

# North Carolina APCO :: By Laws

*Last Updated: September 2, 2009*

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## **Constitution of the**

**North Carolina Chapter of Association of Public Safety Communications Officials  
APCO (APCO)**

**As Amended ~~September 2, 2009~~ September 15, 2010**

## **Article I Name, Charter Limits, and Purpose**

### **Section 1. Name**

**1.1** This organization shall be known as the NORTH CAROLINA CHAPTER OF APCO     
~~(Association of Public Safety Communications Officials International, Inc.)~~

### **Section 2. Charter Limits**

**2.1** This Chapter is chartered by APCO, Inc. (also referred to in this document as "The Association", and covers the State of North Carolina.

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**Section 3. Purpose**

The purpose of this organization shall be to:

**3.1** Lend support to, create interest in, and foster expansion of the parent organization Association of Public-Safety Communications Officials-International, Inc. (APCO).

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**3.2** Foster the development and progress of public-safety communications by means of research, planning, coordination, training and education.

**3.3** Promote the rapid and accurate collection, exchange and dissemination of information relating to emergencies and other vital public-safety communications among and between all levels of local, state, and federal governments and those who work with them.

**3.4** Represent its members and public-safety communication interests in general before regulatory and policy-making bodies as may be appropriate.

**3.5** Strive to protect the citizens and their property and provide for their welfare by these and other appropriate means.

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**3.6** Provide for membership in the Chapter in accordance with the language of its' Constitution and Bylaws of the Association now, and which may later be provided and in effect. Membership in this Chapter shall be of such classifications and having such rights, requirements, privileges, and restrictions so as to be in keeping with the purposes and intents of the Association.

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**3.7** Make formal petitions by way of resolutions in proper format and following established requirements at such time as is felt that changes are needed in the Constitutions and/or Bylaws of the Association.

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**3.8** Encourage participation in the affairs of the Association by the authorized Chapter delegates to the Executive Council and Frequency Advisory Committee through financial assistance to off-set part of their expenses involved in attending the Association Conference, and the Executive Council meeting of the Association.

**3.9** Abide by the provisions and requirements of the Constitution and Bylaws of the Association, which shall take precedence in all matters and questions in the Chapter.

**Section 4. Chapter Eligibility for Retaining Their Charter**

**4.1** Should any of the following occur between the Annual Conferences of the Association, and the Charter of the North Carolina Chapter of APCO will be subject to cancellation or modification by the Executive Council, if upon a review of the particular facts, such action appears appropriate:

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\_\_\_ The voting membership of the Chapter (Active Class Only) declines to less than eleven (11);

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\_\_\_ Failure of this Chapter to hold formal meetings at least twice a year within its chartered area; or

Should any of the requirements upon this Chapter as established in the Constitution and Bylaws of the Association not be strictly adhered to.

**Article II  
Membership, Voting, Authority, Public Safety.**

**Section 1. Membership**

1.1 Membership in this Chapter shall be open to persons of good Character who meets its' membership requirements as set forth in Bylaws Article I – Section 2.

1.2 With the exception of the sustaining classification, the association is an association of individual members.

**Section 2. Voting and Elected Officers**

2.1 The right to vote and hold office in this Chapter is set forth in Bylaws Article I under individual membership classifications.

**Section 3. Authority**

3.1 The voting membership is the ruling body of this Chapter. It is represented at an Association Annual conference by a Quorum as defined in Bylaws Article VI Section 3.1. The Quorum at such times wields the power of this Chapter. The Chapter **Executive Committee Board** exercises this power when the Quorum is absent.

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**Section 4. Public Safety**

4.1 Public Safety is defined as that function of government which provides public services with law enforcement, forestry conservation, fire, highway maintenance, emergency rescue and medical services, Emergency Management and related activities supported or endorsed by state and local governments.

**Article III  
Executive Committee Board**

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Establishment, Authority, Duties, Quorum Procedures

**Section 1. Establishment**

1.1 There shall be an Executive **Committee Board**. The Chapter President shall be the **Chairman Chairperson** of this **Committee Board**. It shall consist of the **Chapter's elected officers, the immediate Past President, and six (6) Regional Ambassadors First Vice President, Second Vice President, Secretary, Treasurer and Executive Council Representative**, elected in accordance with Bylaws Article IV Section 3.

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1.2 **Regional Ambassadors of the Chapter Executive Committee are eligible to succeed themselves.**

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**Section 2. Authority**

2.1 The Executive ~~Committee Board~~ shall perform all functions and do those acts the annual Association Quorum might do; however the Executive ~~Committee Board~~ shall not amend the Constitution and Bylaws of the Chapter.

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### Section 3. Procedures

3.1 The President shall call this ~~committee Board~~ into session whenever the need arises, and shall call it into session no later than November 30<sup>th</sup> of each year and shall present all findings of the Executive ~~Committee Board~~ at the first bi-monthly Chapter meeting after November 30<sup>th</sup>.

