

**BYLAWS
OF
THE ALASKA CHAPTER OF THE ASSOCIATION
OF PUBLIC-SAFETY COMMUNICATIONS
OFFICIALS-INTERNATIONAL, INC.**



**Alaska Chapter of APCO
Chartered
By the National Parent Organization
Associated Public-Safety Communications Officers**

1.0 ARTICLE I MEMBERSHIP

Section 1 Membership Application

- 1.1 Applications for membership shall be executed upon standard forms as will be provided by APCO International, Inc. and/or the Alaska Chapter. Completed applications shall be forwarded to APCO International, Inc. membership office. Applications received by the Alaska Chapter will be forwarded to APCO International, Inc.

Section 2 Effective Date of Membership

- 1.2 Upon receipt of approved application and proper dues, the APCO International, Inc. membership office shall issue a membership card to the new member.

2.0 ARTICLE II DUES

Section 1 Annual Membership Dues

- 2.1 The dues for chapter membership for all classifications, except as designated in Section 2 of their article, shall be as defined by APCO International, Inc. **The Chapter will receive a percentage of the total dues paid by each member category to APCO International, Inc.** Dues are payable upon notification from the APCO International, Inc. membership office.

Section 2 Exemptions

- 2.2 Chapter Honorary and Chapter Life members shall be exempt from chapter dues. The Secretary shall forward to the membership office of APCO International, Inc. a listing of such members along with a check in the amount of the regular subscription fee for the **Bulletin** for the Chapter Honorary and Chapter Life members. Multiple members shall pay chapter dues directly to the Secretary.

3.0 ARTICLE III – CHAPTER ELECTIONS

Section 1 Eligibility

- 3.1 Only members who hold ACTIVE membership status in their Chapter may be considered for any elective position in their Chapter. Active membership is defined as someone who currently hold a membership with APCO or who has submitted the appropriate paperwork and payment to the Chapter Secretary/Treasurer by the date of the election.

Section 2 – Board Positions

- 3.2 The officers of Chapter President and First Vice-President shall normally be filled by advancement in rank. The Second Vice-President and Secretary/Treasurer shall be elected bi-annually. Position of Association Executive Council member will be elected every three years. Other positions can be created at the recommendation and majority approval of the Board.

Section 3 – Elections

- 3.3 All elective positions in their Chapter shall be elected by ballot from nominations submitted by the nominating committee in accordance with these bylaws. The exception to the ballot vote is if a there is only one candidate for a position then the vote can be done by voice vote at the discretion of the President. Such balloting shall be done at the last scheduled business session at the Fall Chapter Conference.

Section 4 - Term of Office

- 3.4 All candidates elected at the Fall Chapter Conference shall serve a term in office of two years. They will be sworn in by the immediate Past President subsequent to their election and prior to the adjournment of said Fall Chapter Conference.

Section 5 – Vacancies in Office

- 3.5 A vacancy in the office of President shall be filled by advancement in office from the position of the Vice President.
- 3.6 Vacancy in the office of Vice President, Secretary, Treasurer, Association or Association Executive Council member shall be filled by appointment of the President, confirmed by the executive board, and such approved, qualified appointee shall perform their duties in an acting capacity until the next regular election of the office to which they have been appointed.

- 3.7 Should the office of President and Vice-President become vacant at the same time, an emergency meeting of the Executive Board will be convened by the Secretary of the association for the purpose of appointing a new acting President and Vice-President until such election can be held to fill the office.

4.0 ARTICLE IV – MEMBERSHIP QUORUM

- 4.1 The Active members attending a Chapter business meeting shall constitute a quorum of such meeting.
- 4.1.1 A total of three Executive Board members and an at least 3 other Active category members represented in person shall constitute a quorum at any meeting.

5.0 ARTICLE IV – OFFICERS AND AUTHORITY AND DUTIES

Section 1 – Authority

- 5.1 The necessary authority for the performance of duty by all officers of their Chapter is herewith established.

