript must be submitted. The communication may be to the local association membership, to AAPL or the industry but must pertain to AAPL. The individual must be a member of AAPL for his or her entry to be considered.

BEST AAPL DIRECTOR'S COMMUNICATION

To be presented for the best single communication by an AAPL Director during the previous calendar year. The communication may be written or oral, but if oral, a written transcript must be submitted. The communication may be to the local association membership, to AAPL, to the industry or the community, but must pertain to AAPL.

BEST PUBLISHED ARTICLE IN AN AAPL PUBLICATION

To be presented for the best single article by an AAPL member during the previous calendar year published in

the AAPL's **Landman** or **Landman 2** Magazine. (No formal entry is required as this will be judged using previous AAPL publications).

SPECIAL AWARDS – Multiple awards in this category may be awarded based on merit

To be presented to the member(s) or group(s) who/which has made an extraordinary contribution to

AAPL, the land profession, the industry, or the community. May include but is not limited to:

- **Education** – may be presented to a member who has achieved a level of unusual distinction in AAPL's continuing education program as demonstrated by his/her contribution of time and service to the betterment of land professionals.
- **AAPL Committee Member Award** – may be presented to an AAPL Committee member who has greatly exceeded expectations.
- **Community Service** – may be presented to a member who has contributed greatly toward civic improvement in his/her local community.
- **Other** – may be presented to a member who has achieved unusual distinction or contributed significantly to the betterment of land professionals in any other way deemed worthy of recognition.

Certification

(REVISED – SEPTEMBER 24, 2006)

(REVISED – MARCH 23, 2014)

(REVISED - SEPTEMBER 15, 2015)

(REVISED - DECEMBER 6, 2015)

(REVISED - JUNE 15, 2016)

(REVISED – JUNE 20, 2018)

Policies

This committee consists of approximately 10 active AAPL CPL members from various geographic regions, serving rotating three-year terms. It is recommended that one member be from Canada.

Strive to reach and maintain the objectives of the Certification Program, namely to promote the recognition and certification of the professional status of the Landman.

Approve or disapprove all applications for RL, RPL, and CPL certification.

Develop and approve all examinations to be used in the certification processes.

Responsible for continuing evaluation and recommendation of appropriate amendments to the Certification Program, including the presentation of certification reviews and examinations. Every odd numbered year, the exam, tested subject matter and related teaching materials, including methods of delivery, should be reevaluated.

Establish the criteria, principles and policies by which the Director of Education assigns recertification credits and approves those programs eligible for such credits.

Be conversant and knowledgeable with the membership requirements and all provisions of the Certification Program.

The Director of Education and Certification Staff serve as ex officio members of the Certification Committee.

All hearings for certification appeals will be heard by the AAPL Executive Committee.

Continue promoting the certification program to individual landmen and company and industry leaders by explaining the RL, RPL, and CPL programs and their benefits.

Review test administration and provide a written report of that evaluation at the March Board meeting.

Periodically submit articles on the Certification Program to the Editor of AAPL publications.

Assist certification applicants by guiding them through the application process and requirements for certification.

I. Goals and Objectives

A. Goals

The goal of the Registered Landman (“RL”), the Registered Professional Landman (“RPL”) and the Certified Professional Landman (“CPL”) certification programs are to provide both processes and standards (which will be accepted by the industry, the public, official groups, and others) whereby individuals may enter the land profession, develop competence under supervision, demonstrate competence through testing and peer verification and carry professional designations evidencing compliance with the standards herein set forth including adherence to the AAPL Code of Ethics.

B. Objectives

1. The principal objective is to improve and strengthen the professionalism and status of Landmen within the industry.
2. To identify expertise in Landwork, as demonstrated by passing a written examination.
3. To introduce a Landman to certification at the earliest permissible date in their career.
4. To promote professionalism and continuing education among practicing Landmen at all career levels.
5. To perfect the profession of Landwork.
6. To provide a vehicle which rewards highly competent and ethical Landmen involved in professional Landwork.
7. To be self-supporting and available to all qualified persons.
8. To protect the public from incompetent and/or unscrupulous practitioners by eliminating such practitioners from the public practice.

II. Requirements of Certification as an RPL or a CPL

A. AAPL Membership

All applicants for Certification as an RPL or a CPL must be active members of AAPL for at least one year prior to submitting an application and must maintain their membership in order to maintain their CPL or RPL status.

B. Work Experience

The terms, “Land Professional”, “Landwork” and “Landman”, as used in this Section II, shall be as defined by Article II – Definitions of the AAPL Bylaws.

In order to obtain certification, a Landman must be primarily engaged in the performance of Landwork items A, B and/or C above (“Qualifying Landwork”). A CPL applicant must satisfy the AAPL Certification Committee that the applicant has a minimum of ten “credit years” of full-time experience as a Land Professional, a thorough knowledge of Landwork, demonstrated by passing an appropriate examination, and has been primarily engaged in Qualifying Landwork for at least the immediate past two years at the date of application. Credit years shall not be applied towards time in which applicants are both full-time students at a college or university and engaged in full-time Landwork, unless applicant can prove to the satisfaction of the Certification Committee Chairman that the college classes taken were outside of normal business hours

or did not in any way interfere with full-time Landwork.

An RPL applicant must satisfy the AAPL Certification Committee that the applicant has a minimum of five “credit years” of full-time experience as a Land Professional, a thorough knowledge of Landwork demonstrated by passing an appropriate examination, and has been primarily engaged in Qualifying Landwork for at least the immediate past two years if applicant has a college degree or the immediate past four years if the applicant does not have a college degree at the date of application.

Each year of full-time experience of Qualifying Landwork is equal to one “credit year.” Additional credit will be given at the rate of one credit year for every two years of experience restricted to categories D, E and F above (“Other Landwork”), up to a maximum of three “credit years” for CPL, one and one-half “credit years” for an RPL applying with a college degree and a maximum of one “credit year” for an RPL applying without a college degree.

C. Academic Achievement and Experience for CPL

All applicants for CPL certification must have earned a bachelor’s degree from a regionally accredited university or college. Credit for academic achievement and experience will be given as follows:

1. Three (3) “credit years” will be awarded for having earned a bachelor’s degree from a regionally accredited university or college.
2. One (1) additional “credit year” will be awarded if the bachelor’s degree is in Petroleum Land, Energy or Natural Resource Management from a university or college accredited by AAPL.
3. One (1) additional “credit year” will be awarded for a degree from an ABA approved law school.
4. One (1) additional “credit year” will be awarded for an advanced degree earned in business or certain other selected programs approved by AAPL.
5. A maximum of five (5) “credit years” of educational credit will be awarded for a CPL applicant.
6. The minimum five (5) “credit years” experience requirement must be satisfied by full-time active involvement in Landwork, of which at least the immediate past two “credit years” of experience required must be satisfied by current, fulltime and primarily-engaged Qualifying Landwork, as defined above, at the time of application.

D. Academic Achievement and Experience for RPL Applying with a College Degree

An applicant for RPL certification, applying with a college degree, must have earned a bachelor’s degree from a regionally accredited university or college. Credit for academic achievement and experience will be given as follows:

1. One and one-half (1.5) “credit years” will be awarded for having earned a bachelor’s degree from a regionally accredited university or college.
2. One and one-half (1.5) additional “credit years” will be awarded if the bachelor’s degree is in Petroleum Land, Energy or Natural Resource Management from a university or college accredited by AAPL.
3. One-half (0.5) additional “credit year” will be awarded for a degree from an ABA approved law school.
4. One-half (0.5) additional “credit year” will be awarded for an advanced degree earned in business or certain other selected programs approved by AAPL.
5. A maximum of three (3) “credit years” of educational credit will be awarded for an RPL applicant.
6. The minimum two (2) “credit years” experience requirement must be satisfied by current, fulltime and primarily-engaged Qualifying Landwork, as defined above, at

the time of application.

E. Experience for RPL Applying without a College Degree

An applicant for RPL certification is not required to have a college degree as long as the applicant has five (5) years of Landwork experience prior to submitting an application and has spent the immediate past four years doing current, fulltime and primarily- engaged, Qualifying Landwork, as defined above, at the time of application.

III. Requirements for Certification as an RL

As a vehicle for entry into the land profession, a person may apply to be certified as a Registered Landman. All applicants for RL certification must be active members of AAPL, currently engaged in Landwork, and must maintain their membership in order to maintain their RL certification. The applicant must be sponsored by an RPL or a CPL who has personally known the applicant for longer than six (6) months prior to the date of sponsorship, with the exception of AAPL Board of Directors Members who may sponsor applicants without personally knowing the applicant. Family members may not be sponsors. The application will be reviewed by the Certification Committee for approval. An RL shall have an educational requirement of five (5) educational credits per year, which shall be earned by attending educational courses, seminars and/or institutes dealing solely with energy or mineral land topics that have been approved by AAPL for such educational credit.

IV. Application Procedure

A. Application

Each applicant for certification must submit an application and the application fee to AAPL. All communication between the applicant and AAPL will be held in strict confidence. All required documents must be submitted within one hundred-twenty (120) days from the date the application is received by AAPL. It is the responsibility of the applicant to monitor the time process and to assure that all necessary parts of the application are accurately and timely completed, including sufficient Sponsor Verification Forms from qualified CPLs and/or RPLs. If the required documents are not submitted by the expiration of the 120 days, a new application would be required to continue the certification process. If within one (1) year from the date of notification by AAPL that an application has been approved for certification, and the applicant has not then taken the RPL or CPL exam, said application will thereafter be considered expired and the applicant will be required to submit a new application, including appropriate fees, in order to become certified.

B. Verifications

Each applicant for CPL certification must be endorsed by at least three (3) CPLs in good standing who fully verify the applicant's qualifications. Each applicant for RPL certification must be endorsed by two (2) CPLs, or a minimum of one (1) CPL and one (1) RPL, in good standing who fully verify the applicant's qualifications. Family members may not be sponsors. These verifications must affirm that the applicant meets the stated and implied qualifications for certification and will describe only that portion of the applicant's work known to each. The sum of all of the verifications must reflect in detail the type, quantity and quality of the applicant's work history covering ALL of the applicant's required "credit years"; however, each sponsor must have personally known the applicant for longer than six (6) months prior to sponsoring, with the exception of an AAPL Board of Directors Member who is a RPL or CPL in good standing, who may sponsor applicants in compliance with the verification requirements without having personally knowing the applicant, and each CPL or RPL applicant shall have at least one (1) or more required sponsors who have personally known and does verify through personal knowledge all of either i) a CPL applicant's immediate past four (4) years; or ii) a RPL applicant's immediate past two (2) years of Landwork experience. Applicants may only be sponsored by one Board of Directors Member per application. The endorsers also must attest to personal, professional, and ethical standards befitting certification. All verification forms must be completed by the sponsor in their own words. If any question, blank or page of the verification form is prepared by the applicant, the application will be returned and will not be considered again for one (1) year. In addition the signatory sponsor and/or the applicant may be subject to referral to the AAPL ethics committee.

C. Examination

A candidate will be eligible to sit for the CPL or RPL certification examination after having been approved by the Certification Committee and upon the payment of applicable fees to AAPL. With regard to retesting under Article VIII A. and B., the results of those sections which an applicant received a passing score shall be valid for only a period of one (1) year for an RPL and two (2) years for a CPL from the date of the examination. Any required retests shall be taken during the above-described period.

Ensuring that the application, approval and examination process is completed within the above-described period shall be the sole responsibility of the applicant.

V. Certification Procedure

A. Establishment of National Committee

1. **AAPL Certification Committee:** A standing AAPL Certification Committee is established yearly through appointment by the president of AAPL. The committee shall consist of approximately ten CPL or P.Land members of AAPL, from various geographic areas of the country. The chairman is designated by the president; and, the assistant chairman is designated by the first vice president. Each member shall serve a three-year term. These terms are established on a staggered basis so that there is a scheduled rotation of the committee members. Any member missing three consecutive meetings shall no longer be a member of the committee.

B. Approval Process

1. **Local Association and Committee review and recommendations:** A CPL or RPL applicant shall designate a local association most familiar with the applicant to serve as a peer review group. The local association shall be notified by AAPL of an application and shall advise AAPL within forty-five (45) days of any objections or concerns it has regarding certification of the applicant. If no objections are presented in writing within forty-five (45) days, it will be considered as local association approval. If any objection is made, the application will be reviewed by the AAPL Certification Committee and the local association shall, upon request, assist the AAPL Certification Committee in reviewing and investigating the background of the local applicant. Within two (2) weeks following the Forty-five (45) day peer review period, the AAPL Certification Committee chairman or its designee shall notify the applicant as to the status of the application. Results of the investigation of any such objection will be returned to the AAPL Certification Committee for action. If the objection warrants denial of certification or temporary withholding of certification, the applicant will be so notified.
2. **Membership approval process for CPL or RPL applicants (publication of name):** When a CPL or RPL application is received at AAPL headquarters, the applicant's name will be published in the next available official AAPL publication. This allows the AAPL membership an opportunity to present objections to the certification of an applicant. If no objections are presented in writing within forty-five (45) days after publication, it will be considered as membership approval. If any objection is made, the application will be referred to either the AAPL Certification Committee or to the AAPL Ethics Committee for investigation. Within two (2) weeks following the forty-five (45) day public notice, the AAPL Certification Committee chairman or its designee shall notify the applicant as to the status of the application. Results of the investigation of any such objection will be returned to the AAPL Certification Committee for action. If the objection warrants denial of certification or temporary withholding of certification, the applicant will be so notified.
3. **AAPL Certification Committee approvals:** The AAPL Certification Committee will review the applicant's file, local association comments and membership comments. The AAPL Certification Committee will either approve or reject the application and return the file to AAPL headquarters.

4. Notice to applicant: Each applicant, upon final action by the AAPL Certification Committee, will receive written notice of approval or rejection of the application.
5. Rejection of application: If candidacy for certification is denied, the applicant will be informed by the chairman of the AAPL Certification Committee as to the reasons for denial and of the action available to the applicant for appeal. The applicant then has forty-five (45) days after receipt of the rejection notice in which to file an appeal with the Executive Committee of AAPL. That appeal will fully state the applicant's reasons for believing the AAPL Certification Committee's decision is contrary to the Voluntary Certification Program. The decision of the Executive Committee of AAPL shall be final.
6. Confirmation of certification status: Upon approval by the AAPL Certification Committee, successful completion of all sections of the certification examination, payment of the appropriate fees and completion of the forty-five (45) day period without objection, a certificate recognizing the successful candidate's Registered Landman, Registered Professional Landman or Certified Professional Landman status, signed by the chairman of the AAPL Certification Committee and the president of the AAPL, will be furnished to the successful candidate.

VI. Ethics, Integrity, and Competency

Applicants for certification must meet the highest degree of ethical and competency standards of the land profession. The ethical standards contained in the Code of Ethics, as set forth in the Bylaws of the AAPL, will prevail. The Code of Ethics is further defined by the Standards of Practice adopted by the AAPL. Competency will be evaluated and judged by the local and AAPL Certification Committees. Breaches in ethical behavior will be investigated by the AAPL Ethics Committee. The applicant's signature on the application form shall warrant the applicant's personal acknowledgment and acceptance of the conditions and duties of certification and adherence to the Code of Ethics and the Standards of Practice. Any RL's, RPL's or CPL's signature shall constitute an affidavit as to the veracity of official statements submitted by that person over such signature.

VII. Certification Revocation

A. Procedure

Certification may be denied or revoked, or recertification denied, at any time for unethical or incompetent behavior. Either the AAPL Certification Committee (competency) or the Ethics Committee (ethics) will invite the individual to appear for a hearing to consider the allegations of incompetent practice or unethical behavior. In the event of denial or revocation of the RL, RPL or CPL designation, the individual shall have the right to appeal either committee's decision to the Executive Committee of the AAPL. Appeal must be commenced within forty-five (45) days after notice of denial or revocation. Revocation of certification will be published within ninety (90) days of action by the AAPL Certification Committee unless appeal has been made, and then within sixty (60) days of final Executive Committee action if denial or revocation is upheld.