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3.2 The President may poll this ~~Committee Board~~ on special matters in lieu of calling a special session.

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3.3 This ~~Committee Board~~ may be called into special session on the written request bearing the signatures of four (4) of its members.

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3.4 A simple majority of this ~~committee Board~~ shall constitute a Quorum and a simple majority vote of those present at a session or polled shall determine all issues, except that in the event of impeachment proceedings, a special meeting must be called and a two-thirds (2/3) majority vote of the Committee will be required for impeachment.

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## Article IV Board of Officers

### Section 1. Designation

1.1 There shall be ~~an Executive Committee~~ Board of Officers. The Chapter President shall be the ~~Chairman~~ Chairperson of this ~~Committee Board~~. It shall consist of the ~~Chapter's elected officers~~ First Vice President, Second Vice President, Secretary, Treasurer, Executive Council Representative, the immediate Past President, and six (6) Regional Ambassadors, elected in accordance with Bylaws Article IV Section 3.

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### Section 2. How Elected

2.1 The officers of the Chapter shall be elected by ballot in accordance with Bylaws Article IV Section 3.

2.2 If there are no additional nominees to those presented by the nominating committee, they may be elected by acclamation.

## Article V Amendments

### Section 1. Provisions for Amendments

1.1 The Constitution of the Chapter may normally be amended only by a two-thirds (2/3) majority vote of the Quorum at the Annual Conference in accordance with Bylaws Article VIII.

1.2 If, in the interest of time in and effort to comply with the intent of the Association, or if deemed in the best interest of the this Chapter, it is desirable to make amendments during the Annual Conference only, the procedures in Bylaws Article VIII Section 3 shall be

followed.

**North Carolina Chapter of APCO  
Chartered August, 11, 1962  
By the Parent Organization  
Association of Public-Safety Communications Officials International, INC.  
ByLaws  
As Amended**

~~September 10, 2003~~ **September 15, 2010**

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**Article I  
Membership Classifications**

**Section 1. Classification**

**1.1** The membership of the Chapter shall be divided into the following classes: Active, Member, Engineer/Technician, Commercial, Associate, Information Technologist, Chapter Honorary, Retired, Multiple and Chapter Life

**1.2** This chapter also recognizes ~~Lifefife, Governmental~~ **governmental, Sustaining** ~~sustaining,~~ and supporting members as defined herein and in the Bylaws of the Association.

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**1.3** Applications shall be processed in accordance with the provisions of this Article.

**1.4** Members shall be admitted in strict conformity with the classification requirements herein set forth. Membership shall not be denied on the basis of race, color, creed, national origin or numerical limitation. Chapter members are Association Members.

**Section 2. Active Member**

**2.1** Personnel responsible for design, construction, installation, maintenance, command and operation of public safety systems and supporting information systems. Such persons must be employed by, retired from or a volunteer of a governmental entity providing the described services. Members must be actively engaged in or retired from the performance of the described services for the specific entity on a regular basis and may not have a conflicting commercial interest which provides a significant portion of their income. Examples of qualifying positions include but are not limited to engineers, technicians, managers, supervisors and telecommunicators.

**2.2** Active members may serve in any capacity, vote and hold elective office and shall be the ruling body of this Chapter.

**Section 3. Member**

**3.1** Those non-administrative and non-supervisory personnel otherwise meeting the requirements of the chapter, who at the applicant's discretion may select this category and those persons not meeting the requirements of any other category of membership, are eligible for this category.

**3.2** Members may not vote at the International Level and may not hold office at the International Level or Chapter Level, provided however, they may vote at the Chapter level

on Chapter matters and vote to make recommendations on all matters at that level. They may not chair a committee, although they may serve on special and/or service committees as may be permitted in accordance with the intent for this class of membership in the Association Constitution and Bylaws. They may otherwise enjoy all benefits of this class.

#### **Section 4. Commercial member**

**4.1** Those persons who received compensation in any form for services rendered in business and industry, derived by the design, manufacture, lease, rental, or promotion of components, equipment systems, or other related items which are used or can potentially be used by public safety entities are eligible for this classification.

**4.2** Those persons or employees of a company who engage in writing, publishing, advertising or consulting in the land mobile communications field.

**4.3** Commercial members may not vote and may not hold office, but may serve on, vote within, and chair Commercial Advisory Committees and special related committees.

#### **Section 5. Chapter Honorary Member**

**5.1** Those persons who have may significant contribution to the objectives of the Chapter.

**5.2** Retired members who have held membership in any classification for more than 10 consecutive years. In such event, the title and privileges of this classification shall be added to those of his Retired membership classification.

**5.3** The Chapter Executive, **Committee Board** shall make a recommendation to the Chapter Quorum at the Annual Conference that such honor be bestowed.

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**5.4** The Chapter Quorum, during the same Annual Conference shall approve recommendation by a majority vote.

**5.5** The term of this recognition shall be for a period of one (1) year.

**5.6** Persons so honored shall not accrue any additional benefits or privileges, provided the chapter shall pay 100% of the member's dues in accordance with the requirements of the Association.