Section 2 – President

- 5.2 As soon as practical after taking office, the President shall call a special workshop type conference at which time he shall announce their appointments to Standing and Special Committees; outline objectives for the year; and chair a discussion on any proposed resolutions to be presented to the National APCO Conference Quorum.
- 5.3 The president shall be the Chairman of the Chapter Executive Board; shall be an ex-officio member of all committees of their Chapter; and shall preside at all Chapter conferences.
- 5.4 It shall be their duty to see that the conduct of all conferences is in keeping with the purpose of their Chapter as outlined in Constitution Article 1, Section 3.
- 5.5 Insofar as is financially feasible and possible, assistance for their attendance at National Conferences shall be considered a Chapter expense to the extent of air fare, per diem at the current State Governmental rate for those days of attendance, and the Conference registration fee.

Section 3 - First Vice-President (President Elect)

- 5.6 First Vice-President shall serve as Chairman of the Nominating Committee.
- 5.7 First Vice-President shall, during their term of office, screen the Chapter membership, contact prospective committee chairmen for the following

year, and have their appointments ready for presentation when they take office as President.

5.8 First Vice-President shall also present a slate of proposed candidates for the following year's officers at the annual Fall Chapter Conference.

5.9 First Vice-President shall participate in Executive Board responsibilities.

Section 4 - Second Vice-President

5.10 The Second Vice-President shall perform all the duties of the First Vice-President in their absence.

5.11 Second Vice-President shall serve as Vice-Chairman of the Activities and Membership Committee, as well as the Nominating Committee.

5.12 Second Vice-President shall participate in Board of Officers and Executive Committee responsibilities.

Section 5 - Secretary-Treasurer

5.13 The Secretary and Treasurer responsibilities are customarily, but not necessarily, combined into one office. In the event of separation of offices, responsibilities will be divided and delegated by the Chapter Executive Committee. For purposes of simplicity, their Section is written assuming the offices are combined.

5.14 Secretary-Treasurer shall serve as Secretary to the Board of Officers, the Executive Committee and the Chapter conference business and keep minutes as appropriate of subject meetings.

5.15 Secretary-Treasurer shall keep a complete roll of the membership of their Chapter, furnishing up-dated listings at frequent intervals to Chapter President, First Vice-President, and the Fall Chapter Conference Chairman.

5.16 Secretary-Treasurer shall receive all general funds belonging to the Chapter, and shall maintain a bank account for the orderly processing of all funds. Secretary-Treasurer shall pay from their account all Chapter obligations as prescribed by the Chapter Quorum, or upon orders from the Board of Officers and/or Executive Committee during intervals between Chapter conferences.

5.17 All disbursements shall require two signatures; that of the Secretary/Treasurer and the President, or in the Presidents absence or discretion the First Vice-President.

- 5.18 Secretary-Treasurer shall prepare a financial report and present it at the Fall Chapter Conference, and shall make the Chapter financial records available to the Executive Committee for auditing purposes at their discretion.
- 5.19 Secretary-Treasurer He shall promptly deliver all monies and records to their successor in office or to whomsoever the Chapter Executive Committee may designate to receive them.

Section 6 – Association Executive Council Member

- 5.20 The Association Executive Council Member shall represent the chapter on the association executive council. They shall attend the National Conference. They shall represent the chapter in a reasonable and proper manner and in particular, in a manner consistent with the desires of the quorum and the policies of the chapter administration.
- 5.21 When sufficient funds are available, the chapter shall pay travel and/or lodging expenses for the Association Executive Council Representative Meetings of the Association Executive Council Member.
- 5.22 If the Association Executive Council Member is unable to attend the annual conference, the President or their designee, may attend in their place and carry out their duties.

6.0 ARTICLE V – COMMITTEES

Section 1 – Designation

- 6.1 Committees formed in their Chapter shall be classified as:
 - 6.1.1 Standing Committees. Perennial or annual type committees which are assigned prescribed duties and responsibilities of a permanent nature or
 - 6.1.2 Special Committees. Ad-hoc type committees which are assigned specific duties and responsibilities in matters of a temporary but significant nature.

Section 2 - Standing Committees

- 6.2 Only ACTIVE members may serve as chairmen of standing committees.

6.3 Executive Board

- 6.3.1 The Chapter President shall be the Chairman of their Committee and its members shall consist of all elected officers, and the Immediate

Past President, who have been elected in accordance with the Chapter By Laws Article III.