B. Automatic Revocation

An RL, RPL or CPL designation shall be revoked automatically if an individual's membership in the AAPL has been revoked for unethical conduct or the individual resigns from AAPL. Said automatic revocation shall be effective upon the date of revocation of AAPL membership or resignation from AAPL. An RL, RPL or CPL designation may also be revoked for unethical conduct if an individual has been issued a suspension or a censure as a result of a hearing and subsequent action by the AAPL Ethics Committee.

C. Publication

Such action, as mentioned above, will be published in an official AAPL publication.

VIII. Examination Process

A. Limitations for Testing and Retesting

Any applicant who has failed any portion(s) of the CPL examination shall have the opportunity to retake and pass a re-examination of the part(s) so failed only within the two (2) year period described in Section IV. Any applicant who has failed any portion(s) of the RPL examination shall have the opportunity to retake and pass a re-examination of the part(s) so failed only within the one (1) year period described in Section IV. A candidate may request no more than two (2) retakes of any part. Failure to pass any section in those two (2) retakes will require the candidate to reapply for approval, pay the required fees and take the entire CPL or RPL examination again. Partial retake exams shall be coordinated through AAPL staff and may be proctored either: i) at AAPL's offices; ii) at an AAPL testing seminar; or iii) by regionally approved proctors, who proctor the exam in accordance with the strict guidelines given by AAPL.

B. The CPL Examination

To evaluate the professional expertise of the candidate, a comprehensive examination dealing with the several areas of Landwork will be utilized. Extensive Landwork knowledge and experience will be required to pass the examination; however, it is not expected that a Landman be an expert in every area. It is recognized that specialization is sometimes the case in Landwork. Successful completion of the exam shall require that a grade of at least seventy (70) be secured on each section of the examination. The content of the examination will be approved by the AAPL Certification Committee.

C. The RPL Examination

The RPL examination will be similar to the CPL examination but less comprehensive as determined by the Certification Committee.

IX. Maintaining Certification

A. Requirements

1. Recertification credits
 - a. CPLs must accrue 50 recertification credits within the prescribed five (5) year period. If the CPL is also a CPL/ESA, fifteen (15) of the credits must be CPL/ESA credits. RPLs must accrue twenty-five (25) recertification credits within the prescribed five (5) year period. The appropriate credits must be secured through participation in AAPL approved continuing education events, as described in section XI.A. and B. below. RLs must accrue five (5) recertification credits per year.
 - b. CPLs must accrue two (2) ethics recertification credits per five (5) year recertification period, and RPLs must accrue two (2) ethics recertification credits per five (5) year recertification period. Such ethics recertification credits shall be counted among, not in addition to, the fifty (50) for CPL or twenty-five (25) for RPL recertification credits required pursuant to section IX.A.1.a and the fifteen (15) CPL/ESA recertification credits required pursuant to section IX.A.1.a. above.
2. Active Landwork
 - a. Continuing involvement in Landwork is required unless a CPL has an AAPL approved Retired CPL designation.
3. Continuing education
 - a. CPLs, RPLs and RLs are required to participate in AAPL-accredited educational programs to maintain their designations.
4. Ethical conduct
 - a. Each CPL, Retired CPL, RPL and RL must continue to adhere to the AAPL Code of Ethics as set forth in the AAPL Bylaws and as further defined by the AAPL's Standards of Practice.

5. Exceptions
 - a. CPLs who become AAPL staff shall have the recertification requirements, except for Article IX. A. 4., suspended until such time as they are no longer AAPL staff and the time spent as AAPL staff shall be excluded from their normal recertification period.

B. Application for Recertification

1. For CPL (including CPL Specialist): Subject to Article IX C. below, A CPL must apply for recertification and pay the recertification fee, if applicable, by the fifth (5th) anniversary of the CPL's last certification date and every five (5) years thereafter as long as recertification is desired or allowed.
2. For RPL: An RPL must apply for recertification and pay the recertification fee by the fifth (5th) anniversary of the last certification date and every five (5) years thereafter.

C. Exception to Requirements

1. Retired CPL: Upon an application to and approval by the Certification Committee Chairman, Retired CPL status may be conferred on any CPL in good standing who is at least fifty-five (55) years of age, has twice recertified their CPL designation, and has retired from Landwork prior to such application. Notwithstanding anything herein to the contrary, Retired CPLs shall thereafter no longer be required to recertify every five (5) years and such CPL shall have their yearly membership dues reduced to one half the current yearly cost. Retired CPLs shall enjoy all the privileges of an Active Member including the right to serve AAPL on a Committee as a member or its Chair, but shall exclude ExCom and the Board of Directors positions; however, they shall not sponsor RL, RPL, or CPL applicants. Retired CPLs shall be prohibited from practicing Landwork for third-party compensation and such status may be revoked at the discretion of the Certification Committee Chairman and such Retired CPL may be referred to AAPL Ethics Committee if a Retired CPL resumes practicing Landwork for third-party compensation.
2. Any Retired CPL may reinstate their prior CPL status by 1) written request to the Certification Committee and 2) either by passage of the current CPL exam pursuant to Article VIII., or by completing the CPL review class. Upon such reinstatement they shall be subject to Articles IX – XIII herein. The date of reinstatement shall be considered the start of a new recertification period.

X. CPL Specialty Programs

The AAPL may from time to time establish specialty certification programs providing specialty designation to specifically qualified CPLs. Specialty designation shall be in recognition of the education requirements, obtained expertise and accumulated experience in unique fields of professional Landwork. Such specialty designation shall be available only to CPLs in good standing. Criteria for such CPL Specialty programs shall be established by the AAPL Certification Committee and shall be approved by the Executive Committee of AAPL. CPL Specialty program criteria shall include but shall not be limited to each CPL Specialist candidate meeting specific education and/or experience requirements, successfully completing specialty certification testing, and obtaining CPL Specialty-specific recertification credits. CPLs with such a specialty designation shall be referred to herein as a "CPL Specialist".

XI. Earning Recertification Credits

A. Continuing Education

A CPL, CPL Specialist, an RPL and RL can earn recertification credits for continuing education in the following ways. (They must affirm attendance, and recertification credits will be reduced proportionately for partial attendance.)

1. Annual Meeting - Attending the educational programs at an annual meeting. Credits for attendance will be awarded consistent with section XI.B.2. below.

2. AAPL Education Programs - Attending any designated AAPL Educational Programs, including those downloaded from AAPL's website that have been confirmed to have been watched or completed, will receive one (1) credit for each one (1) hour of actual classroom attendance.
3. AAPL-accredited local Landman association programs - Attending local Landman association programs, if accredited by the AAPL Director of Education for recertification credit, shall receive one (1) credit for each one (1) hour of actual classroom attendance.
4. Non-AAPL education programs accredited by AAPL - Attending non-AAPL continuing education programs which have been accredited by AAPL for recertification credit shall receive a maximum of one (1) credit for each one (1) hour of actual classroom attendance.
5. College credit courses - Advanced college credit courses may be accredited by AAPL for recertification credit on the basis of eight (8) recertification credits for each classroom semester credit hour passed with a minimum grade of "C" or its equivalent. To receive these recertification credits, an individual must attend at least eighty-five percent (85%) of the course. A maximum twenty (20) total continuing education credits shall be applied towards any one recertification period, except that carry forward credits may be applied pursuant to Article XI. C.
6. Authoring technical article - Up to ten (10) recertification credits may be awarded, at the discretion of the AAPL Director of Education, for authoring a technical article or literary review that is published in an official AAPL publication
7. Making a presentation at an AAPL-accredited continuing education event - A CPL or RPL may earn up to ten (10) recertification credits per year, at the discretion of the AAPL Director of Education, not to exceed twenty-five (25) recertification credits during a recertification period, for presenting an educational topic at an AAPL-accredited continuing education event.

B. Continuing education programs accreditation criteria

AAPL shall accredit continuing education programs for satisfying continuing education recertification requirements. To the extent that such programs, in the opinion of AAPL's Director of Education, meet the following guidelines, such programs shall be accredited accordingly.

1. RLs and RPLs shall be allowed continuing education credit for any course/educational meeting/institute/seminar attended which is related to the energy, mineral or environmental sectors of domestic or international industry. Additionally, an RPL may receive (general) credit for non-industry/non-land specific courses totaling no more than 25% of the required credits during any recertification period (or a total of 6.25) providing the courses are determined to enhance either the professional abilities or the career of the RPL. An RL may not receive (general) credit for non-industry/non-land specific courses.
2. CPLs shall be allowed recertification credit for any course/educational meeting/institute/seminar attended which is related to the energy, mineral or environmental sectors of domestic or international industry. Additionally, a CPL may receive (general) credit for non-industry/non-land specific courses totaling no more than 25% of the required credits during any recertification period (or a total of 12.5) providing the courses are determined to enhance either the professional abilities or the career of the CPL.
3. CPL Specialists (i.e., CPL/ESAs) shall be allowed recertification credit for any course/educational meeting/institute/ seminar attended which topics include the most recent information relating to the respective CPL specialty program and represent continuing education exceeding the requirements for the respective CPL Specialist certification. Additionally, a CPL Specialist may receive (general)

credit for non-industry/non-land specific courses totaling no more than 25% of the required non-specialty credits during any recertification period (or a total of 12.5) providing the courses are determined to enhance either the professional abilities or the career of the CPL Specialist. Any course/educational meeting/ institute/seminar that is recognized for CPL Specialist recertification credit shall automatically be recognized for CPL recertification credit and RPL and RL continuing education credit. Any course that is recognized for CPL recertification credit shall automatically be recognized for RPL and RL continuing education credit. Any course that is recognized for RPL certification credit shall automatically be recognized for RL continuing education credit. An RL may not receive (general) credit for non-industry/non-land specific courses.

C. Carry forward continuing education credits

RPLs, CPLs and CPL Specialists shall be allowed to carry forward to their next ensuing recertification period, up to a maximum of ten (10) continuing education credits for CPL and CPL Specialists and five (5) continuing education credits for RPLs, so long as the credits carried forward are earned during the last 365 days of the current certification period and only to the extent that the credits earned and carried forward exceed the credits required for recertification in the current period. This carry forward provision shall not be interpreted to change any specific requirements, i.e., what is carried forward must satisfy, to the letter, what is needed in the next period. RLs shall not be allowed to carry forward any continuing education credits.

XII. Recertification Procedure

A. Certification Period

Each CPL Specialist, CPL and RPL certification will be valid for five (5) years from the initial date of certification unless certification has been revoked. AAPL will notify each CPL Specialist, CPL and RPL of their upcoming certification expiration date and make available the appropriate Recertification Application. This notification will serve only as a reminder and does not relieve the individual of the responsibility to maintain a record of recertification status. Each individual may apply for recertification as early as ninety (90) days prior to their recertification date.

B. Affidavit of Attendance

Each RL, RPL, CPL and CPL Specialist must record their credits online using the component code assigned to AAPL Educational Events and other preapproved programs within thirty (30) days following the program. Each RL, RPL, CPL and CPL Specialist must complete an Application for Recertification Credits for non-AAPL programs and non-preapproved programs, and submit the application along with any additional requested information within thirty (30) days following the program.

C. Record Maintenance

Each RL, RPL, CPL and CPL Specialist shall be responsible for maintaining a record of recertification credits; however, AAPL will also maintain a digital record of AAPL and AAPL-accredited programs attended from component codes entered online. Upon request, AAPL will provide each RL, RPL, CPL and CPL Specialist with their recorded recertification credits for the appropriate period preceding the date of recertification.

D. Statement of Required Credits

To obtain recertification, the RPL, CPL or CPL Specialist must fill out an application for recertification, pay the appropriate fee, and complete a form indicating the total number of credits resulting from full or partial attendance at AAPL or AAPL-accredited continuing education programs within the respective recertification period.

E. Recertification Consideration

Each application for recertification made on the appropriate AAPL recertification form on or before the end of the certification period will be processed by the AAPL staff.

F. Failure of Timely Recertification

Should certification lapse, the RPL, CPL or CPL Specialist will be allowed ninety (90) days from the certification expiration date to seek reinstatement by furnishing the necessary evidence of satisfying the recertification requirements. Thereafter, compliance with the procedure for the appropriate certification, including passing the examination, will be required.

G. Grace Period

Under extenuating circumstances, the AAPL Certification Committee has the authority to grant additional time to seek recertification, upon applicant applying, in writing, for such additional time and providing necessary and reasonable evidence of good cause for such additional time.

XIII. Fees

All applicable certification, recertification and record maintenance fees will be established by the Executive Committee of AAPL by a majority vote of those present and may be changed as deemed appropriate by that same body.

XIV. General Agreement

Any person applying for certification does, by such application, agree to hold AAPL, its officers, board of directors, and individual members harmless and without fault should any step of the procedure result in denial or revocation of certification or recertification.

XV. Amendments and Revisions

Amendments and/or revisions of the certification program can be made by a two-thirds (2/3rds) affirmative vote of those Directors present at a meeting of the AAPL Board of Directors.

Education
(REVISED – JUNE 6, 2013)
(REVISED – JUNE 17, 2015)
(REVISED – MARCH 11, 2018)

Policies

This committee consists of a minimum of 10 active AAPL members from various geographic regions who serve three-year terms on a rotating basis. The committee has one subcommittee, defined as follows:

Long Range Planning Committee- Directly involved in the development and planning of the AAPL Continuing Education seminars and workshops.

The chairman of the Certification Committee and the Director of Education and Member Services serve as ex-officio members of the Education Committee.

Establish effective communication with local association committees together with other disciplines and professions to foster programs, inform members of current developments affecting the industry, and to inform the professional landman on topics which will better qualify him/her in the profession.

The Education Committee will:

Strive to improve the professional development and competence of land professionals.

Conduct a minimum of three two-day regional institutes per year according to Regional Institute Policy and Procedures Manual.

Monitor the quality and subject matter of each initial program presented by AAPL.

Coordinate the Education Program for the Annual Meetings.

Incorporate an ethics presentation in each of AAPL's programs.

Publish and distribute an AAPL educational programs brochure no less frequently than quarterly.

Annually revise the critical skills list to assist in program development and ensure consistency in content.

Establish and maintain quarterly communication with local associations. Hold a joint meeting of Education and Certification Committees at least once a year at an official NAPE event or at AAPL Headquarters to discuss the mutual objectives and new educational programming to meet the needs of the members.

Further the body of knowledge of energy and mineral land management through research and publication.

Education Program Guidelines

The Education Committee

The Education Committee shall be responsible for and oversee all educational opportunities provided by or sponsored by AAPL.

Responsibilities:

- A) Review and approve all new programs.
- B) Monitor existing programs and make changes as necessary in collaboration with AAPL Staff.
- C) Approve all locations, dates, times, courses, recertification hours/credit type and instructors when scheduling programs.
- D) Ensure that AAPL staff coordinates with local associations to schedule programs at a convenient time and location to maximize attendance.
- E) Set annual budget including all rates paid to instructors, sponsorships, facility rentals or others anticipated fees and submit to the Executive Committee for final approval.
- F) Review all course evaluation forms, and make adjustments accordingly.
- G) Monitor attendance numbers and profit/loss for all seminars. Collaborate with AAPL staff and make adjustments as necessary.
- H) Recruit and train new speakers for courses that require the use of speakers who are compensated. Speakers in training may be compensated in accordance with the rates approved by the Executive Committee.
- I) Strive to provide an AAPL educational event to all areas served by affiliated local associations at least once every three years. Field Landmen seminars are not required to satisfy this requirement.

The AAPL Staff

The AAPL staff shall be responsible for providing educational programs to the members of AAPL at the direction of the Education Committee.