#### **Section 6. Multiple Member**

**6.1** A member of this Chapter may affiliate with other Chapters of this Association, and this Chapter shall offer reciprocity to members of other Chapters in accordance with the provisions of the Constitution and Bylaws of the Association and the Chapter in which they are joining pertaining to this classification.

**6.2** A paid up member of another Chapter, in any class, who wishes to affiliate with this Chapter as provided by the Association.

**6.3** Their membership in this Chapter shall be in the same classification as that held in their home chapter, and they shall be issued a membership card identical to the one issued by his/her chapter, except that the word MULTIPLE shall be entered as a prefix to the membership classification.

**6.4** Their membership in the Chapter shall be reported to the Association. Only this Chapters portion of dues shall be collected and it shall be retained by this Chapter as provided for by the Association.

**6.5** Multiple members of this Chapter may not vote and may not hold office but may serve on special committees.

### **Section 7. Association Life Members**

**7.1** Any member of APCO who has made significant contributions beyond the normal call of duty toward the successful attainment of the objectives of APCO at the Association level may be eligible for LIFE membership.

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**7.2** This honor may only be bestowed upon nomination by the Executive CommitteeBoard, following recommendation by the Chapter in accordance with the requirements for this class as outlined in the Constitution and Bylaws of the Association, and the subsequent confirmation by a majority vote of the Quorum of an Annual Association Conference.

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**7.3** The title of LIFE, when bestowed, shall be in addition to the regular membership title of member, and they shall enjoy all of the privileges of their regular membership classification and shall be exempt from the payment of any dues at the Chapter or Association levels.

**7.4** This Chapter shall recognize any member(s) within its chartered area so designated by the Association, and shall welcome such member(s) into full membership privileges in keeping with the regular membership classifications of the member(s).

### **Section 8. Governmental Member**

**8.1** This classification is defined by the Constitution and Bylaws of the Association.

**8.2** The individual members of an applicant group qualifying for governmental membership shall be classified and governed in this Chapter according to their individual qualifications, in their class, but shall be granted all the additional benefits specified for Governmental Memberships by the Association.

### **Section 9. Supporting Member**

**9.1** This classification is defined in the Constitution and Bylaws of this Association.

**9.2** The individual members of an applicant group qualifying as a Supporting-supporting member shall be classified and governed as COMMERCIAL members of the Chapter, but shall receive all additional benefits pertaining to this class as provided for by the Association.

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**9.3** The individual members of a SUPPORTING membership group may not vote and may not hold office, but may serve on special committees.

### **Section 10. Chapter Life Member**

**10.1** Each Chapter desiring to confer Chapter Membership shall develop a list of requirements for this class of membership. This list shall be included in the Chapter Constitution and Bylaws.

**10.2** A suggested list of qualifications for the class of membership shall be maintained in the Association Policy Manual.

**10.3** This honor shall be bestowed upon qualified members of their class by the nominee's Chapter upon recommendation by the Chapter Executive ~~Committee Board~~ and majority approval of the Chapter Quorum. This appointment shall be sent to the Membership Department at the Association Office.

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**10.4** The privileges of a Chapter Life Member shall be determined by the class of membership for which the member would otherwise qualify.

**10.5** The Chapter conferring this membership classification shall pay annually to the Association Office the dues amount specified in the Association Bylaws at the rate for the members qualifying class, for each such member during the membership term.

### **Section 11. Senior Grade**

**11.1** A descriptive grade of "senior" member may be added to the classes of Active, Commercial, or Member.

**11.2** To be eligible for the honor, a member shall meet the following qualifications:

           **11.2.1** Membership for 10 Consecutive years or more.

           **11.2.2** Not less than 3 significant contributions to the Association, including one            on the Association level. These are defined in the Policy Manual.

           **11.2.3** Shall be a member in good standing at the time of the award.

**11.3** Nomination to senior membership grade shall be initiated at the Chapter level upon recommendation by one Past Chapter President, approval by the Chapter Executive ~~Committee Board~~ and the Chapter Quorum.

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**11.4** Senior membership grade by the Board of Officers of the Association at its Annual Conference meeting upon presentation of the resolution and sufficient documentation of qualifications to merit the award.

### **Section 12. Other Memberships**

**12.1** In addition to the classes of membership outlined in this Article, this Chapter shall recognize any other membership classifications as may be provided for by the Association in a manner in keeping with the intent of the Association for such classification.

### **Section 13. Membership Status**

**13.1** Should the status of any member change so as to affect their membership qualifications, they shall automatically have their membership classification changed to conform to their new qualifications.

## **Article II Becoming Member**

**Section 1. Application**

1.1 Application for membership shall be made in writing and signed by the applicant upon forms provided by the Association. Completed applications shall be submitted to the Association for processing.

**Section 2. Classification**

2.1 Upon receipt of an application for membership, the Association shall determine the qualifications and eligibility of the applicant for membership. When eligibility has been determined, the Association shall notify the applicant of their appropriate membership classification and dues structure for that class.