- 6.3.2 The Executive Board shall have full power and authority during intervals between scheduled Chapter Conferences to perform all the functions which the Chapter might perform, except that it shall not have the power to amend the Constitution or By Laws.
- 6.3.3 The President may call their committee into session whenever the need arises, and shall call it into session at the Fall Chapter Conference prior to the general business session for the purpose of examining the Secretary-Treasurer's financial report and to decide on recommendations to make to the business session Quorum that would advance and effect objectives of the Chapter and National APCO.
- 6.3.4 The President may poll their committee on special matters by written communication in lieu of calling a special session.
- 6.3.5 Their committee may be called into special session on the written request bearing the signatures of four (4) of its members.
- 6.3.6 A simple majority of their committee shall constitute a quorum, and a simple majority vote of those present at a session, or polled in writing shall determine all issues, except that in the event of impeachment proceedings, a special meeting must be called and a two-thirds majority vote will be required for impeachment.

6.4 Activities and Membership Committee

- 6.4.1 The First Vice-President shall be the chairman of their Committee, and the Second Vice-President shall be the vice-chairman. In addition to its chairman, their Committee shall consist of at least two Chapter members who shall be appointed by the President.
- 6.4.2 Their Committee shall actively explore ways to reach new members for APCO and, just as importantly, to keep the members already enrolled.
- 6.4.3 Their Committee shall offer its assistance to the Fall Chapter Conference Chairman in planning a well-rounded program agenda, and shall assist with social arrangements.

6.5 Resolution and By-Laws Committee

- 6.5.1 Their Committee should actively keep a finger on the pulse of the needs of the Chapter as pertains to the Constitution and ByLaws, and

shall draw, or assist in drawing, resolutions to effect provisions for these needs.

6.6 Nominating Committee

- 6.6.1 Their Committee shall initially have as its Chairman the First Vice-President. However, as soon as practical, these ByLaws shall be amended to name the immediate Past President as Chairman of their Committee and include at least two additional Past Presidents as members.
- 6.6.2 Their Committee shall actively study the Chapter membership, observing individuals in an effort to evaluate interest in, and willingness to work at, promoting the goals of APCO, both at the Chapter and National levels.
- 6.6.3 Their Committee shall bring its recommendations to the Fall Chapter Conference Quorum, in the form of candidates for the offices of Second Vice-President, Secretary-Treasurer, and one member-at-large delegate to the Chapter Executive Committee in accordance with ByLaws.

6.7 Historical Committee

- 6.7.1 The appointed chairman of their Committee shall be the Chapter's representative to the National Historical Committee.
- 6.7.2 Their committee shall actively research, compile, and maintain a file on the records and history of the Chapter. It should include in its membership someone who is interested in photography and who will give of their talents (or get it done) in providing the Secretary with pictures to send to the National Executive Director as well as providing pictures for the National historical Committee, and for the Chapter Historical File.

6.8 Operating Procedure Committee

- 6.8.1 Their Committee shall consist of not less than four, and preferably six, members whose interests are primarily in the operations area.
- 6.8.2 Their Committee shall actively study the needs of all levels (administrative, supervisory, and operational) of personnel who are involved or interested in systems operations. Recommendations should be made to the Fall Chapter Conference Chairman so he may include in the conference agenda information slated toward meeting needs of these interested people.

6.9 Inter-agency Communications Committee

6.9.1 Their Committee should include both technical and operational types in its membership.

6.9.2 It shall study problems involved in inter-agency type communications networks such as Inter-City, Mutual Aid, PIN, and other related systems. It shall make itself available for recommendations as to operational procedures, technical applications, and net discipline to those agencies which seek its guidance.

6.10 Frequency Advisory Committee

6.10.1 Their Committee shall have as its chairman the Chapter Frequency Coordinator.

6.10.2 Their chairman shall have powers broad enough to make decisions on their own due to normal time limitations. He also shall have the power to appoint and form sub-committees to study any special or individual situations as he deems necessary. In essence, it shall be a one-man committee with power to call for ad hoc assistance.

Section 3 - Special Committee

6.11 The President shall appoint committees as the need arises. These special committees shall continue to serve and operate as such until the tasks for which they have been appointed have been completed to satisfaction of the President, or until changes are made by the President for the good and welfare of the Chapter.

Section 4 - Duties of Committees

6.12 The duties of all committees shall be defined by the President where otherwise not stated.

7.0 ARTICLE VI - AMENDMENTS

Section 1- Authority for amendment

7.1 The Constitution and/or ByLaws of their Chapter may normally be amended only by a two-thirds majority vote at the Fall Chapter Conference during a regular business session.