Responsibilities:

- A) Implement and schedule programs at the direction of the Education Committee. Coordinate with affiliated local associations to schedule programs at a convenient time and location to maximize attendance. Obtain approval from the local association president and/or directors of local associations in the area before placing an event on the calendar.
- B) Ensure that an AAPL representative attends every AAPL sponsored event. The representative may be a staff member, director, committee chairman or assistant chairman, executive committee member, or other AAPL member as approved by the Education Committee.
- C) Provide course evaluation forms for every AAPL-sponsored seminar and post on the AAPL Education Committee community site. Course evaluation forms should be on paper and contain sections for comments by attendees.
- D) Maintain attendance numbers and prepare profit/loss statements for every AAPL sponsored educational event. Profit/loss statements shall include staff compensation and should be posted to the AAPL Education Committee community site within thirty (30) days after the event is held.
- E) Organize, analyze and report on the feedback from evaluation forms and the profit/loss statements, and make recommendations for adjustments to programs to the Education Committee.
- F) Assist the Education Committee with recruiting and training new speakers for courses for which speakers are compensated.
- G) Promote and advertise all AAPL sponsored educational events to AAPL members. Specifically target AAPL members in the area where an event will be held with emails or other appropriate means.

Programming Guidelines and Responsibilities of the Education Committee

1) Paid speaker programs – AAPL owned and Non AAPL owned

- A) It is acknowledged that certain AAPL programs are critical to its education program, and it is necessary for AAPL to maintain a constant group of competent speakers to properly present these programs. These critical programs are:
 - i) CPL/RPL review
 - ii) Joint Operating Agreement
 - iii) Due Diligence
 - iv) WI and NRI
- B) Speakers should be fairly compensated for presenting these programs. Compensation shall be commensurate with the experience of the speakers, in addition to reimbursing the speakers for actual expenses. Additional compensation may be paid to individual speakers for presenting non-AAPL owned programs. The Education Committee shall recommend speaker rates which shall be approved by the Executive Committee.
- D) Every effort should be made to schedule these programs at a place and time that will allow AAPL to make a profit or, at a minimum, break even on the cost.
- E) Devise a plan to recruit and train new speakers.

- i) New speakers may be paid a reduced rate to attend and listen to the presentations of experienced speakers, in addition to the reimbursement of actual expenses.

2) Volunteer speaker programs

A) Partnering with other industry organizations to sponsor programs

- i) Review all programs conducted by non-affiliated organizations for which AAPL granted continuing education credits over the previous year.
- ii) Determine which of these programs meet the standards for AAPL sponsorship, and contact the sponsoring organization about the option for AAPL to co-sponsor such events.
- iii) Co-sponsoring an event could mean a cash contribution toward the event, sponsoring a reception for the event, or other appropriate means.
- iv) The partnering organization would be responsible for all arrangements for securing the speaker(s), reserving the site and providing refreshments.
- v) An AAPL representative will attend and provide support, make available AAPL membership applications, and provide and collect evaluation forms.
- vi) Event will be eligible for recertification credits and AAPL will not charge the partnering organization to review and approve the course(s) for such AAPL recertification credits.
- vii) AAPL and the partnering organization may advertise the event as being sponsored by each.

B) Working with affiliated local associations to sponsor AAPL educational seminars.

- i) Contact local associations and ask if they would be interested in hosting an AAPL-sponsored educational seminar.
- ii) Work with the local association to set a date, time and location for the event.
- iii) The local association will pick topics that are relevant to their area and choose the speakers, preferably speakers who are local.
- iv) AAPL will reserve and pay for the site, reception, and refreshments.
- vi) An AAPL representative will attend and provide support, make available AAPL membership applications, and provide and collect evaluation forms.

(C) Recruit speakers who presented a topic at a seminar for another organization and provide opportunities for AAPL-sponsored educational events utilizing these speakers.

- i) Recruit AAPL members who will attend educational events sponsored by other professional organizations and provide reports to the Education Committee on the best topics and speaker presentations. Sort through these reports and rank the presentations from top to bottom based on content, relevance to landwork, handout materials, and

quality of speaker presentation. Registration fees incurred by the designated member attending any of these events may be reimbursed by AAPL.

- ii) Provide an AAPL-sponsored conference each year using the volunteer speakers derived from the speaker pool (C) i) above. The conference should be held in late October or the first week in November at a location rotating among four cities: Houston, Dallas/Fort Worth, Denver, and Oklahoma City.
 - iii) Provide additional one-time AAPL sponsored educational events using speakers not chosen from the speaker pool derived in (C) i) above for the conference at other locations.
 - iv) No compensation shall be paid to the speakers under this plan other than the actual reimbursement of travel expenses (air, auto, lodging, meals, and appropriate miscellaneous expenses).
- D) Volunteer prepared programs, which are a hybrid of the paid speaker program and the volunteer program can be used as necessary, but should be used sparingly.**
- i) Recruit volunteers to prepare AAPL-owned programs to be presented by volunteer speakers.
 - ii) The volunteer group will prepare a power point presentation for a specific program.
 - iii) The volunteer group will also prepare a written presentation that follows along with the power point slide presentation for speakers to use as a guide.
 - iv) Recruit and train speakers to present the programs and encourage volunteers who created the program to also present the program.
 - v) Speakers will be reimbursed for all expenses related to delivering the program.

AAPL Educational Institute Policy and Procedure Manual & Guidebook

Educational Institute

Objectives:

The basic purpose of an American Association of Professional Landmen (AAPL) Educational Institute, herein after referred to as Educational Institute, is to bring members together for continuing professional development, exchanging ideas and information, fostering the spirit of professional growth and developing and strengthening of the bonds of fellowship that give character to the AAPL.

Relationship of the Advisory Council/Host Committee to AAPL Headquarters:

Each Educational Institute is designed as a regional program for professional development which should consider all aspects of land work (i.e., oil, gas, mining, geothermal and environmental) while taking into account the various state, federal and local laws (of particular interest in the geographic region where an Educational Institute is being given) which regulate the land professional. The Institute should also consider the audience and its focus, i.e., company employee or independent contractor. In serving as host of an Educational Institute, the Advisory Council and the Headquarters staff (herein after referred to as staff) are guided by the policies established by the AAPL Board of Directors, implemented by the AAPL Executive Committee (herein after referred to as Executive Committee) and administered by the AAPL Executive Vice President (herein after referred to as Executive Vice President) through the AAPL Director of Education and Research (herein after referred to as Director of Education).

Educational Institute

Management:

Understanding and communication are essential to successful Educational Institute management. The Advisory Council is charged with developing a proper theme or appropriate topics and securing competent speakers, then promoting the Institute locally and encouraging and coordinating related social events. The AAPL staff is charged with all other phases of the Institute operation. The Staff services can relieve the Advisory Council from the tedious and time-consuming tasks that are completely unrelated to their training or experience in industry.

Educational Institute Financing:

The basic financial goal of an Educational Institute is the attainment of **complete** solvency. Due to the importance of an Educational Institute, proper management of its finances requires considerable emphasis upon detailed and careful budgeting and accounting to ensure that the financing is adequate and managed in a business-like manner. To facilitate the budgeting process, Educational Institute financial planning will be provided by the Director of Education and handled at headquarters. The Director of Education shall solicit input from and review by the Advisory Council during the budgeting process. The management of the Educational Institute is the responsibility of the Director of Education and ultimately the Executive Vice President.

Advisory Council Responsibilities

Educational Institute Chairman:

The Educational Institute Chairman, selected from the Advisory Committee and possibly the Education Committee, is responsible for the following:

- Selecting the other members of the Advisory Council. The Advisory Council will usually include majority representation from the members of the local association hosting the Educational Institute and a representative from each of the other local associations in the area.
- Holding one Advisory Council meeting approximately six months prior to the Institute.
- Setting the time, date, place and agenda for the Institute, with consideration for local and national schedules. The date, site and program for the Institute will be determined at the meeting subject to approval by the Director of Education.
- Seeing that official Educational Institute policies and procedures are followed in coordination with the Director of Education.
- Keeping all pre-Regional Institute planning activities on schedule.

General Duties and Responsibilities

Action Plan Schedule:

The Director of Education, with input from the Educational Institute Chairman, is responsible for the development and distribution of an **Action Plan** for the Educational Institute, using this plan as a check list in following the progress being made by each responsible party and taking appropriate action in encouraging on-schedule performance of basic duties. For example:

A: Contracts committing hotel and/or meeting space, social events and special events. (Staff)

B: All professional development topics and speakers being confirmed by **90 days prior** to the scheduled

date for the Educational Institute. (Advisory Council)

C: Educational Institute promotional brochure and registration forms being completed and ready for printing **60 days prior** to the scheduled date for the Regional Institute for inclusion in the Landman journal and the Update newsletter. (Staff)

D: All papers being presented at the Educational Institute being received at AAPL Headquarters **forty-five (45) days** prior to the scheduled date for the Regional Institute. (Advisory Council)

E: Papers to be printed and included in the Regional Institute proceedings manual. (Staff)

Special attention shall be given to all contractual agreements binding on the AAPL, ascertaining that they are properly detailed and acknowledged in writing. **The only authorized signature that commits the AAPL to a contract is that of the Executive Vice President.**

The Educational Institute Chairman and the various members of the Advisory Council **do not** have the authority to commit (either in writing or verbally) AAPL to the terms or conditions of a contract.

The Educational Institute budget is to be presented to the Executive Vice President within 30 days of the Advisory Council meeting but, no later than **120 days prior** to the scheduled date for the Educational Institute. It shall be the responsibility of the Director of Education to ensure that this time schedule is adhered to.

Coordination of all publicity and promotion pertaining to the Educational Institute shall be coordinated with the AAPL Publications Editor, through the Director of Education.

Identification, selection and initial contact of speakers who will present papers at the Educational Institute will be made by the Advisory Council.

Written communications with speakers about paper deadlines, expense reimbursement and confirmation of the speaking engagement will be the responsibility of the Director of Education with coordination by the Educational Institute Chairman. Speakers' papers will be prepared by the speakers and submitted in final form via hardcopy and diskette.

Accreditation:

The Director of Education will review the Educational Institute program and accredit the Educational Institute for the appropriate number of continuing education, recertification and ethics credits consistent with the **Voluntary Certification Program Specifications, as amended.**

Promotion:

The Director of Education will be responsible for promoting the Educational Institute through direct mailings to AAPL members in the vicinity of the Educational Institute, publication in the Landman journal and Update newsletter. The Advisory Council will be responsible for promoting the Educational Institute at affiliated local association meetings and through local publications. Any expense incurred by the AAPL in promoting the Regional Institute shall be an expense to be borne by the Educational Institute. Neither the Advisory Council nor the regional affiliated associations shall be responsible for any expenditure overruns.

Catering and Non-Educational Functions:

After considering recommendations from the Educational Institute Chairman, the Director of Education shall be responsible for making the final decision concerning providing daily refreshments, scheduling food functions and other social and recreational events. The cost of all catered and non-educational functions shall be added to the registration fees for the Educational Institute. Additional fees shall be on a cost basis only; no additional administrative fees will be added by AAPL Headquarters.

Budget

Prepare Budget:

The Director of Education is responsible for the preparation of a complete budget of all anticipated income and expenses of the Educational Institute, subject to approval by the Executive Vice President.

Cost Estimates:

Cost estimates of services, equipment or supplies to be ordered should be made part of the budget for the Educational Institute. Such budget shall also include an estimate of the cost of staff time, travel expenses and overhead expenses necessary to support the Educational Institute.

Publicity

The Director of Education is responsible for developing appropriate copy or information for printed publicity and submitting in consultation with the Chairman. Such publicity should include:

- General announcement of the Educational Institute.
- Special announcements of the Educational Institute published in the Landman Journal or Update Newsletter. (Including the official Educational Institute registration brochure.)
- Special announcement prepared for publication in local newspapers, mineral and royalty owner journals and in the various oil, gas and mining trade journals.
- Other general or special Educational Institute news releases.

Final Two Weeks Before The Educational Institute

Instructions to Committeemen:

Whenever practicable, it is recommended that instructions to all committee members be issued in writing.

Confirmation Correspondence:

Approximately two weeks prior to the Educational Institute, the Educational Institute Chairman, or delegated Advisory Council member, shall correspond with the Educational Institute speakers, confirming the date, time and location of the Institute and their participation in the Educational Institute. This correspondence shall confirm the speaker's need for audio-visual equipment, local transportation and any other special needs. Any request for audio-visual equipment or other special needs shall be forwarded to the Director of Education. Any local transportation courtesies shall be the responsibility of the Educational Institute Chairman.

During Regional Institute

Safekeeping of Equipment:

The Director of Education should arrange for the after-hours safekeeping of equipment and supplies.

Registration and Check-in:

Staff, with assistance from members of the Advisory Committee, shall be responsible for registration of all Educational Institute participants. The Educational Institute Chairman shall be responsible for the needs of the Educational Institute speakers while present at the Educational Institute site. This responsibility shall include, but not be limited to, confirming the timely arrival of the speaker, his introduction to Advisory Council members and staff present at the Educational Institute and confirming that any special requests made by the speaker have been satisfied.

Post Regional Institute

Payment of Bills:

In approving and transmitting to the Director of Education for his approval of all bills, for pre- approved expenditures, the Institute chairman should show on each invoice clearly what the charge is for. This will facilitate both early payment and proper allocation of charges against the budget. AAPL shall be responsible for the payment of all Educational Institute expenses. Any approved Educational Institute expenses which cannot be covered by Educational Institute revenues will be the responsibility of AAPL. Similarly, any Educational Institute revenues which exceed Educational Institute expenses, including the actual and allocated expenses and overhead of staff, will be retained by the AAPL.

Letters of Thanks:

The Educational Institute Chairman should send letters of thanks acknowledging the services of members of his Advisory Council other volunteer or paid services, to presenters, speakers, exhibitors, contributors and/or sponsors. The Director of Education will also send appropriate letters of thanks.

Final Budget:

Within thirty days from the completion of the institute the Director of Education shall submit a final budget to the Executive Vice President.

Additional Items Of Information

The Educational Institute meeting fees shall be waived for the following persons as noted:

Educational Institute Chairman:

All Educational Institute related fees are waived for the Educational Institute Chairman.

Complimentary hotel rooms will **not** be available to the Educational Institute Chairman or to Advisory Council members.

Only pre-authorized persons will be allowed to charge to the Educational Institute Hotel Master Account. Only the Executive Vice President can approve or authorize persons named on the Master Account. All personally-related and non-authorized Educational Institute related expenses will be paid by the person accruing such expense.

Ethics Committee American Association of Professional Landmen Procedural Manual (REVISED –SEPTEMBER 20, 2003)

This Procedural Manual has been adopted by the Board of Directors of the American Association of Professional Landmen (AAPL). The purpose of the Manual is to provide an equitable procedure for the enforcement of the standards of professional conduct and guiding principles and ideas mandated by the Code of Ethics, Standards of Practice, and Bylaws of the AAPL in compliance with the provisions thereof.