**Section 3. Effective Date of Membership**

3.1 Upon receipt of dues for membership, the Association will issue a membership card.

**Article III  
Dues**

**Section 1. Annual Membership Dues**

1.1 Dues of the Chapter membership for all classes except Chapter Honorary and Chapter Life members shall be set by the Association at a tiered level. This amount may change from year to year at the discretion of the Association.

1.2 Chapter Honorary and Chapter Life Members shall not pay any Chapter or Association dues. The Treasurer will forward to the Executive Director of the Association a listing of such members along with the amount prescribed by the Association **Constitution & Bylaws's** for the Bulletin, so these members maintain interest in the affairs of the Association.

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**Section 2. Association Dues**

2.1 Membership dues shall be designated by the Association for each particular class of membership.

**Article IV  
Chapter Elections**

**Section 1. Eligibility**

1.1 Only members who hold an ACTIVE membership status in this chapter may be considered for an elective position in this Chapter. Members holding the membership status of "MEMBER" must upgrade their membership status to "ACTIVE MEMBER" in order to hold an elective position on the Executive **CommitteeBoard**.

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1.2 Any member wishing to hold an elective position in this Chapter, MUST submit a letter of intent and approval signed by their immediate supervisor to the Nominating Committee prior to running for any office.

**Section 2 Positions to be Filled**

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**2.1** The Offices of Chapter President and First Vice President shall normally be filled by advancement in rank. The Second Vice President, Secretary, Treasurer, Association Executive Council Representative, and six (6) Regional Ambassadors shall be elected. ~~All officers will be elected for a one-year term, with the exception of the~~ Executive Council Representative, ~~Secretary, Treasurer,~~ and the Regional Ambassadors, ~~which shall~~ be elected for a two-year term. ~~Both the~~ **The Secretary, Treasurer,** Executive Council Representative and the Regional Ambassadors may succeed themselves.

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**2.2** Regional Ambassadors will be elected by regions, and must ~~reside- work~~ within the region in which they intend to serve. ~~Regional Ambassadors cannot be retired.~~ These regions will mirror those used by the NC Chapter of NENA in electing their regional representatives. A person serving as a NENA regional representative may not serve as an APCO Regional Ambassador at the same time. Regions will be identified and described as follows:

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**Region A:** Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde,  ~~Martin,~~ Pasquotank, Perquimans, Pitt, Tyrell,  ~~and~~ Washington counties.

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**Region B:** Chatham, Durham, Edgecombe, Franklin, Granville, Halifax, Harnett, Johnston, Lee, Nash, Northampton, Orange, Person, Vance, Wake, Warren,  ~~and~~ Wilson  ~~counties.~~

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**Region C:** Bladen, Brunswick, Carteret, Columbus, Craven, Cumberland, Duplin, Greene,  ~~Hoke,~~ Jones, Lenoir, New Hanover, Onslow, Pamlico, Pender, Roberson, Sampson,  ~~and~~ Wayne counties.

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**Region D:** Alamance, Anson, Caswell, Davidson, Davie, Forsythe, Guilford, Montgomery, Moore, Randolph, Richmond, Rockingham, Scotland, Stokes, Surry,  ~~and~~ Yadkin counties.

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**Region E:** Alexander, Alleghany, Ashe, Avery, Burke, Cabarrus, Caldwell, Catawba, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly, Union, Watauga,  ~~and~~ Wilkes counties.

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**Region F:** Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Swain, Transylvania,  ~~and~~ Yancey counties.

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**2.3** In an effort to maintain some degree of experience and continuity on the ~~Executive Committee~~ **Board of Officers,** Regional Ambassadors will be elected to staggered terms. Representatives from Regions A, C, and E will be elected for a two year term in odd numbered years, beginning in 2001. Representatives from Regions B, D, and F will be elected for a two-year term in even numbered years, beginning in 2002.

### Section 3. How Filled

**3.1** Beginning immediately after appointment by the incoming President, the Nominating Committee, consisting of no less than 3 members and chaired by the Immediate Past President, will begin the process of locating eligible candidates that may be interested in serving as a Chapter Officer.

**3.2** The Nominating Committee will solicit input from the Chapter membership as to worthy candidates by placing a nomination ballot on the Chapter website. To place nominations via

the website, the member must provide an individual email address and their APCO membership number. Nomination ballots will be made available to the Chapter membership no later than January 31<sup>st</sup>. Chapter members who do not have email and internet access may request a paper nomination ballot by contacting the Nominating Committee Chair. The paper ballot must be returned with the member's signature and APCO membership number.

**3.3** All nomination ballots must be cast on the website, or paper ballots returned to the Nominating Committee, no later than March 1<sup>st</sup> in order to be considered a valid ballot.

**3.4** The Nominating Committee will review the candidates to validate their eligibility, and to confirm they agree to accept the office for which they have been nominated. The committee will also confirm they have submitted the required letter of intent, and approval from their Supervisor. This slate of potential officers shall be presented to the Executive **Committee Board** at their bi-monthly meeting held during the month of March. The Executive **Committee Board** will review all documentation and vote to confirm the candidates.