Section 2 - Normal Procedure for Amendment

- 7.2 The Constitution and/or Bylaws of the Chapter may normally be amended by presenting a resolution in writing to the Chapter President who shall have the Secretary-Treasurer notify, in writing, each Chapter member qualified to vote, of the proposed change at least thirty days prior to the Fall Chapter Conference. The actual amending vote shall take place at the Fall Chapter Conference and a two-thirds majority vote by Active members in attendance shall determine the issue.

Section 3 - Waiver of Requirements of Section 2

- 7.3 Should it become desirable to waive normal procedure to amend the Constitution and/or ByLaws of their Chapter, during a Fall Chapter Conference only, the following procedure shall be followed:
- 7.3.1 An announcement shall be made by the President of the request for waiver, and an outline of issues involved in such amending request(s);
 - 7.3.2 A motion and a second to waive normal amending procedures with sufficient time for discussion to determine the need for waiver;
 - 7.3.3 A three-fourths majority vote to waive the requirements of Section 2 of their Article;
 - 7.3.4 A two-thirds majority vote to determine each amending issue voted on separately.

Section 4 - Effective Date of Amendments and Resolutions

- 7.4 All resolutions passed and adopted by their Chapter in accordance with the rules set forth in their Constitution and ByLaws shall be in force and effect upon the adjournment of the conference wherein considered and adopted, provided an exception to their effect is not otherwise contained in the language of the resolution itself.

8.0 ARTICLE VII – RESOLUTIONS

Section 1 - Procedure

- 8.1 Every resolution, unless of a formal character or involving amendments to the Constitution and ByLaws requiring handling in accordance with ByLaws Article VI, shall be in writing and presented to the Executive Committee for consideration and report prior to the last day of the Fall Chapter Conference. Any resolution considered by the Executive Committee shall be presented to the Quorum, along with the recommendation of the Executive Committee, in sufficient time for consideration prior to voting on the resolution.

Section 2 - Rules for Order

- 8.2 Upon any questions coming before and conference of their Chapter which is not specifically provided for by the Constitution and/or ByLaws, the presiding officer shall be governed by Robert's Rules of Order.

9.0 ARTICLE VIII - EXPENSES

Section 1 - Specified Expenses

- 9.1 The Secretary-Treasurer shall be authorized the necessary funds to fulfill the requirements of their office as outlined in the Constitution and/or ByLaws of their Chapter.
- 9.2 Insofar as is financially feasible and possible, assistance for attendance at National Conferences or other Association related travel shall be considered a Chapter expense to the extent of air fare, per diem at the current State Governmental rate for those days of attendance, and the Conference registration fee.

Section 2 - Unspecified Expenses

- 9.3 The Executive Committee shall be authorized to approve all to the expenses not specifically outlined in the Constitution and/or ByLaws of their Chapter.

10.0ARTICLE IX PROCEDURE

Section 1 Amendment of Bylaws

- 10.1 Proposed amendments to the Bylaws shall be mailed to the membership and/or posted on the Chapter Web Site at least **60 days** prior to the conference at which action is expected to be taken. Amendments can take place at any conference as long as proper notification is given.
- 10.2 The Bylaws of the chapter may be amended by a three-fourth-majority vote of a conference quorum, provided in Section 1 of this article has been followed.

Section 2 Ruling Body

- 10.3 The active membership is the ruling body of this chapter.
- 10.4 Its presence shall be represented at a conference by the quorum.

Section 3 Impeachment

10.5 Two-thirds vote of the Executive Committee shall be required for the removal from office of an elected officer of this chapter.

Section 4 Parliamentary Procedure

10.6 Upon any question coming before this chapter not otherwise specifically provided for in the Constitution and Bylaws, the presiding officer shall be governed by the current edition of "Roberts Rules of Order".

11.0 ARTICLE X DISBURSEMENT OF ASSETS UPON DISSOLUTION

11.1 Should the Alaska Chapter of APCO be dissolved, all assets shall be distributed to APCO International, Inc., or to an organization or organizations of similar purposes as selected by the Executive Committee if between conferences, or by a two-thirds majority vote of the conference quorum.