Section 1. General Provisions

(a) Definitions. As used in this Procedural Manual:

- 1(a) the term “**Respondent**” refers to a member who is the subject of an ethics complaint, investigation, or hearing;
- 1(b) the term “**Complainant**” refers to member or person who files a complaint;

- 1(c) the term “**Hearing Panel**” refers to the Ethics Committee for a hearing or the Executive Committee for an appeal;
 - (2) the term “**Party**” includes (i) a person filing a complaint, if any, (ii) a Respondent, and (iii) a person (such as the chairman of the investigating committee or designated substitute) who presents the information to the Ethics Committee at a hearing.
- (b) Duties of Membership. It shall be the duty of each AAPL member to abide by the Bylaws, the Code of Ethics, the Standards of Practice, this Procedural Manual, and all rules and regulations relating thereto which have been adopted by the Board of Directors.
 - (c) Notices. Any notice required to be given or document required to be served pursuant to this Procedural Manual shall be sent by certified mail or commercial carrier (receipt verified) addressed to the Party's address on file with AAPL. A notice shall be deemed given when deposited in the USPS or with a commercial carrier.
 - (d) Communications and Clerical. Except for the filing of an initial complaint with the Executive Vice President (as provided in Section 2.a below), all communications from a Party shall be directed to the Chairman of the Ethics Committee at AAPL, unless otherwise directed by the Hearing Panel or Chairman of the Ethics Committee. The Executive Vice President shall issue notices, provide forms, file documents, and provide assistance to the Parties as required by this Procedural Manual. Parties and witnesses involved in a pending matter shall refrain from discussing or attempting to discuss the facts or the merits of the pending matter with any member of the Hearing Panel (other than at the hearing or appeal), the Executive Vice President, or members of the AAPL staff. However, this shall not in any way limit the right of any Party to request from the Chairman of the Ethics Committee or the Executive Vice President, information relative to the filing of a complaint, a reply, or any other procedural or jurisdictional aspect of the matter.
 - (e) Attempt to Influence Panel. Any attempt, directly or indirectly, to influence a member of a Hearing Panel regarding any matter pending before it, other than providing evidence submitted to the entire Hearing Panel, is a violation of the AAPL code of ethics.

Section 2. Initiating an Ethics Proceeding.

- (a) Filing of Complaint. Any person, whether a member or not, having reason to believe that a member is guilty of any conduct subject to disciplinary action, may file a complaint in writing with the Executive Vice President. The complaint must be signed and dated by the complaining person and accompanied by a statement in support of the complaint. A complaint may be in any form that gives the information required. The Executive Vice President shall refer any complaint to the Chairman of the Ethics Committee, who shall notify all members of the Ethics Committee of the complaint.
- (b) Action on Complaint. Upon receipt of a complaint containing the required information, the Ethics Committee may take one or more of the following actions, as it deems appropriate considering the circumstances involved: (1) appoint or authorize its Chairman to appoint an investigating committee to examine the allegations made by the complaint; (2) investigate the allegations of the complaint itself; (3) authorize its Chairman to send a copy of the complaint to the member asking for the members written response to the complaint within thirty (30) days, which written response from the member shall then be forwarded to the complaining Party and considered by the Ethics Committee to determine whether further action is necessary; (4) authorize its Chairman to refer the complaint to non-binding mediation with any mediator mutually agreeable to the Parties, with a report on the mediation to be provided to the Ethics Committee so that the Committee can determine whether further action is necessary; (5) schedule a hearing to consider the complaint; (6) dismiss the complaint if it is determined that the allegations in the complaint, even if true, do not state a violation of the Code of Ethics, the

Standards of Practice, or a duty of membership, or (7) dismiss the complaint for other reasons deemed appropriate by the Ethics Committee in its discretion.

- (c) Action Without Complaint. The Ethics Committee on its own initiative without a complaint may appoint or authorize its Chairman to appoint an investigating committee to examine indications or information of misconduct coming to the attention of the Ethics Committee when, in its judgment, such investigation is in the best interest of AAPL and its members.

Section 3. Investigating Committee.

- (a) Establishment of Investigation Committee. The Ethics Committee, when appropriate, shall appoint a case specific Investigating Committee, which shall be comprised of AAPL active members and may include members of the Ethics Committee.
- (b) Notification to Accused Member. When an investigating committee is appointed, the accused member shall be advised of the investigation and the formation of an investigating committee. The Chairman of the Ethics Committee shall cause a copy of the complaint to be sent to the accused member.
- (c) Investigation and Recommendation. An investigating committee shall investigate as appropriate a complaint or other matter referred to it, and shall recommend in writing to the Ethics Committee either (1) that the matter be dismissed because of lack of probable cause, or (2) that the Ethics Committee conduct a hearing on the matter.
- (d) Formal Complaint. If the investigating committee recommends that the Ethics Committee conduct a hearing on the matter, then the investigating committee shall prepare and file with the Ethics Committee along with its recommendation a Formal Complaint against the accused member. The Formal Complaint shall set forth in writing the alleged conduct complained of and the specific duty of membership alleged to have been violated by such conduct. If it is alleged that the member has violated a provision of the Code of Ethics, the Standards of Practice, the Bylaws, this Procedural Manual, or any rule or regulation adopted by the Board of Directors pursuant thereto, then the specific provision(s) alleged to have been violated shall be enumerated in the Formal Complaint.

Section 4. Action of Ethics Committee.

- (a) Alternatives. Upon receipt of a recommendation from an investigating committee, or upon its own motion if no investigating committee is involved, the Ethics Committee may take one or more of the following actions, as it deems appropriate considering the information available and the circumstances involved:
 - (1) Dismiss the complaint; or
 - (2) Authorize its Chairman to send to the member a Notice to Respondent attaching a copy of the Formal Complaint. If there is no Formal Complaint from an investigating committee, then the Formal Complaint setting forth the information required by Section 3.c may be prepared by the Chairman of the Ethics Committee or a person designated by the Chairman. The Notice to Respondent shall include a notification that the Respondent may file a written reply with the Chairman at the office of AAPL in duplicate within ten (10) days after the Respondent's receipt of the Notice, and that, if the Respondent does not file a written reply, then the Formal Complaint against the Respondent may be taken as true, by default. The Ethics Committee may, in its discretion, accept late filing of the Respondent's reply. The Notice to Respondent should also include a Respondent's Reply form that may be used by the Respondent for replying to the Formal Complaint, but use of the suggested form is not mandatory and the Respondent's reply may be in

any form that gives the information required. A copy of the Notice to Respondent, the Formal Complaint, and any related information sent to Respondent should also be sent to the Executive Vice President.

- (b) Respondent's Reply. Upon receipt of a reply (if any) from the Respondent or passage of the time for filing the reply, the Chairman shall deliver a copy of the reply to the complaining Party or shall notify the complaining Party that no reply has been filed. A copy of any such communication should also be sent to the Executive Vice President.
- (c) Decision Regarding Hearing. The final determination regarding whether any matter is set for hearing shall be made by the Ethics Committee in its sole discretion, after giving consideration to all circumstances of the matter, including (but not limited to) the complaint, the recommendation of the investigating committee (if there is one), and any reply from the Respondent. If the matter is involved in litigation or binding arbitration, the Ethics Committee may decide to defer its decision regarding whether to set a matter for hearing until the litigation or arbitration is concluded.
- (d) Dismissal. If the Ethics Committee elects to dismiss the matter without a hearing and the member has previously been notified of the matter, then the accused member shall be notified of the dismissal of the matter.

Section 5. Hearings.

- (a) Notice of Hearing. Upon determination by the Ethics Committee that a matter will be set for hearing, the Ethics Committee shall designate the date, time, and place for hearing as soon as practical. The Chairman shall serve on each Party involved in the matter and the Executive Vice President a Notice of Hearing regarding the scheduled hearing not less than thirty (30) days before the hearing date. An appearance by Respondent or any other Party at a hearing without objection will constitute a waiver by such Party of any defective notice of the hearing. The Notice of Hearing shall include a copy of the Code of Ethics, the Bylaws, and this Procedural Manual, and a copy of the Formal Complaint (if not previously furnished, or if it has been amended since previously furnished).
- (b) Amendment of Formal Complaint.
 - (1) No amended Formal Complaint may be filed as a matter of right within any period less than forty-eight (48) hours prior to the time set for the hearing. The Chairman or presiding officer of a Hearing Panel may, in the Chairman's or presiding officer's sole discretion and for just cause, permit the amendment of the Formal Complaint at any time prior to the commencement of the hearing, but should the same be filed within the forty-eight (48) hour period, then the matter shall be reset for a date no less than thirty (30) days from and after the date set for the hearing unless all parties agree to a shorter period of time.
 - (2) At any time during the hearing the Formal Complaint may be amended upon approval of the Hearing Panel. In such event the hearing may be continued to a date not less than thirty (30) days from such adjournment, unless all Parties agree to a shorter period of time. The amended Formal Complaint shall be filed in writing and shall be promptly served on the Respondent as in all other cases provided herein.
- (c) Respondent's Right to Waive Personal Appearance and Submit Written Statement of Defense. The Respondent may, by written notice, to the Chairman of the Ethics Committee at AAPL headquarters, not less than ten (10) days prior to the date of the hearing, waive personal appearance at the hearing and request the Hearing Panel to adjudge the matter on the basis of a written statement of defense accompanying such letter.

- (d) Failure to Appear. In the event that the Respondent fails to appear at a duly noticed hearing or submit a waiver letter and a written defense without obtaining a continuance or adjournment of the hearing, the Hearing Panel may proceed with the hearing in the Respondent's absence and shall reach its decision based on the evidence made available at the hearing.
- (e) Quorum for Hearing. The attendance of not less than two-thirds (2/3) of the members of the Ethics Committee, or their designated alternates, shall be required at any hearing.
- (f) Presentation of Formal Complaint and Evidence. The Formal Complaint and the evidence relating thereto shall be presented at the hearing by the chairman of the investigating committee or his designee, or by a person designated by the presiding officer of the Hearing Panel.
- (g) Right of Counsel to Appear. Each Party may be represented by legal counsel at a hearing provided that such Party notifies all other Parties and the Hearing Panel at least five (5) days before the hearing of his intention to have counsel present at the hearing.
- (h) Witnesses. Each Party is responsible for having his own witnesses present at a hearing. The Hearing Panel may also summon witnesses. When summoned by a Hearing Panel to do so, it shall be a membership duty of every member to appear at a hearing, to produce any records or data pertinent to the case as designated by the Hearing Panel, and to testify truthfully.
- (i) Conduct of the Hearing. At the hearing each Party has the right to present witnesses, submit evidence pertinent to the case, and cross-examine witnesses of others. The complaining Party shall be represented at the hearing by the chairman of the investigating committee or his designee or by a person designated by the presiding officer of the Hearing Panel if no investigating committee has been involved. Witnesses giving oral testimony shall first swear or affirm that their testimony will be true and correct, with the oath or affirmation administered by the presiding officer. Before permitting testimony relating to the character or general reputation of anyone, the Hearing Panel shall satisfy itself that the testimony has a direct bearing on the case at issue.
- (j) Minutes. Minutes of the hearing shall be taken by the presiding officer or his designee and shall include, at a minimum, verbatim recitation of the charges, motions, voting results and exhibits offered by either party. These minutes shall be the official record of the hearing.
- (k) Other Procedures. The presiding officer of the Hearing Panel may prescribe any procedure for the hearing not inconsistent with the provisions of this Procedural Manual or the Bylaws.

Section 6. Hearing Panels.

- (a) Disqualification. A person is automatically disqualified to be a member of a Hearing Panel in any case in which that person is (1) a Party, or (2) related by blood or marriage to, or is an employer, employee, partner, or other business associate of a Party.
- (b) Communications. Members of a Hearing Panel shall not discuss the case with any person, other than the members of the Hearing Panel, before decision.
- (c) Request for Disqualification of Panel Member. Any Party may file with the Executive Vice President, the Chairman of the Ethics Committee, or the presiding officer of a Hearing Panel a written request for disqualification of a member of a Hearing Panel, stating the grounds claimed for disqualification, prior to the beginning of the hearing or appeal. A decision as to whether the member of the Hearing Panel in question is disqualified shall be determined prior to beginning of the hearing or appeal by majority vote of the members of the Hearing Panel, after excluding the member in question. The decision whether to

disqualify a member of the Hearing Panel shall be based upon whether the Hearing Panel (excluding the member in question) finds any grounds for disqualification of the member, or finds any other facts which in its judgment may prevent the member from rendering an impartial decision, or which appears to do so, as determined by majority vote (excluding the member in question).

Section 7. Decision of the Hearing Panel.

- (a) Decision. The decision of the Hearing Panel shall be by a two-thirds (2/3) vote of the members present and in writing containing findings of fact and a statement of recommended disciplinary action, if any. The decision shall be filed with the Executive Vice President. In the event the Respondent is found in violation of a duty of membership, the Hearing Panel, in its discretion, shall consider all records of previous violations in the Respondent's file in determining discipline.
- (b) Notice of Decision. As a matter of courtesy, the presiding officer of a Hearing Panel shall transmit a copy of the decision to Respondent within fifteen (15) days of rendition. Copies of the decision shall also be transmitted to the complaining Party and to any other persons involved in the matter as deemed appropriate by the presiding officer.
- (c) Petition for Rehearing. Within thirty (30) days after notification of the decision, the Respondent may petition the Ethics Committee for a rehearing solely on the ground of newly discovered material evidence which the Respondent could not, with reasonable diligence, have discovered and produced at the original hearing. The petition must be in writing and must summarize the newly discovered evidence and explain the reason why it could not have been discovered and produced at the original hearing. The Respondent may obtain a suggested form for a petition for rehearing from the Chairman of the Ethics Committee or the AAPL staff, but the suggested form is not mandatory and the petition may be in any form that gives the information required.
- (d) Action on Petition for Rehearing. A petition for rehearing may be granted only by a two-thirds (2/3) vote of the members of the Hearing Panel that rendered the decision. A petition for rehearing not granted within ten (10) days of its filing shall automatically be deemed denied unless extended by the Ethics Committee. When granted or denied, the Chairman shall immediately inform the Executive Vice President and the Respondent and other persons who received notice of the original decision. No more than one petition for rehearing may be filed in the case.

Section 8. Discretionary Action. After a hearing as provided herein or study of the written defense submitted in lieu thereof, and upon a two-thirds (2/3) vote of those members of the Hearing Panel present, the Hearing Panel may decide which of the following actions shall be taken:

- (a) Dismissal of complaint;
- (b) Letter of Censure to member with notification to the Board of Directors and all participants in the proceeding;
- (c) Suspension of membership for a definite period of time;
- (d) Allowance of resignation;
- (e) Expulsion from membership.

Any discipline imposed may be suspended and the member placed on probation for a definite period of time. If the decision of the Hearing Panel is suspension, allowance of resignation, or expulsion, and no appeal has been filed within thirty (30) days after notification of such decision, the Ethics Committee shall thereafter notify the membership of such decision in any AAPL authorized publication.

Section 9. Resignation. Any proceeding against a member alleging a violation of the Code of Ethics, the Standards of Practice, or a duty of membership shall automatically terminate upon acceptance

by the Executive Committee of the resignation of said member. The membership shall be notified of such resignation in any authorized publication of AAPL.

Section 10. Appeal to Executive Committee.

- (a) Time for Appeal. Within thirty (30) days after notification of the decision of the Ethics Committee has been rendered, if no petition for rehearing has been filed, or within thirty (30) days after denial of a petition for rehearing, the Respondent may file an appeal with the Executive Committee. The appeal must be in writing stating that the Respondent appeals the findings and/or discipline recommended by the Ethics Committee. The Respondent may obtain a suggested form for an appeal from the Chairman of the Ethics Committee or from the AAPL staff, but the suggested form is not mandatory and the appeal may be in any form that gives the information required.
- (b) If no Appeal. If no such appeal is filed, the discipline recommended by the Ethics Committee shall constitute final action by the AAPL and the Committee shall issue its order accordingly. A report of any unappealed decision and recommended discipline by the Ethics Committee shall be made to the Board of Directors following the expiration of the appeal period. A copy of such report shall be forwarded to Respondent and to any other persons involved in the proceeding as deemed appropriate by the Ethics Committee.
- (c) Notice of Hearing on Appeal. Upon receipt of a formal request for appeal, the Executive Committee and the Chairman of the Ethics Committee shall fix the date, time, and place for hearing and give the Respondent and Chairman of AAPL Ethics Committee written notice not less than thirty (30) days before said date.
- (d) Quorum. The attendance of not less than two-thirds (2/3) of the members of the Executive Committee shall be required at any hearing of an appeal.
- (e) Procedure for Appeal Hearing. At the hearing of an appeal before the Executive Committee, the Chairman of the Ethics Committee or the Executive Vice President or his/her designated representative shall summarize the case, including the Ethics Committee's findings and recommended discipline. The Respondent shall, if he wishes, be heard to correct the summary. The Respondent may present to the Executive Committee or the AAPL Executive Vice President his reasons why the Ethics Committee's findings should be changed and/or why the Ethics Committee's recommended discipline should not be followed, but no new evidence shall be received, and the appeal shall be determined on the minutes and exhibits, if available, or the summary.
- (f) Decision on Appeal. The Executive Committee shall by two-thirds (2/3) vote of those present render their decision promptly. Their decision may adopt, reject, or modify the decision of the Ethics Committee.
- (g) Reasons for Decision. If a decision of the Ethics Committee is rejected or modified, the Executive Committee shall state the reasons therefor in writing, but failure to do so shall not invalidate the decision of the Executive Committee.
- (h) Notice of Decision. The Executive Vice President of AAPL shall transmit a copy of the final decision of the Executive Committee to Respondent within fifteen (15) days of rendition. Copies of the final decision shall also be transmitted to the complaining Party, to the members of the investigating committee, and to any other persons involved in the hearing or appeal as deemed appropriate by the Executive Vice President. A final decision by the Executive Committee for suspension, allowance of resignation, or expulsion shall be followed by notice to the membership of such decision in any AAPL authorized publication.