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**3.5** The official list of candidates running for Chapter Officers will be announced to the membership at the Chapter meeting held during the month of May.

**3.6** A ballot to vote for the coming year's slate of officers will be made available on the Chapter website no later than June 1st. A paper ballot will also be created for those members who do not have email and internet access. To vote on the website, a member must provide an individual email address, and their APCO membership number. Paper ballots will only be sent to a member who notifies the Nominating Committee Chair and requests one in writing. Paper ballots returned to the Nominating Committee Chair must contain the member's signature and APCO membership number.

**3.7** All voting ballots must be cast on the website or returned to the Nominating Committee Chair **postmarked** no later than July 31<sup>st</sup>.

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**3.8** The Nominating Committee shall meet at a time and place of their choosing to tally the votes prior to the Chapter Business Meeting at the Annual Conference. All Nominating Committee members should be present when the votes are tallied. If a Nominating Committee member cannot be present, the Nominating Committee Chair shall enlist the aid of a Past President in counting the votes. There must be a minimum of 3 people present for the vote counting process.

**3.9** The Nominating Committee Chair shall present the results of the election to the Chapter President prior to the business meeting at the Annual Conference, or be prepared to be recognized by the Chapter President at the business meeting, and present the results of the election to the membership.

**3.10** If a person is running unopposed for a Chapter Officer position, that person will be elected by acclamation.

#### **Section 4. Date for Taking Office**

**4.1** Candidates elected at the Annual Conference shall automatically take office immediately following the close of the Chapter meeting at the Annual Conference. Newly elected officers shall be installed at either the close of the Chapter Meeting or during the Closing Banquet at the Annual Conference.

**Section 5. Vacancies**

**5.1** Vacancies in the office of President and First Vice President shall be filled by advancement in rank, provided that such fulfillment shall be in an ACTING capacity until the next regular election of officers.

**5.2** Vacancies in the office of Second Vice President and the Association Executive Council shall be filled by Presidential appointment confirmed by the Executive **CommitteeBoard**, and such approved appointee shall perform their duties in an Acting Capacity until the next regular election of officers whereupon they shall be eligible for regular nomination of office.

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**5.3** Should the office of Secretary or Treasurer become vacant for any reason, it shall immediately be filled by temporary appointment by the President. Such appointee shall serve until the next regular annual election of Officers.

**5.4** If for any reason a Regional Ambassador position becomes vacant, ~~the Executive Board it shall immediately be filled by temporary appointment by the President. Such appointed shall serve until the next regular annual election of officers. will hold a special Board Meeting to appoint a replacement for that position for the duration of their term until the next election.~~

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**Section 6. Changes**

**6.1** All Chapter Officers shall be reported to the Association by the Secretary of the Chapter.

**6.2** The Chapter President shall immediately notify the Association Executive Director of any temporary appointment of the North Carolina Chapter Representative to the Association Executive Council.

**Article V  
Officers - Authority and Duties**

**Section 1. Authority**

**1.1** The necessary authority for the performance of duty by all officers of the chapter is herewith established.

**Section 2. President**

**2.1** ~~As soon as practical after Upon~~ taking office, the President ~~shall call a special one day workshop type conference at which time they~~ shall announce their appointments to standing and special committees and outline objectives for the year, ~~in addition to chairing a discussion on any proposed resolutions to be presented to the Association Conference quorum in accordance with Bylaws Article VI, Section 2.5.~~

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**2.2** The President shall be the ~~Chairman~~**Chairperson** for the Chapter Executive ~~CommitteeBoard~~; shall be an ex-officio member of all committees of this Chapter; and shall preside at all Chapter Conferences, and keep the membership appropriately informed.

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**2.3** It shall be their duty to see that the conduct of all conferences is in keeping with the purposes of this Chapter as outlined in the Constitution Article I, Section 3.

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2.4 Funding shall be provided by the North Carolina Chapter of APCO for the current APCO Chapter President for the year of the Annual International Conference of their term for the actual transportation expenses, not to exceed the lowest available round-trip coach airfare, the prevailing hotel rates, registration, and the state per diem rate for meals, providing said funding is available in the Chapter treasury, and upon approval of the Chapter Executive CommitteeBoard.

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### Section 3. First Vice-President (President Elect)

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

3.2 They shall serve as ChairmanChairperson of the Activities and Membership committee.

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3.3 They shall, during their term of office, screen the Chapter membership, contact their prospective committee chairmen for the following year, and have their appointments ready for presentation when they take office as President.

3.4 They shall participate in Chapter Board of Officers and Executive Committee-Board responsibilities.

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### Section 4. Second Vice-President

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

4.2 They shall serve as Vice ChairmanChairperson of the Activities and Membership Committee.

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4.3 They shall participate in Chapter Board of Officers and Executive Committee-Board responsibilities.

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### Section 5. Secretary

5.1 Shall serve as Secretary to the Chapter Board of Officers, the Executive Committee Board and the Chapter Conference business sessions, and shall keep minutes of all board, chapter and conference meetings, and shall submit these to the President of the Chapter for approval within 10 days after the meeting.

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5.2 Upon approval by the President, the Secretary shall submit a copy to the Chapter's Webmaster for posting on the Chapter's website for membership review.

5.3 Shall keep a complete roll of the membership of this Chapter, furnishing updated listings at frequent intervals to the Chapter President, First Vice-President and the fallannual conference Chairperson.

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5.4 Shall be responsible for submitting a current list of officers to the Association by no later than 30 days after the Annual Conference.

### Section 6. Treasurer

6.1 Shall be bonded and receive all general funds belonging to the Chapter and shall maintain a bank account for each for the orderly processing of all funds. They shall pay from the account all Chapter obligations as prescribed by the Chapter Quorum or upon

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orders from the Chapter Board of Officers and/or Executive Committee Board during intervals between Chapter Conferences.

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**6.2** Shall promptly deliver all money and records to their successor in office or to whosoever the Chapter Executive Committee Board may designate to receive them.

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**6.3** Shall at the end of the Annual Conference, prepare all financial information for review by the Standing Audit Committee.

**6.4** Shall be responsible for preparing Federal Tax Returns by the required deadline for submission to the IRS.

### **Section 7. Association Executive Council Representative**

**7.1** The Association Executive Council Representative shall strive for a harmonious relationship between the Chapter and the Association, and shall make recommendations to insure that the Chapter purposes are in accord with those set forth by the Association.

**7.2** In so far as is financially feasible, assistance for their attendance at the annual Association conferences and the mid-year meeting of the Association Executive Council, shall be considered a Chapter expense. Funding in full is to amount to the actual transportation expenses, not to exceed the lowest available round trip coach airfare, the prevailing hotel rates, registration and state per diem rate for meals, including one day before and one day after for travel, providing said funding is available in the Chapter Treasury and upon approval of the Chapter Executive Committee Board.

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### **Section 8. Regional Ambassadors**

**8.1** Shall be responsible for working within their designated area of the State to maintain an open line of communications between APCO Members, PSAPS and the Executive Committee Board.

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**8.2** Shall attend Executive Committee Board of Officer and chapter meetings and report the business of the chapter back to the members, as well as prepare and present region reports of activities in their respective regions at chapter meetings. They shall also report member's suggestions, comments, concerns, as well as ways to improve the progress of the Association and Chapter back to the Executive Committee Board. If unable to attend the chapter meeting, they shall submit a report to the President.

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## **Article VI Conferences**

### **Section 1. Requirements**

**1.1** This Chapter shall meet at least twice (2 times) annually in accordance with the policies of the Association.

### **Section 2. Qualifying Meetings**

**2.1** While the Chapter customarily meets bi-monthly in conjunction with the NC NENA Chapter, two meetings each year are identified to meet the required minimum and are described in subsequent sections.

**2.2** The annual business meeting of the N.C. Chapter of APCO, Inc, will be held in conjunction with the Annual Conference. At this meeting the outgoing President will give his/her final report to the Chapter Board of Officers, final Committee reports are made, the general business of the Chapter is conducted, any changes or amendments to the Chapter Constitution and By Laws are ratified, and election results are announced. New Chapter officers are sworn in either at the meeting or during the closing banquet.

**2.3** At this annual meeting, the incoming President shall announce his/her appointments to standing and special committees; outline objectives for the year and chair a discussion on any other Chapter business.

**2.4** A Second required meeting will be one held between April 1st and the International Association Conference. Any proposed resolutions to amend Chapter Constitution and Bylaws shall be discussed.

### **Section 3. Conference Quorum**

**3.1** A Conference quorum shall consist of the voting members present, ~~and voting at the Chapter's Annual Conference.~~

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### **Section 4. Voting**

**4.1** A two-thirds (2/3) majority of the Quorum present at the business meeting at the Annual Conference shall be required to amend the Chapter Constitution. A simple majority of the Quorum present at the business meeting at the Annual Conference shall be required to amend the Chapter Bylaws. A simple majority of the Quorum present at any business meeting shall decide all other matters.

## **Article VII Committees**

### **Section 1. Designation**

**1.1** Committees formed in this Chapter shall be classified as:

~~1.1~~ **1.1.1** Standing Committees – Perennial or Annual Type Committees which are assigned by prescribed duties and responsibilities of a permanent nature.

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~~1.2~~ **1.1.2** Special Committees – Ad-hoc type committees which are assigned specific duties and responsibilities in matters of a temporary but significant nature.

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### **Section 2. Standing Committees**

**2.1** Only Active class members may serve as chairman~~chairperson~~ and vice-~~chairman~~chairperson of standing committees.