- (i) Decision Final. A decision of the Executive Committee is final. Each member, by becoming and remaining a member, agrees not to seek review of a final decision by the Executive Committee in any court of law.

Section 11. Interpretation of Bylaws. The interpretation of the Bylaws of the AAPL and this Manual by the Hearing Panel shall be final, provided, however, that upon appeal to the Executive Committee, the Executive Committee shall not be bound by the interpretation of the Ethics Committee.

Section 12. Waiver. Each member, by virtue of membership, waives any right of personal redress against the AAPL, the members of a Hearing Panel, and any other member for action taken in relation to any matter subject to hearing pursuant to the provisions of the Bylaws of the AAPL and this Procedural Manual.

EXCERPTS FROM AAPL BYLAWS

(As Revised)

ARTICLE XVI - CODE OF ETHICS

The Code of Ethics shall be the basis of conduct, business principles and ideals for the members of the AAPL; and it shall be understood that conduct of any member of the AAPL inconsistent with the provisions set forth in this Article shall be considered unethical and said individual's membership status shall be subject to review for possible disciplinary action as prescribed in Article XVII of these Bylaws.

In the area of human endeavor involving trading under competitive conditions, ethical standards for fair and honest dealing can be made increasingly meaningful by an association organized and dedicated not only to the definition, maintenance, and enforcement of such standards, but to the improvement and education of its members as set out in the Standards of Practice. Such is the objective of AAPL and such is its public trust.

Section 1. It shall be the duty of the Land Professional at all times to promote and, in a fair and honest manner, represent the industry to the public at large with the view of establishing and maintaining goodwill between the industry and the public and among industry parties.

The Land Professional, in his dealings with landowners, industry parties, and others outside the industry, shall conduct himself in a manner consistent with fairness and honesty, such as to maintain the respect of the public.

Section 2. Competition among those engaged in the mineral and energy industries shall be kept at a high level with careful adherence to established rules of honesty and courtesy.

A Land Professional shall not betray his partner's, employers, or client's trust by directly turning confidential information to personal gain.

The Land Professional shall exercise the utmost good faith and loyalty to his employer (or client) and shall not act adversely or engage in any enterprise in conflict with the interest of his employer (or client). Further, he shall act in good faith in his dealings with the industry associates.

The Land Professional shall represent others only in his areas of expertise and shall not represent himself to be skilled in professional areas in which he is not professionally qualified.

ARTICLE XVII - ETHICS COMMITTEE

The Ethics Committee shall be responsible for upholding the ethical standards of the AAPL by making recommendations to the Board of Directors and Executive Committee for appropriate action. The Ethics Committee shall consist of at least nine (9) members, appointed by the President, except for the Assistant Chairman, who shall be appointed by the First Vice President. The President may designate alternate members for a hearing, who may serve in the place of absent Ethics Committee members for the purpose of conducting hearings as provided herein. This Committee shall also be responsible for decisions on disciplinary action based on unethical actions by a member under the following procedures.

Section 1. Investigation.

Written allegations of misconduct in violation of the Code of Ethics, Standards of Practice or any portion of these Bylaws shall first be submitted to the Executive Vice President at AAPL headquarters. Such allegations should be accompanied by a full statement of the evidence in support thereof. The Executive Vice President shall refer such allegations of misconduct to the Chairman of the Ethics Committee. The Ethics Committee may appoint an investigating committee to examine allegations or, in the alternative, investigate charges itself. If in the judgment of said investigating committee there exists probable cause necessitating a hearing, it shall prepare and file with the Ethics Committee a formal complaint against the accused member. Such complaint shall set forth in writing the misconduct complained of and the specific provisions of the Code of Ethics, Standards of Practice, Bylaws, or rules or regulations alleged to have been violated by such misconduct. In addition, the Ethics Committee on its own motion may appoint an investigating committee to examine indications or information of misconduct coming to the attention of such committee when, in its judgment, such investigation is in the best interest of AAPL and its members. The Executive Vice President shall be kept informed of the progress of all investigations and subsequent actions.

Section 2. Notice of Hearing.

As soon as possible after the receipt of formal charges, the Ethics Committee shall fix the date and place for hearing and shall give to the accused member notice in writing mailed to him by certified mail at his last known post office address not less than 30 days before said date, accompanied by a copy of the formal charges and a copy of this Article.

Section 3. Hearing.

On the date fixed for the hearing, the attendance of at least two-thirds (2/3) of the members of the Ethics Committee or designated alternates shall constitute a quorum for the conduct of the hearing as provided for in this section. The accused member may appear with legal counsel before the Ethics Committee, hear any witnesses called in support of the charge and have the option to cross-examine the same, present witnesses of his own, or submit oral or written statements in his own behalf. The investigating committee may likewise appear with legal counsel, present witnesses, and have the right of cross-examination. The accused member may by certified letter addressed to the Chairman of the Ethics Committee at AAPL headquarters, postmarked not less than 10 days prior to the date of the hearing, waive personal appearance and request the Ethics Committee to adjudge the matter on the basis of a written statement of defense accompanying such letter. Failure of the accused member to appear or submit a waiver letter and a written defense shall not prevent the Ethics Committee from rendering judgment on the basis of the evidence available to it on the hearing date. A transcript of the hearings shall be made a part of the record of the hearing.

Section 4. Decision of the Committee.

After the conclusion of the hearing or study of the written defense submitted in lieu thereof, the Ethics Committee shall consider and vote to sustain or dismiss the charges. By a two-thirds (2/3) vote of those present, the Ethics Committee shall decide which of the following actions shall be taken: (a) dismissal of complaint; (b) censure; (c) suspension for a stated period of time; (d) allowed to resign; (e) expulsion. If

censure is the decision, the Chairman shall so notify all participants in the proceedings and the Board of Directors. If the decision of the Ethics Committee is suspension, allowance of resignation, or expulsion, and no appeal has been filed within 45 days after such decision, the Ethics Committee shall thereafter notify the membership of such decision in any AAPL authorized publication.

If an appeal is filed pursuant to Section 5 hereof, then a final decision by the Executive Committee for suspension, allowance of resignation, or expulsion shall be followed by notice to the membership of such decision in any AAPL authorized publication.

Section 5. Appeal Procedure.

The accused member shall have the right to file an appeal request with the Executive Committee of AAPL within 45 days of the date a decision is rendered by the Ethics Committee. After receipt of the request for appeal, the Executive Committee shall fix the date and place for a hearing and shall give the appellant written notice by registered mail at the appellant's last known post office address not less than 30 days before said date. On the date fixed for the hearing, the attendance of at least two-thirds (2/3) of the members of the Executive Committee shall constitute a quorum for the conduct of the hearing. Proceedings of the hearing shall be at the direction of the Executive Committee. No new evidence shall be received at the appeal hearing. The decision by two-thirds (2/3) of those present shall render a judgment to sustain the decision of the Ethics Committee or render a different judgment. The decision of the Executive Committee shall be final. Each member, by becoming and remaining a member, agrees not to seek review of a final decision by the Executive Committee in any court of law.

Section 6. Period of Suspension.

The period of suspension shall begin upon the date established in the decision to suspend and shall run for the time specified. At the termination of the suspension period, the individual shall be reinstated under the following conditions: (1) sponsorship by three (3) Active Members of AAPL and/or a letter from the affiliated local association attesting to the suspended individual's good behavior during the suspension and (2) upon payment of current dues, which shall be prorated for the balance of the year.

Section 7. Resignation.

Acceptance by the Executive Committee of the accused member's resignation from the AAPL at any stage in the foregoing prescribed procedure shall automatically terminate the proceedings. The membership shall be notified of such resignation in any authorized publication of the AAPL.

Section 8. Expulsion.

The person who is expelled from the AAPL under these proceedings shall thenceforth be ineligible for reinstatement to membership except as stated in Section 9.

Section 9. Reapplication for Membership.

An individual who has resigned under Section 7 or was expelled under Section 8 above shall be eligible to apply for reinstatement to membership three years following the date of resignation or expulsion. Reinstatement shall require sponsorship by three (3) Active Members of AAPL and/or a letter from the affiliated local association attesting to the suspended individual's good behavior during the period of resignation or expulsion and approval by the majority of the Executive Committee after review and recommendation by the Ethics Committee.

Field Landman
(REVISED – JUNE 6, 2013)
(REVISED – MARCH 23, 2014)
(REVISED – JUNE 17, 2015)

Mission Statement

To promote and encourage professionalism, uncompromising ethical conduct, certification, and continuing education for field landmen through membership in the AAPL and local associations.

Field Landman Committee (“FLC”) Goals

- * Increase and maintain membership of field landmen in the AAPL.
The FLC will submit a schedule each year, including dates and locations, for Field Landman Seminars. It is the purpose of these gatherings to demonstrate the AAPL’s commitment to serve all Landmen.
- * Encourage certification and continuing education for field landmen.
The FLC will be presenting for consideration alternative means by which field landmen can apply for certification. The Field Landman Seminar (“FLS”) gatherings, which provide opportunity for continuing education credits, will begin to put more emphasis on the certification of field landmen as part of the AAPL presentation at the FLS. The FLC will lead an effort to garner the support of companies that use the services of field landmen by asking that they insist all those engaged on their behalf be members of the AAPL.
- * Encourage active participation in AAPL and local associations.
The FLC will lead by example by insisting that all committee members be active in their local associations. The FLC will work in conjunction with local associations when scheduling the FLSs to give them an opportunity to present a schedule of their events and to ask for committee volunteers for the local association.
- * Raise expectations and standards of practice for field landmen.
Through the FLSs the FLC will continue to encourage new membership, membership renewal, and certification. In addition the FLC will articulate as part of its presentation at FLSs what landmen should expect from themselves as standards of practice.
- * Provide meaningful representation for field landmen to the AAPL.
The Chairman of the FLC will present to EXCOM at Quarterly meetings issues that need to be addressed by the AAPL on the behalf of those members that are practicing field landmen.

Policies

This committee consists of approximately 6 to 12 active AAPL members from various active oil and gas regions of the U.S., serving rotating three-year terms. It is recommended that you choose these members as respected field and in-house landmen that are considered to be good representatives for field landmen and respectful of the contribution they provide to our industry. Also, soliciting members (preferably CPLs) that can help organize and facilitate Field Landman Seminars in various regions of the U.S. that comprise concentrations of field landmen. Work with AAPL Education Foundation to establish budgets, dates, locations and subject matter for Field Landman Seminars.

Finance
(REVISED – JUNE 6, 2013)
(REVISED – MARCH 23, 2014)

Policies

This committee consists of the current First Vice President, President, Treasurer, the Immediate Past Treasurer and the Executive Vice President. The First Vice President is chairman.

Make recommendations on financial policy to the Executive Committee and the Board and oversee the investment of AAPL funds, taking into account the projected financial needs of AAPL, including the appointment of Investment Advisors, who may be appointed and replaced by the majority approval of the Finance Committee.

Adopt a policy whereby AAPL must at all times maintain a “rainy day” balance in relatively liquid investments equal to not less than the then current fiscal year’s budget expenses.

Review the proposed AAPL budget with the Executive Vice President and present same to the Executive Committee and to the Board annually for approval.

Continue to provide quarterly financial updates and annual reports to the Board of Directors.

Forms
(REVISED – DECEMBER 15, 2002)
(REVISED – JUNE 6, 2013)
(REVISED – JUNE 25, 2014)

Policies

This committee consists of at least five and no more than eight active AAPL members from various geographic regions, at least one of whom has expertise in off-shore matters, who serve rotating three-year terms.

This committee shall review current forms approved by AAPL as to their current validity and make recommendations and revisions as deemed necessary at the December board meeting each year.

This committee shall devise and publish any new forms deemed necessary by the committee or at the direction of the Executive Committee

Any special task force created by the Executive Committee to create a new form shall have the Forms Committee Chair or Assistant Chair as an *ex officio* member. The Forms Committee shall be part of a “first tier” peer review of any form generated by a special task force prior to its submittal to the Executive Committee or the Board of Directors for final approval.

All new forms to be published must be approved by the Executive Committee or the Board of Directors.

This committee shall act as a liaison between the general membership, the AAPL staff and the contractor responsible for general distribution of AAPL sanctioned forms. This committee shall also act as a consultant to the AAPL staff in negotiating contracts for AAPL sanctioned form distribution to the general membership.

This committee shall promote good and ethical business practices by developing and encouraging use of the AAPL approved forms.

Industry/Public Relations

Policies

Chairman serves as Deputy Chairman of the Legislative/Regulatory Coordinating Committee.

This committee consists of at least five active AAPL members from various geographic regions who serve rotating three-year terms.

Communicate with local associations in each region on a regular basis to encourage two-way communication regarding proposed or enacted governmental legislation or regulatory action, judicial decision or other activity that affects industry and/or the land discipline so that it can be assembled and forwarded to AAPL.

Establishing a formal and supportive relationship with other industry professional and trade organizations, national and state/regional royalty owner organizations and appropriate special interest organizations.

Work with industry legislative action committees to identify upcoming changes in current laws, rules and regulations.

Monitor and report on any proposal for licensing of the land professional at a state or federal level.

Monitor legislative and regulatory issues impacting the land profession and report such results to the Legislative/Regulatory Coordinating Committee and the Board of Directors.

Continue to improve the Association's communication with related professional and trade organizations.

Annually publish a periodic fact sheet for dissemination to related industry groups and key company managers that communicates the Association's position and actions on industry issues.

Prepare and present for publication articles in industry-related publications on landwork with a goal of one article per quarter.

On an annual basis, generate at least two land-related articles for submittal to such industry publications as the *Oil & Gas Journal* and *Oil & Gas Investor* commencing in 1995.

On an annual basis identify the major environmental groups that influence legislative and regulatory actions and develop a list of such groups for distribution to the Board of Directors at the September Board meeting.

Raise the visibility and perceived value of AAPL and the land profession by:

Coordinating with other AAPL committees to explore areas for placement of pertinent articles concerning land-related issues and/or items of general interest with other industry professional/trade media and with the general print and/or broadcast media.

Providing support and encouragement to local associations to raise visibility and understanding of the land profession to the community and the public interest.

Coordinate activities with the Executive Committee liaison and the AAPL Editor in publishing the *Landman* magazine, *Update* newsletter, AAPL's *Landmen's Directory & Guidebook* and AAPL's *United States Courthouse Directory*.

Develop and maintain cooperative endeavors with other industry organizations.

Continue to build a formal and supportive relationship with the national and state royalty “owners” organizations.

Position and maintain AAPL as the pre-eminent energy and mineral land professional organization.

On an annual basis, seek and prepare qualified speakers to address public and private groups as to the industry's compliance programs and distribute such list to the Board of Directors at the September Board meeting.

Actively participate in public debate as to the necessity of further regulation.

Publish in an AAPL publication at least three constructive articles per year that illustrate the positions taken by land use and environmental groups.

Promote a greater understanding of land-related matters within the general public.

Land/Legal Foundation and Industry Representatives
(REVISED – JUNE 6, 2013)

Policies

- Rocky Mountain Mineral Law Foundation
- Eastern Mineral Law Foundation
- Southwestern Legal Foundation
- Louisiana Oil & Gas Law Institute Advisory Board
- International Oil Scouts

The Executive Committee shall approve all AAPL representatives to law/legal foundations and industry-related committees/task forces.

The representatives will report to the Executive Committee at quarterly board meetings, and to the

Board of Directors at the June board meeting each year.

The Executive Vice President and the current serving President of AAPL shall be ex-officio representatives to the various industry-related cooperating associations.

Legislative and Regulatory Committee
(REVISED – JUNE 6, 2013)

Policies

Mission Statement

The mission of the Legislative and Regulatory Committee is to ensure AAPL's awareness and involvement in the promulgation, direction, implementation and administration of national, state and local legislative and regulatory issues impacting the land profession while maintaining the integrity of AAPL's mission and advancing the stature of the land professional.

Committee Goals

Become a catalyst for change favorable to the land profession in the legislative, regulatory and public policy arena.

Become a credible and effective participant in the timely response to legislative/regulatory proposals impacting

the land profession.

Anticipate funding levels required to support the committee's activities.

Ensure consistent application of approved policies and criteria in the screening and funding of proposals in which the Committee is involved.

Leverage AAPL's influence and support by accessing the expertise and contacts of AAPL members, affiliated organizations and other resources to address legislation, regulatory and public policy issues impacting the land profession.

Structure of Committee

The Legislative and Regulatory Committee will include a Chairman appointed by AAPL President, Assistant Chairman, appointed by the First Vice President of AAPL, and at least five active AAPL members from various geographic regions who serve rotating three-year terms. The Committee members will be selected to provide representation in the active industry areas of the onshore U.S.

Identification of Issues

The committee will identify those issues it considers AAPL should be monitoring whether or not any action is justified.

Legislative/Regulatory Expenditures

Expenditures by the Committee shall be approved in advance by the Executive Committee, or by the Board if time allows.

AAPL Lobbying

The committee shall determine whether to recommend retaining a lobbyist to represent AAPL in a particular state or on a specific issue. The recommendation shall be made to the Executive Committee, and to the Board time permitting.

Tactical Plan for Responding to Legislative/Regulatory Challenges

The Legislative and Regulatory Committee will maintain a master list of the key issues impacting the land profession and will provide a quarterly report to the Board.

In the event a matter may require AAPL's immediate attention such as submission of a position paper, the one who first becomes aware of the matter (e.g. AAPL staff, committee through its contact network, or otherwise) will initiate communication among AAPL EVP, AAPL President or his delegate, staff, appropriate committee chairmen including the Legislative and Regulatory Committee Chairman and Assistant Chairman. If it has been predetermined or otherwise is clear the matter warrants AAPL action, then during the caucus it will be decided who will draft the position paper or make the appropriate contacts or otherwise assume response responsibility for acting on behalf of AAPL. If it is not clear whether AAPL should act, the Executive Committee will be consulted prior to any action being taken.

Quarterly, the Committee will review the issue list and prioritize the issues as to their impact on the land profession. The Committee will prioritize the issues based on meet the following criteria:

- The issue impacts the land profession
- The issue warrants the support of the AAPL membership (i.e., a position taken by AAPL would be supported by the overall membership and would not be detrimental to any particular group within the overall membership)
- The issue is completely consistent with the Legislative and Regulatory Committee's Mission

Statement.

Policy concerning support for candidates for public office

In recognition of the fact that AAPL may, from time to time, be called upon to support candidates for public office, the Board of Directors of AAPL has authorized the promulgation of a policy concerning AAPL's involvement in such matters.

Policies:

AAPL shall not support, directly or indirectly, through endorsement, financial contribution, distribution of campaign literature, requests for financial contribution, or otherwise, any individual candidate for local, state or federal public office.

AAPL shall not support, directly or indirectly, through endorsement, financial contribution, or distribution of literature, any Political Action Committee (PAC) or any such political fundraising group formed to promote and support a candidate or a specific political agenda.

This policy shall extend to AAPL's officers, directors, members and staff acting in an official capacity on behalf of AAPL; however, any such individual shall not be precluded from participating on his or her own behalf in actions supportive of candidates for public office.

Marketing
(REVISED – JUNE 17, 2015)

Policies

The committee is comprised of not less than ten (10) active AAPL members. The Marketing Committee and the AAPL Marketing Director, shall pursue the following objectives:

Promote new memberships into AAPL including non-member landmen and students.

Promote retention of members.

Promote the benefits of certification and advanced educational opportunities.

Promote special projects created or approved by the Executive Committee or the Board of Directors

Promote to the general public:

- Awareness of AAPL and its values
- Education and awareness of domestic energy industry

Coordinate with the Industry and Public Relations Committee on marketing efforts created or approved by the Executive Committee or the Board of Directors related to specific public policy issues.

In conjunction with AAPL Marketing Director and AAPL's outside marketing firm, formulate and recommend to the Executive Committee marketing campaigns to accomplish the above objectives.

Oversee execution of AAPL marketing campaigns

Monitor campaigns by other industry organizations to which AAPL provides financial support.

Report to the Executive Committee and directors quarterly the status and results of marketing campaigns and plans.

Membership
(REVISED – SEPTEMBER 24, 2006)
(REVISED – MARCH 23, 2014)
(REVISED – JUNE 25, 2014)

Policies

This committee is comprised of not less than seven "active" AAPL members and works in close conjunction with the AAPL Business Development Manager and Marketing Committee in accomplishing the following objectives:

Responsible for developing, conducting, analyzing and presenting the AAPL Compensation Survey when requested by the Board of Directors. Results of any Compensation Survey will be presented for approval to the Board of Directors before publication.

Conduct campaigns for additional new members.

Maintain an up-to-date membership status.

Establish lines of communication with local association membership and committee chairmen. Coordinate with the directors and local association membership chairmen in each region to encourage promotion of membership and the follow-up of delinquent renewals.

Inform the officers and directors quarterly of the membership status.

Ensure that regional directors are cognizant of current membership requirements and standards.

Maintain a current analysis of land professional demographics and needs and recruit maximum AAPL membership.

Continue to review annually the AAPL membership questionnaire that identifies land profession issues and desired benefits of association membership making changes as needed.

Review, update, if necessary, and distribute within 60 days after the membership renewal deadline an annual non-member/inactive member questionnaire that determines why these individuals leave or do not join the association. Review results of questionnaire and report to the Executive Committee and the Board.

Coordinate with the Marketing Committee to disseminate membership promotional materials to non-members which focus on AAPL's ethics enforcement, publications, educational programs/materials and programs/activities to enhance professionalism and industry networking.

Continue to encourage local association members to become AAPL members and get involved in AAPL.

Promote AAPL to all PLM students and encourage student membership in AAPL.

AAPL BYLAWS REQUIREMENTS
ARTICLE V – MEMBERSHIP

Section 1. General. Membership in the AAPL shall be open to all persons who meet the requirements for initial membership in effect at the time that the application for membership is submitted and who thereafter satisfy the requirements for membership renewal.

Section 2. Classes of Membership. The AAPL shall have the following classes of membership:

- A. Active Member
- B. Associate Member
- C. Student Member
- D. Honorary Member
- E. Senior Membership

Section 3. Active Membership.

- A. **New Applicants.** All new applicants for Active Member status on or after June 1, 1993, shall be required to meet the following minimum objective standards:
 - 1. **Practicing Land Professional.** The applicant shall be a land professional as defined in Article II above and have successfully completed all requirements for a 4-year degree from an accredited college or university or have been continuously engaged as a Land Professional for 4 or more years.
 - 2. **Sponsorship.** The application must be sponsored by two (2) Active Members of AAPL. The sponsor(s) shall have actual knowledge of the applicant's experience in Landwork.
 - 3. **Employment Classification.** The applicant shall be classified either as an "exempt" employee by the applicant's employer in accordance with regulations of the National Labor Relations Board or as an independent contractor. In the absence of an actual classification, an applicant for Active Member status shall be clearly classifiable as either an "exempt" employee or as an independent contractor.
 - 4. **Ethical Conduct and Standards of Practice.** The applicant must execute such documentation as AAPL may require affirming the applicant's willingness to be bound by and abide within the AAPL Code of Ethics and Standards of Practice. Any applicant who has ever been convicted of a criminal offense classified as a felony shall be admitted as an Active Member only upon the recommendation of the Ethics Committee and by a three-fourths (3/4) vote of those officers and directors present and voting at a regularly scheduled Board of Directors meeting.
- B. **Renewals of Active Membership.** Any Active Member as of May 31, 1999, may renew as an Active Member as long as annual membership fees are timely paid, and the member is not removed from Active Member status as a result of an ethics proceeding.
- C. **Senior Membership.** Senior Membership may be conferred, upon application to and approval by the Board of Directors, on any Active Member who is at least 65 years of age, has at least 15 years active experience in Landwork and has been an Active member for fifteen (15) consecutive years immediately preceding the submission of the application for Senior Membership status. Senior Members will pay a reduced amount of dues, as prescribed by the Board of Directors, and shall enjoy all the privileges of an Active Member.
- D. **Life Membership.** Life Membership may be conferred on an Active Member who chooses to make a one-time dues payment of \$2,500 and thereafter be exempt from annual dues.
- E. **Golden Lease Membership.** Golden Lease Membership shall be conferred for life on those persons who have served the AAPL as its President. Golden Lease Members shall be exempt from paying annual dues and shall have all privileges of an Active Member.

Section 4. Rights of Active Members. Only Active Members may vote in affairs of the AAPL, sponsor

membership applications, or serve as a director of the AAPL.

Section 5. Associate Membership. Available to those who are associated with Landwork, or supervise such Landwork, relating to the mineral and/or energy industries.

Life Membership status may be conferred on an Associate Member who chooses to make a one- time dues payment of \$2,500 and thereafter be exempt from annual dues.

Section 6. Student Membership. Student Membership is available to those who are enrolled in a degree program specifically for education of Land Professionals at an accredited college or university.

Section 7. Honorary Membership. Honorary Membership status may be conferred by the Board of Directors to any person closely associated with the mineral and/or energy industries who has rendered an outstanding service or whose contribution to the industry is so noteworthy and of such magnitude as to be deserving of this honor.

Section 8. Amendments to Membership Classifications, Rights, and Duties. The membership requirements, rights, and duties of Active Members which are specifically set in these Bylaws may be modified only by an amendment to these Bylaws as provided in Article XIX. All other classifications of membership in the AAPL and the membership requirements, rights, duties, and obligations attached to each classification shall be established or may be modified by a three-fourths (3/4) vote of those officers and directors present and voting at a regularly scheduled Board of Directors meeting. The process for application for membership in the AAPL shall be established by a three-fourths (3/4) vote of those officers and directors present and voting at a regularly scheduled Board of Directors meeting.

Section 9. Misconduct. Any questions of misconduct of a member which may result in disciplinary action against the member should be referred to the Ethics Committee as prescribed in Article XVII. Such violations shall include but not be limited to:

- A. Violation of any provisions of the Bylaws, Code of Ethics, Standards of Practice, or any rule, regulation, or order adopted pursuant thereto;
- B. Aiding or abetting any unauthorized use of the title "Certified Professional Landman," "Registered Land Professional," "P.Land" or "CPL/ESA";
- C. Any act or conduct which causes disrespect for or lack of confidence in the member to act professionally as a Landman or Land Professional;
- D. Conviction of the member of a criminal offense classified as a felony.

Section 10. Resignation. Any member of whatever classification may resign from the AAPL with such resignation in writing addressed to the Director of Membership Services at international headquarters; provided, however, that any such resignation which is (1) tendered by a member who has been accused of misconduct, and (2) received by the AAPL after the date that an investigating committee has been appointed by the Ethics Committee to investigate the matter, shall be deemed to be a resignation submitted pursuant to Article XVII, Section 7, of these Bylaws.

Section 11. Effect of Resignation or Forfeiture of Membership. An individual who resigns or forfeits his membership for nonpayment of dues ceases to have any rights in AAPL and ceases to incur further AAPL indebtedness. The membership of any person who is under active investigation or who has been expelled under Article XVII shall not be resigned or forfeited except upon approval by the Executive Committee.

Section 12. Reinstatement.

A person who ceases to be a member of any membership class by resignation or for nonpayment of dues may be reinstated to the previously held membership status by remitting annual membership fees for the period of inactivity. A person who seeks reinstatement to Active Member status must also satisfactorily complete the AAPL minimum competency exam then in effect.

Reinstatement under this section shall be available only if the application for reinstatement is filed within five (5) years from the date that the membership was resigned or forfeited for nonpayment of dues. After five (5) years of inactivity, the person must reapply for membership as a new applicant under all requirements then in effect.

Reinstatement for a person whose membership has been forfeited for nonpayment of dues after the date that an investigating committee has been appointed by the Ethics Committee to investigate an allegation of misconduct by said member shall require approval by a majority of the Board of Directors after review and recommendation by the Ethics Committee.

NAPE Advisory Committee **POLICY STATEMENT** **(APPROVED – MARCH 23, 2014)**

Statement of Purpose

The NAPE Advisory Committee is a committee of the partners of NAPE EXPO, LP who hold at least a ten percent (10%) interest in the partnership. The purpose of the NAPE Advisory Committee is to review the budget for each NAPE event and to provide advice to the Partnership and the General Partner, provided that the General Partner retains control of the Partnership.

Desired Outcomes

- To provide input and advice on NAPE EXPO, its operations and performance.
- To support the upstream oil and gas industry.
- To review the budget of each NAPE event.

Entity

The NAPE Advisory Committee is a partnership committee to provide advisory services to the Partnership and General Partner. Its membership is comprised by representatives of each of the partners to NAPE EXPO, LP. Each partner elects or designates its own representative to the Advisory Committee.

Board of Members

The NAPE Advisory Committee members consist of the individuals from the following partners:

- AAPL – five (5) members
- IPAA – two (2) members
- AAPG – one (1) member
- SEG – one (1) member

NAPE Charity Fund
POLICY STATEMENT
(APPROVED – MARCH 23, 2014)

Statement of Purpose

The NAPE Charity Fund was created to honor and empower wounded veterans in their adjustment back to civilian life through the giving of monies to various charities whose specific mission is to assist and support wounded veterans and the active military. Monies donated to the NAPE Charity Fund are to be used for these veterans and active military to promote their recovery or adjustment in dealing with injuries received while in the service of their country. Additionally, funds donated can be used to assist in acclimating veterans back into civilian life. The NAPE Charity Fund raises money through specific fund raising and through the sale of tickets to its NAPE Charity Luncheon hosted, sponsored and paid for by NAPE EXPO, LP. This luncheon is held annually in conjunction with its NAPE EXPO event.

Desired Outcomes

- To honor wounded veterans and active military who served or are serving their country.
- To provide substantial donations to individual charities whose mission coincides with NAPE Charities.
- To provide a motivational speaker at this luncheon to promote the NAPE Charity cause.

Entity

NAPE Charities Fund is a stand-alone 501(c)3 entity not affiliated with any organization but working in conjunction with NAPE EXPO, LP. The Fund is managed by a Board of Directors. However, it receives its direction and guidance from the American Association of Professional Landmen's (AAPL) NAPE Operators Committee. The AAPL is the majority partner in NAPE EXPO, LP.