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**2.2** Activities and Membership Committees

**2.2.1** The First Vice-President shall be the Chairman~~Chairperson~~ of this Committee, and the Second Vice-President shall be the Vice-~~Chairman~~Chairperson. In addition to its ~~chairmen~~chairperson, this committee shall consist of at least two (2) chapter members who shall be appointed by the President.

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2.2.2 This committee shall actively explore ways to reach new members for the Association and, just as importantly, to keep the members already enrolled.

2.2.3 This committee shall offer its assistance to the Fall Annual Conference Chairman/Chairperson in planning a well rounded program agenda, and shall assist with social arrangements.

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### 2.3 Resolutions and Bylaws Committee

2.3.1 This committee shall have the responsibility for annually reviewing how the chapter conducts business and the content of the chapter's existing constitution and bylaws, and shall recommend needed modifications and changes to the Executive Committee.

2.3.2 They shall also annually review the Constitution and By Laws of the Association to make certain the chapter is in conformity with the Association.

2.3.3 If modifications are needed, the committee will assist in writing the resolutions to effectively adjust the Constitution or By Laws to bring the Chapter into compliance.

### 2.4 Nominating Committee

2.4.1 This committee shall have as its Chairman/Chairperson, the immediate Past President and, if possible, shall include two (2) additional Past Presidents as members.

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2.4.2 This 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 the Association, both at the Chapter and Association levels.

2.4.3 This committee shall bring its results from the ballots to the Annual Conference Quorum, for the office of Second Vice-President, Secretary-Treasurer, and three Regional Ambassadors to the Chapter Executive Committee Board in accordance with Bylaws Article IV.

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### 2.5 Historical Committee

2.5.1 The appointed chairman/chairperson of this committee shall be the Chapter's representative to the Association Historical Committee.

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2.5.2 This 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 the Association's Executive Director, as well as providing pictures for the Historical Committee and for the Chapter's historical file.

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### 2.6 Operating Procedures Committee

2.6.1 This committee shall consist of not less than four (4), and preferably six (6), members whose interests are primarily in the operations area.

2.6.2 This committee shall actively study the needs of all levels of personnel (administrative, supervisory, and operational) who are involved or interested in system operations. Recommendations should be made to the Annual Conference

ChairmanChairperson so they may include in the conference agenda information slanted toward meeting needs of these interested people.

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## 2.7 Inter-Agency Communications Committee

2.7.1 This committee should include both technical and operational members in its membership.

2.7.2 It shall study problems involving inter-agency communication systems networks, such as: intercity, mutual aid, Department of Criminal Information (DCI) 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 guidance.

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## 2.8 Frequency Advisory Committee

2.8.1 This committee shall have as its chairmanchairperson the Chapter Frequency Advisor.

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2.8.2 This committee chairmanchairperson shall be from the sector of chapter membership having engineering or technical background.

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## 2.9 911 Emergency Number Committee

2.9.1 The members of this committee shall be Chapter members who are regularly engaged in coordinating, planning and designing, or operating 9-1-1 emergency number systems.

2.9.2 This committee shall study, promote and make recommendations with regards to the implementation, enhancement, and use of the 9-1-1 emergency number systems. Particular emphasis should be placed on relationships of total public safety needs to the unique requirements of the 9-1-1 emergency number.

## 2.10. Training Committee

2.10.1 This committee should have as its members those persons whose interest lies within the field of training. It should consist of persons knowledgeable in management, operation, and technical fields.

2.10.2 This committee shall study, promote and make recommendations as to the training needs of the Chapter.

2.10.3 This committee should have the responsibility of approving and coordinating any training that bears the Chapters name.

## 2.11 Long Range Planning Committee

2.11.1 This committee shall be chaired by the President of the Chapter, and its membership shall include the three (3) most recent Past Presidents of the Chapter.

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2.11.2 This committee shall meet at least once a year, and consider matters on an agenda prepared by the most recent Past President. The members of the committee present at a meeting shall constitute a Quorum. Their duties are to consider the long range goals and objectives of the chapter and draft recommendations to the Chapter

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Board of Officers and the Chapter Executive ~~Committee Board~~.

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## 2.12 Standing Audit Committee

**2.12.1** Standing Audit Committee is to be appointed by the Chapter President at the beginning of their term.

**2.12.2** This committee will consist of three (3) active members who are NOT part of the Executive ~~Committee Board~~ to conduct an audit of financial records at the end of the fiscal year.

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**2.12.3** The Treasurer will prepare all records, receipts, and books to present to this committee by end of the month following the Annual Conference.

**2.12.4** The audit report will be presented to the Executive ~~Committee Board~~ at their meeting immediately proceeding the opening session of the Annual Conference, and an audit will be given to the Quorum at the Business Session.

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**2.12.5** At the conclusion of the audit, all records, receipts, and account books are to be returned to the Treasurer.

## Section 3. Special Committees

**3.1** 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 the satisfaction of the President or until changes are made by the President for the good and welfare of the Chapter.