Board of Directors

The NAPE Charities Fund's Board of Directors consists of the individuals holding the specific positions below:

- AAPL President
- AAPL First Vice President
- AAPL Immediate Past President
- Chairman of the NAPE Operators Committee
- AAPL Executive Vice President

NAPE EXPO®
(Previously known as North American Prospect Expo®)
POLICY STATEMENT
(APPROVED – MARCH 7, 1994)
(REVISED – MARCH 15, 1998)
(REVISED – MARCH 12, 2014)
(REVISED – MARCH 23, 2014)

Statement of Purpose

NAPE Expo, the world's largest E&P (upstream) expo, brings prospects and producing properties (from the U.S. and around the world), capital formation, services and technologies together in one location, creating an environment to establish strategic alliances for doing business and initiating purchases and trades.

Desired Outcomes

- Serve and support the oil and gas industry.
- Facilitate domestic, international and exploration & production.
- Promote growth in the industry and increase drilling activity.
- Provide for decision making and informational content in its conference and events.
- Promote strategic alliances by and between oil and gas companies and/or individuals.
- Promote opportunities for the landman as well as all other oil and gas disciplines.
- Facilitate and encourage new business contacts for participants.
- Provide interest for geographically varied groups.
- Significant networking opportunities for participants.

Partners

NAPE EXPO, LP is a for profit partnership consisting of the following partners. The Partnership is bound by the terms of a Joint Venture Agreement effective March 19, 2005.

- NAPE Management LLC (General Partner)
- American Association of Professional Landmen
- Net Profits Interest (comes out of AAPL's interest):
- Houston Geological Society
- Society of Independent Professional Earth Scientists
- Independent Petroleum Association of America
- American Association of Petroleum Geologists
- Society of Exploration Geophysicists

Operations

AAPL will act as primary sponsor as well as be the managing and coordinating entity through its NAPE staff with the support of the NAPE Operators Committee for NAPE.

NAPE EXPO will provide oversight to the NAPE Business Conference and any other activity associated with a NAPE Event.

NAPE EXPO will operate on a fiscal year basis beginning July 1 and ending June 30 the following calendar year.

NAPE is managed and operated by AAPL staff. Oversight of NAPE is provided by the NAPE Operators Committee and NAPE Management, LLC. The AAPL Executive Vice President performs as the Executive Vice President for NAPE and in this capacity serves as the sole officer of NAPE for all duties including but not limited to executing documents on behalf of NAPE.

NAPE shall pay the AAPL a management fee for the use of AAPL staff to manage and operate NAPE. The management fee is calculated based on a formula taking into account the number of registrants and attendees to the event times a rate annually adjusted by the CPI. The rate is provided for in the Joint Venture Agreement for all the partners.

Budget & Finances

The AAPL Executive Vice President shall prepare an annual budget for each fiscal year. The NAPE budget will consist of a separate budget for each individual show with a rollup for an annual perspective. The NAPE budget shall be reviewed and approved by the AAPL NAPE Operators Committee and recommended for approval to the General Partner of NAPE. Once approved by the General Partner, the budget may be provided to each of the NAPE partners.

Each individual show will be a standalone event. Revenue will be generated through the sale of booths, sponsorships and registrations as well as commissions and other sources. Expenses will be the cost of the facilities, networking events, food, speakers, transportation, security, third party vendors, etc.

At 90 days following a NAPE show, the books for that show will be closed and the net income (defined as total revenue less total expenses) will be distributed to the partners based on their ownership in the partnership. In the event of a loss for any show, NAPE will advise the partners of their share of the loss and either request the partners to contribute their share of the loss to the partnership or their share of the loss will be deducted from the distribution of net profits from the next ensuing show.

NAPE shall have an audit conducted by an established accounting/audit firm annually following the end of the fiscal year. Results of the audit shall be provided to each partner in a timely manner.

Upon completion of the audit, NAPE shall ensure that tax returns are generated and filed with the proper authority. Additionally, K-1 tax forms shall be prepared for each partner and provided to them in a timely manner.

NAPE Management, LLC
POLICY STATEMENT
(APPROVED – MARCH 23, 2014)

Statement of Purpose

NAPE Management, LLC, is the General Partner of NAPE EXPO, LP and will serve as manager over NAPE EXPO plus be responsible for the management of both corporate entities. NAPE Management will provide oversight, direction, management and assistance with strategic and corporate decisions. The main responsibility of these Managers will be approval of the NAPE budgets, check writing authority, approval and finalization of NAPE expansion plans, oversee major revenue and expense items and NAPE financials, and maintain partner relations in conjunction with the Executive Vice President of AAPL. They will in effect serve as the Board of Directors for NAPE Management, LLC. It will be the primary responsibility of the NAPE/AAPL Staff to handle logistical issues, operations, actual placement of booths or any other items related to same in conjunction with the NAPE Management, LLC. Additionally, it has actual authority, as the agent of the partnership, to conduct all partnership business, bind the partnership in contracts with third parties and to spend partnership funds in the ordinary course of the partnership's business. Its mission is to carry out the purpose of the partnership within the guidelines of normal business and financial practices.

Desired Outcomes

- To ensure a quality NAPE EXPO event is conducted.
- To generate revenue and profits for the partnership.
- To ensure proper business practices are in place and to further the business.

Entity

NAPE Management, LLC is a wholly owned subsidiary of the American Association of Professional Landmen (AAPL) who is the majority partner in NAPE EXPO, LP. NAPE Management is managed by a Board of Managers. However, it receives its direction and guidance from the American Association of Professional Landmen's NAPE Operators Committee.

Board of Managers

The NAPE Management's Board of Managers consists of the individuals holding the specific positions below:

- AAPL President
- AAPL First Vice President
- AAPL Immediate Past President
- Chairman of the NAPE Operators Committee
- AAPL Executive Vice President

NAPE Operators Committee **POLICY STATEMENT** **(APPROVED – MARCH 23, 2014)**

Statement of Purpose

The NAPE Operators Committee (NOC) will provide input, recommendations, and guidance to the NAPE/AAPL staff and NAPE Management on strategic issues. Also, they will be responsible for the NAPE Charities Luncheon, obtaining speakers/performers for the luncheon, assembling/coordinating the NAPE Ambassador Program, and addressing issues encountered prior to, during and after NAPE in conjunction with the NAPE/AAPL staff. All of their functions will be pursuant to and in accordance with NAPE/AAPL budgetary guidelines.

Desired Outcomes

- To ensure quality NAPE EXPO and NAPE Charity Luncheon events.
- To provide strategic guidance and direction for NAPE.
- To support the upstream oil and gas industry and the AAPL.
- To support in the generation of revenue and profits for the AAPL.
- To ensure proper business practices are in place and to grow the business.
- To provide meaningful feedback on NAPE events and operations.

Entity

NAPE Operators Committee is an AAPL oversight and advisory committee consisting of 12 members appointed pursuant to the AAPL Bylaws and Policy Manual. Additionally, the committee will include as ex-Officio members, the AAPL Executive Vice President and the Senior Director of NAPE. The committee will be responsible for keeping appropriate records of its meetings and recommendations to both the NAPE Charity Fund and NAPE Management, LLC.

Nominating Sub-Committee **(REVISED – JUNE 6, 2013)**

Policies

This committee consists of up to 10 active AAPL members, from at least six AAPL regions, plus a Chairman who is a Past President of AAPL. The First Vice President of AAPL shall appoint the assistant chairman who is a Past President and will succeed to the Chairman of the Nominating Sub-Committee.

Solicits nominations and recommends a slate of officers for the next annual election. The Chairman appoints the members of the committee for a term of one year. A reasonable effort should be made to appoint one person from each region but, in no event should less than six regions be represented. Names of the Nominating Sub-Committee members are kept confidential except for the Chairman.

Recommends in writing to the Board, at the March Board meeting, the names of candidates to serve as officers of AAPL for the ensuing year. The committee is responsible for obtaining a photograph and biographical information on each nominee for announcement/publication prior to the balloting process.

Qualifications of each committee member:

- Must be an active AAPL member but not be a member of the AAPL staff.
- Has served as an officer or director of a local association.
- Has served as a national committee chairman or director of AAPL.
- Has agreed not to be considered as an officer candidate for committee's consideration.

Duties and procedures of the Nominating Sub-Committee Chairman:

- To collect and compile all data and information pertaining to possible candidates through contacts with current and former directors and officers of AAPL and of local associations.
- Meet with other members of the Nominating Sub-Committee and prepare a written report to the Board describing the qualifications of the recommended candidates.

Each committee member shall adhere to and be bound by a strict code of confidentiality as to who served on the nominating sub-committee, items discussed and selection of candidates and understand and accept any deviation from this confidentiality statement shall be interpreted as a violation under terms and conditions of the AAPL *Code of Ethics*.

The Chairman of the Sub-Nominating Committee shall provide a report to the Board of Directors at each March AAPL Board of Directors meeting providing information regarding officer nominations including, but not limited to, the total number of nominations for each office, total number of nominations for major company landmen independent company landmen, and contract landmen, total number of nominations for landmen from each AAPL region, etc.

Guideline for selection of candidates:

Qualifications of candidates:

- Must be an active AAPL member and a CPL or P.Land.
- Is not a member of the current nominating sub-committee.
- Landmen who, because of their accomplishments, are well-known, respected and recognized by the industry.
- Landmen who are capable of performing the required speaking engagements and who will have approval to devote time, effort and expense to the job.
- Has served as a national committee chairman or as an AAPL director.
- Personal attributes - intelligent, articulate, ability to work with others, maturity and experience to provide wise leadership and vital interest in strengthening AAPL and increasing its contribution to landmen and the industry.

Succession and selection of candidates:

- From the list of candidates submitted by each geographical representative and others, the committee will select the most qualified individual to be nominated as First Vice President, it being understood that the First Vice President will succeed in the next year to the presidency unless there is a gross misconduct in the opinion of the Board or there is a change in his personal or company situation.
- Assuming all other candidates are qualified, nominations for all other officers will be determined first by the best qualifications and then by geographical distribution.
- Succession, except from First Vice President to President, should be limited to special situations to prevent undue burden upon any one individual or his company.

Other considerations in selection of nominees:

- An attempt should be made to avoid a continued selection of Presidents and First Vice Presidents from the same regional area or company.
- Past AAPL officers may be considered for new AAPL officer nominations, except they cannot serve consecutive terms (except for 1st Vice President who will succeed to President, and President who will succeed to Immediate Past President).
- Each officer nominee must be fully informed that it will be necessary for him to undertake considerable speaking assignments and, therefore, must have management clearance to devote considerable time and effort to his office and in the case of an Independent, be committed to spend the necessary funds and devote considerable time and effort to his office.

Policy Manual and Bylaw Review Committee (APPROVED – JUNE 6, 2013)

Mission Statement

To provide all AAPL members, Committees, Executive Committee, Board of Directors and AAPL staff with an updated Policy Manual and Bylaws to be used for carrying out the business of AAPL.

Committee Goals

To review and update Policy Manual each year to confirm all policies are accurately presented for entire organization.

To coordinate with Committees or AAPL staff to recommend revisions to Policy Manual to reflect the decisions and policy changes that are made by Executive Committee and the Board of Directors.

To coordinate with Committees and Board of Directors to recommend revisions to Bylaws as recommended by Board of Directors and presented to membership for approval.

Public Lands (REVISED – MARCH 23, 2014)

Policies

Chairman serves as a member on the Legislative/Regulatory Coordinating Committee.

This committee consists of at least seven active AAPL members from various geographic regions who serve rotating three-year terms. Consideration should be given for additional members to adequately cover western states due to the significant Federal land positions in the western states.

Provide information and support to local associations to increase awareness of public lands issues and pro-active role at the local level.

Research public lands issues and recommend pro-active positions.

Represent AAPL's positions with regards to Public Lands issues to the Independent Petroleum Association of America (IPAA) and the American Petroleum Institute (API) and the Midcontinent Oil and Gas Association.

Continually monitor Public Lands issues, conduct the appropriate research and recommend proactive positions to Legislative/Regulatory Coordinating Committee for review and approval of Executive Committee prior to distribution.

Continue to develop ongoing relationship with state and federal agencies. (i.e., National Public Land Advisory Council, National Parks System Advisory Board, Bureau of Land Management, and the Forest Service).

Publications
(REVISED – JUNE 4, 2003)
(REVISED – JUNE 6, 2013)

Policies

Consult, as needed, with the executive vice president and the editor to determine publications (i.e. *Landman*, *Landman 2*, *Directory & Guidebook*, *Annual Report*, *Mid- Year Report*, *Annual Meeting Conference Guide*) for the ensuing year.

The format of the *Landman* and *Landman 2* magazines shall follow the Editorial Policy as approved by the board of directors. The Editorial Policy shall be reviewed by the publications committee on an annual basis.

In coordination with the staff, secure and evaluate professional papers and industry articles for publication in the *Landman* magazine and provide “topic” headings and a synopsis on each item, with a time schedule for publishing in the *Landman* as far in advance as possible during the ensuing year.

Maintain communication with affiliated local associations:

- Revise and disseminate annually the guidelines for submitting professional papers, industry and/or general information articles and local association news for publication in the *Landman*.
- Encourage submittal of local association news and events for inclusion in AAPL publications.
- Seek feedback on improving all AAPL publications.

Coordinate activities, as needed, with the director of education and other AAPL committees in order to communicate pertinent information in a timely manner and to offer “special features or departments” in AAPL publications.

Continue to evaluate and provide feedback as to the effectiveness of the standing departments of the *Landman*; for example, local association features, landmen in action, Industry News, Rig Counts, New Members, Member Transfers, In Memory obituary section, etc.

Continue to evaluate and provide feedback as to the effectiveness of the standing departments of the *Landman* 2; for example, field update, IHS Industry Highlights, president's column, etc.

Continue to evaluate and provide feedback as to the effectiveness of the specific sections of the

Landman's Directory; for example, local association information, award winners, bylaws, voluntary certification, company section, geographical section, landman's aids, etc.

Continue to profile award winners in AAPL publications.

Conduct a survey, on an as needed basis, that measures the perceived value of the content and frequency of current AAPL publications (including AAPL's electronic publications and the Web site) and present a written report to the Board.

Work with the Education Committee on developing ideas for new books to be published and offered for sale by AAPL.

AAPL publications are regarded as a primary benefit of membership in AAPL.

AAPL produces many major communication tools on a continual basis as follows:

<i>Publication</i>	<i>Produced</i>
1. <i>Landman</i> Magazine	Bimonthly
2. <i>Landman</i> 2	Bimonthly
3. AAPL's <i>Landman's Directory & Guidebook</i>	Annually
4. <i>Landman's Directory</i> on website	On-going
5. AAPL's Conference & Annual Meeting Program	Annually
6. AAPL Annual Report	Annually
7. NAPE Show Guide	Annually
8. Summer NAPE Show Guide	Annually
9. NAPE East Show Guide	Annually
10. Mid-Year Report	Annually
11. Oil & Gas Land Book & Study Guide	As revisions are needed
12. Oil & Gas Comparative Law Book	As revisions are needed
a. By State	
b. By Topic	
13. Understanding & Negotiating the Oil & Gas Farmout Agreement Book	As revisions are needed
14. AAPL & NAPE Marketing Materials	As needed

Publication Procedural Guidelines

- I. Generating high quality articles for publication in AAPL publications:
 - A. Articles considered suitable for publication in the Landman magazine may be originally written for AAPL publication purposes or may be reprints of previously published articles and are categorized in the following ways:
 - 1. Professional papers on topics related to the land profession or oil, gas and mineral business.
 - 2. Articles concerning local and national association events.
 - 3. Recurring features or columns that are generally informative or motivational in nature.
 - 4. Articles covering current affairs, events and items of interest to the members
 - 5. Presentation papers or speeches from industry seminars and conferences.
 - B. Procedures used to generate articles for publication will include information and ideas obtained from various sources including, but not limited to:
 - 1. Publication Readership Survey
 - 2. Suggestions from members and AAPL's Staff.
 - 3. AAPL Strategic Plan
 - 4. Assign AAPL Publication Committee members or AAPL Staff responsibility of contacting potential authors to develop specific articles.
- II. Evaluating any articles for appropriateness for publication:
 - A. Each article submitted to AAPL, whether non-solicited or solicited by the AAPL Publications Committee or AAPL staff, shall be reviewed by the AAPL Publications Committee and AAPL Publications Staff to determine suitability for publication. The AAPL has the right, through its Publications Committee, to reject any article/paper submitted for publication.
 - B. Articles cannot be published without the written permission of the author. Permission may be granted in a standard cover letter or email correspondence rather than by a formal document. Such letter, or document, or email granting permission to publish a paper/article shall be kept on file with the original article/paper. The AAPL publications staff will handle the authorization process.
 - C. If there is a problem with writing style, editorial changes can be made which might make the article suitable for publication. If only slight changes in spelling, punctuation, grammar or consistency need to be made, it may not be necessary to advise the author of the changes. The author should be notified of any "major" editorial changes; otherwise it should state on any release or authorization that AAPL publications department has the right to edit any portion of the article/paper as consistent with standard Associated Press style. Any changes requested by the author after the submittal deadline will be taken into consideration by the editor and complied with, if at all possible.
- III. Advertising
 - A. Advertising revenue should not dictate the amount of editorial content of AAPL publications. The AAPL Publications Committee has the right to review and reject any inappropriate advertising from AAPL publications, based on the opinion of the majority of its members.
 - B. The AAPL Publications Committee and AAPL publications staff shall maintain a reasonable

balance between editorial and advertising content of AAPL publications.