## Section 4. Duties of the Committees

**4.1** The duties of the committee shall be defined by the President where otherwise not stated.

# Article VIII Amendments to Bylaws

## Section 1. Authority for Amendment

**1.1** The ~~Chairman~~Chairperson of the Resolutions and Bylaws Committee is authorized to make any modifications found necessary for the Chapters' Constitution and Bylaws, to remain in conformity with the Associations' Constitution and Bylaws. Any such changes to the Constitution and Bylaws will be reported at the Annual Conference. This applies only to those required changes over which the Chapter has no control as passed by the Association.

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## Section 2. Normal Procedure for Amendments

**2.1** The Constitution and/or Bylaws of this Chapter may normally be amended by presenting a resolution in writing to the Chapter President who shall have the Secretary notify in writing each chapter member qualified to vote of the proposed changes at least thirty (30) days prior to the Annual Conference. The actual amending vote shall take place at the Annual Conference by a two-thirds (2/3) majority vote of voting members in attendance to amend the Constitution, and a simple majority vote of voting members to amend the Bylaws.

**Section 3. Effective Date of Amendments and Resolutions**

**3.1** All resolutions passed and adopted by this Chapter in accordance with the rules set forth in this Constitution and Bylaws shall be in force and effective upon the adjournment of the Annual Conference wherein considered and adopted, provided exception to this effect is not otherwise contained in the language of the resolution itself.

**Article IX  
Resolutions**

**Section 1. Procedure**

**1.1** Every resolution, unless of a formal character or involving amendments to the Constitution and Bylaws requiring handling in accordance with Bylaws Article VIII, shall be in writing and presented to the Executive Committee Board for consideration and report prior to the last day of the Annual Conference. Any resolution considered by the Executive Committee Board shall be presented to the Quorum, along with the recommendation of the Executive Committee Board in sufficient time for consideration prior to voting on the resolution.

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**Article X  
Rules of Order**

**Section 1. Rules of Order**

**1.1** The rules contained in "Roberts Rules of Order, Revised" shall govern the Chapter and Association in all cases in which they are applicable, and in which they are not inconsistent with the Bylaws or the special rules of order to the Association.

**Article XI  
Expenses**

**Section 1. Specified Expenses**

**1.1** The Treasurer shall be authorized the necessary funds to fulfill the requirements of their office as outlined in the Constitution and/or Bylaws of the Chapter.

**Section 2. Unspecified Expenses**

**2.1** The Executive Committee Board shall be authorized to approve all other expenses not specifically outlined in the Constitution and Bylaws of this Chapter.

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Adopted 11 November 1988  
Revised 22 November 1991; 19 November 1992; 16 November 1994; 27 September 2000;  
27 September 2001; 11 September 2003; 2 September 2009; 15 September 2010

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~~Official Travel Policy~~

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1. Purpose—To assist in covering travel expenses of NC APCO Members while they are conducting official APCO business and ensuring that money is spent as economically as possible to maintain the integrity of the chapter funds.

—a. Members are encouraged to seek funding from their respective agencies when possible.

—b. If funding is not available from the members' respective agency, a letter should be submitted on Agency Letterhead, signed by the agency head stating the need for NC Chapter of APCO assistance to cover travel expenses pertaining to APCO business.

—c. Nothing in this policy shall be implied that funding will be approved. Funding will be provided on an individual basis as long as funding is available.

#### 2. Mileage

a. Mileage will be paid at the state per diem rate for that year.

#### 3. Meals

a. Members will be allowed up to \$35 per day for meals in State.

b. Members will be allowed up to \$50 per day for meals out of state.

c. Receipts must be turned in to the Treasurer for reimbursement. NO RECIEPT, NO REFUND. NO EXCEPTIONS!

d. Tipping is an allowable expense, but is included in your daily amount.

e. Alcoholic beverages will NOT be paid for with chapter money.

#### 4. Accommodations/Hotels

a. In State—Members should try to obtain Government or AAA rates when possible.

b. Out of State—All out of state lodging and accommodations should be pre approval by the President and Secretary/Treasurer 10 days prior to travel.

c. Members may use personal credit cards or receive cash advances. Cash advances must be requested 30 days prior to travel.

d. After travel, ALL RECEIPTS and any remaining money must be returned to the Treasurer so that amounts can be tallied. If money is due the member, the Treasurer will mail a check to the member with in 10 working days.

e. The Chapter will NOT be responsible for any accrued interest rates of member's credit card.

f. Members, when appropriate (male-male, or female-female) will share rooms to minimize costs.

g. ALL RECEIPTS MUST BE TURNED IN AFTER TRAVEL!

#### 5. Telephone Usage

a. If needed, the Chapter will allow up to \$10.00 per day for hotel telephone usage. These charges should appear on your hotel bill after check out.

b. Cell phone charges are NOT allowed unless approved by the Board.

#### 6. Airfare Rates

a. All Airfare must be board approved prior to travel.

b. Members are encouraged to book flights as far in advance is possible so as to minimize charges.

Changes, Modifications, or Deletions of this Policy can only be done by a majority vote of the membership.

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