Strategic Planning Committee
(REVISED – JUNE 6, 2013)

Policies

This committee consists of at least 10 active AAPL members. The members represent both the various geographic regions (including Canada) and the various elements of the land profession; major oil companies, independent oil companies, brokers and independent landmen.

For the purpose of Long Range/Strategic Planning this committee will also include the following the current President, First Vice President, Immediate Past President, Executive Vice President and four Directors (two from even-numbered regions and two from odd numbered regions), who serve two-year terms concurrent to their term on the Board. The First Vice President serves as Chairman of the Long Range/Strategic Planning.

Identify and review issues which are critical to the future of the land profession. Make recommendations to the Executive Committee concerning such issues.

The purpose of this council is to be a brainstorming/ recommending body to help facilitate Board discussion and decision on key industry and professional issues. It has no authority in and of itself.

Formulate proposals concerning both long and short-range goals and objectives that maintain AAPL's commitment to professional excellence and service to its members and to the industry.

In each AAPL calendar year (July – June), conduct a review of the Strategic Plan and update if deemed necessary (understanding changes may not be necessary in a given calendar year). With or without revisions, on or before the June board meeting report the status of the Strategic Plan to the Board for its approval and vote. Additionally, on or before the September board meeting assure distribution of the approved Strategic Plan to all Board members, Committee Chairman and Assistant Committee Chairman for reference as they direct their committees specifically and AAPL generally.

Subsequent to approval of the Board, distribute the Strategic Plan to each standing committee chairman and executive committee liaison and request that each committee prioritize the strategies and develop the necessary action plans for implementing and fulfilling such strategies.

Continue to monitor and update the *AAPL Policy Manual* with specific duties/responsibilities for each director, officer and committee chairman.

Oversee a master plan for maintaining headquarters building and grounds and for adding, upgrading or replacing the equipment and furnishings at headquarters.

Tax Issues Committee
(MARCH 12, 2017)

Mission Statement

The mission of the Tax Issues Committee is to advise the AAPL Board of Directors on all tax and labor regulations and laws that may positively or negatively impact the members of our association and the land profession in general. The mission also includes pursuing and maintaining reference materials and educational resources to advance the cause of Landmen and provide support to AAPL members who may be under review by government tax and labor audits.

Policies

Advise Board of Directors on regulations and laws that impact the members of our organization.

Provide information, education and resources to promote recommended business practices for our independent contractors.

Communicate and coordinate with the AAPL's Government Affairs Analyst to keep the AAPL Board of Directors informed of time sensitive topics affecting our association.

Maintain the AAPL website Independent Contractor Toolkit.

Provide support to AAPL members who may be involved in employee/contractor misclassification audits.

Be prepared to pursue legislative action as advised by the Board of Directors through lobbyists, consultants and legislators.

Maintain a list of contractors that have contacted the Tax Committee for assistance in defending governmental misclassification audits for the purposes of tracking and analyzing the results of their case.

Maintain a "Support Spreadsheet" of qualified attorneys and representation, by region, that have been helpful in successfully defending misclassification cases.

Maintain AAPL Master Services Contract for use by the members of the association.

Remind local association directors to advise their associations to file annual tax returns and maintain 501(c) tax status.

Technology Committee
(APPROVED – JUNE 6, 2013)

Committee Purpose

The Technology Committee serves as an oversight committee on matters of Information Technology and is responsible for setting the information technology strategic direction of the Association. The committee promotes the use of technology, recommends Association-wide information technology policies, procedures and standards; reviews and recommends priorities for the Association; oversees and monitors

technology implementation projects; and serves as a technology information resource to the Association.

The Committee reports to:

The AAPL President and confers with the AAPL Executive Vice President.

The Committee membership consists of:

Chairman, assistant chairman, volunteers from the membership base, liaison to the AAPL President, AAPL staff IT Administrator (ex-officio) and other AAPL staff members (ex-officio) as deemed necessary.

The Committee is responsible for:

1. Providing oversight for the Association's use of technology and information resources, including selection and implementation of information technology systems;
2. Developing a Strategic Technology Plan for the Association and from time to time review and recommend changes to the Strategic Technology Plan;
3. Assessing, monitoring and recommending technical and human resource requirements necessary to implement new and maintain existing technologies and systems;
4. Identifying and recommending technology solutions which can be adopted to improve the efficiency and quality of business processes and activities of the Association;
5. Understanding and being aware of technology requirements and issues throughout the Association through active involvement with all Association Committees and the Staff;
6. Undertaking tasks submitted by the President and the Executive Vice President;
7. Acting as an authoritative body for information technology policy compliance and procedures;
8. Actively monitoring technology issues, trends and emerging technologies, gauge their estimated impacts on the Landman profession, and help the profession take the necessary preparatory steps to position for the future.

Special Standing Committee(s)

Council of Past Presidents (“COPP”)

(APPROVED - June 15, 2016)

(REVISED - June 21, 2017)

(REVISED – June 20, 2018)

Responsibilities and Definitions of COPP.

- **COPP Membership.** COPP will be comprised of all AAPL Past Presidents and will act at the request and direction of the current AAPL President;
- **Purpose.** COPP will provide guidance and advice to the AAPL President and/or Executive Committee; Executive Vice President; Board of Directors; and/or Committees on matters which COPP deems necessary, or matters for which COPP may be asked to render an opinion;
- **Standing Committee.** Although an AAPL Standing Committee, COPP does not have authority to bring a motion to the Board and is excluded from and operates independently of the requirements of other AAPL Standing Committees (including without limitation, COPP shall be exempt from Standing Committee: member term limits, required meeting intervals and/or quarterly reporting requirements);
- **Recommendations.** COPP may make recommendations to the President and/or Executive Committee for their further consideration and handling; and
- **Members in Good Standing.** Participation of COPP members in this Standing Committee is

subject to compliance with *Article XVI – Code of Ethics* of the AAPL Bylaws.

- **AAPL Presidential Archive Project.** COPP will administer and provide oversight to the AAPL Presidential Archive Project. The AAPL Presidential Archive Project is intended to capture historical data/information of AAPL Past Presidents, and other persons of interest that have influenced the history of AAPL, not only in an attempt to preserve the heritage of AAPL but to understand the growth of AAPL and its members and their transformation in assuming greater responsibility throughout our companies and industry.

Privileges and Benefits of COPP.

- **Golden Lease Membership.** COPP members may enjoy all of the rights and benefits of AAPL's Golden Lease Membership, as set forth in *Article V.3.D – Membership* of the AAPL Bylaws;
- **Certification.** COPP members shall be exempt from the continuing education and/or ethics requirements to maintain their AAPL Professional Certifications, but shall file for recertification every five years to maintain said certification status;
- **Annual Meeting.** The Member Registration fee will be waived for any Past President and its Spouse *or* one Guest shall also receive a waiver of its Member or Spouse/Guest Registration fee. Any optional tours, or other chargeable events are to be paid by the Past President upon registration for the Annual Meeting;
- **Board Meetings/Receptions.** COPP members shall have a standing invitation to all AAPL functions, including Board Meetings and Receptions; and
- **NAPE.** Upon registration, Past Presidents shall have a standing invitation to the Sponsors' reception, pre-luncheon speaker reception and be seated at the table reserved for Past Presidents at the NAPE charity luncheon, and other notable events.

AAPL Educational Foundation, Inc.

APPROVED – JUNE 17, 2015

The Foundation is administered by a Board of eight (8) Directors comprised of the 3rd Vice President and the Treasurer of the AAPL and six (6) Directors voted on and approved by the Board of Directors of the AAPL.

The President of AAPL is the Chairman of the Foundation Nominating Committee.

The 3rd Vice President serves as Chairman of the Board of Directors.

Directors carry out the purpose of the Foundation which is to further the development of the AAPL Educational Foundation, Inc. within the meaning of Sec. 501(c)(3) of the Internal Revenue Code of 1954.

Powers, duties, responsibilities and authority of Directors are governed by the Articles of Incorporation and the Foundation Bylaws.

Directors of the Educational Foundation, Inc. shall be allowed to participate in Quarterly Board of Director meetings and events at the same status as a Director of the Board of Directors without voting privileges.

While serving as a voting Director of the Education Foundation, the Director shall not hold any additional duties of any Standing Committees of AAPL without receiving Presidential approval.

AAPL Educational Foundation Fund-Raising

Policies

Chairman serves as a member on the AAPL Super Fund-Raising Committee.

Reports to the AAPL Educational Foundation, Inc. Board of Directors.

Under the direction of the Educational Foundation Board of Directors, will develop, market, administer and be accountable for all fund-raising projects for the Foundation.

AAPL Landman Scholarship Trust

(REVISED – JUNE 6, 2013)

(REVISED – JUNE 21, 2017)

(REVISED – APRIL 2, 2018)

By Way of Explanation:

The Landman Scholarship Trust (the “Trust”) shall be administered by a Board of Trustees (the “Board”). The Second Vice President of AAPL shall be the Chairman of the Board. The Chairman of the Board, after consultation with the Trustees, will determine the total number of Trustees necessary to support the accredited undergraduate and graduate degree programs with a maximum number of no more than twelve Trustees at any given time. At a minimum, the Trust shall be administered by a Board of seven Trustees.

The Trust has been created and formed for educational purposes within the meaning of Sec. 501(c)(3) of the Internal Revenue Code of 1986.

The powers, duties, responsibilities and authority of the Trustees are governed by the 1994 Amended Declaration of Trust for the Landman Scholarship Trust and shall include but not be limited to the following: to award cash scholarships to qualified and deserving undergraduate and graduate students from the colleges or universities which offer an active and accredited curriculum in Natural Resources Management or similar curriculum who wish to further their training in professional land work, natural resources management, or associated occupations.

Scholarship Eligibility:

Those AAPL accredited undergraduate and graduate programs whose accreditation status is classified as “Full Accreditation Status” or “Provisional Accreditation Status”, as defined by the AAPL Accreditation Committee, are eligible to apply for and receive scholarships from the Trust. Those AAPL accredited undergraduate and graduate degree programs whose accreditation is in a “Probation Accreditation Status”, as defined by the AAPL Accreditation Committee, are not eligible to apply for and receive scholarships from the Trust. Notwithstanding a program’s eligibility to make application for scholarships, all such scholarships will be granted at the discretion of the Board.

Reimbursement of Travel Expenses:

Qualifying travel expenses (i.e.: airfare, personal mileage, taxi, or rental car, hotel accommodations, etc.) incurred by members of the Board on behalf of and in support of the Trust are reimbursable up to \$750.00

per Trustee, per qualifying trip. Receipts evidencing such incurred expenses must be submitted in conjunction with the Trust's form expense report within thirty days of travel. Meals and entertainment are not considered qualifying travel expenses. Expense reimbursement is subject to final approval by the Chairman of the Board.

Emergency Procedures

Action to be taken in the event of personal injury or fatality occurring at any AAPL sponsored event/activity:

The person (AAPL representative) in charge at the event/activity must:

Give priority attention to providing all reasonable care for the injured person or persons, secure a doctor, ambulance, police, fireman, clergy, as appropriate.

Obtain names, addresses and phone numbers of all witnesses.

Obtain a written statement of what happened if witnesses must leave before police arrive.

In the event of a fatality, always notify the police. Retain a responsible adult at the scene of the accident, see that no disturbance of victim or surroundings is permitted until police have assumed authority.

Contact the Executive Vice President or Office Manager of AAPL, or the legal counsel for AAPL as appropriate. Secure additional assistance as needed.

Anyone involved in a serious accident, emergency or fatality shall make no statement orally or in writing which could be interpreted either as an assumption or rejection of responsibility for the accident until **all** facts are known.

No comments shall be made to the news media. Refer news media to AAPL's spokesperson that is available, i.e. EVP; President; First Vice President or legal counsel.

The AAPL spokesperson shall be designated by the AAPL President and/or the EVP.

Executive Vice President, President or First Vice President:

Give priority attention to requirements at the scene of the accident or emergency as requested or judged necessary for the utmost protection of the injured person or victim.

Establish who will act as the AAPL's spokesperson. Exercise care that no statements are made orally or in writing which could be interpreted either as an assumption or rejection of responsibility for the accident until all facts are known.

Use the telephone for immediate official communication with:

- Parent or Guardian...Reporting nature of emergency, condition of injured person, securing parents' wishes regarding medical treatment, hospitalization, treatment, personal attendance.

- President
- Members of the Executive Committee
- Insurance representative, attorney and other officials as deemed appropriate.
- Call all staff into the office. Call in crisis team of executive committee, attorney and persons sensitive to community to handle media and draw up statement.

Continue any further communications with next of kin with the advice of, or in the presence of, the AAPL legal counsel.

Keep a team of at least two (2) individuals to monitor the phones for continued reports of any developments. All calls pertaining to incident will be answered by the AAPL's spokesperson.

Keep a record of **all** telephone conversations and communications for AAPL's files. Provide space for a press conference, if necessary, and confine media to that area. Issue a press release, rather than holding a press conference, if possible.

Provide for press release, if requested, only that information which has been cleared by AAPL's Executive Vice President, President and legal counsel.

Complete and submit a written report to appropriate insurance companies with AAPL's legal counsel approval.

Complete and submit a written report, with AAPL's legal counsel, for AAPL's files.

Follow-up of a serious accident, emergency or fatality:

Decide what information is to be disseminated, to whom and procedures for same.

Prepare a chronological report, regarding:

- Exact time of each occurrence
- Each step taken, and by whom
- Exact statements made, to whom and by whom
- Statements, that have been read, approved and signed by all persons involved
- A sketch of the scene, including physical pertinences and placement of people involved
- Names, addresses, and phone number of **all** witnesses

Attach to the report all consent forms, medical records, and other pertinent data. (Make copies of all for duplicate record.)

OTHER EMERGENCY

In the event of an emergency involving a bomb threat, gas leak or any other situation of perceived physical harm, the area or building should be evacuated, 911 called and the Executive Vice President called. If the building is AAPL headquarters, all evacuated employees should meet at the AAPL sign.

Employee Benefits

It is the policy of the Association to provide a competitive benefit package for all employees. The benefit programs may include, but are not limited to, vacation, life insurance, major medical insurance, disability insurance, retirement plan and sick leave. The Executive Vice President shall regularly assess the programs required to maintain a competitive employment benefits package. In addition, the Executive Vice President shall regularly review vendors and providers of benefits and select those that provide programs of quality and within approved budget levels.

The benefits programs shall be reviewed annually with the Executive Committee.