

MICHIGAN CHAPTER OF APCO

OFFICIAL BY-LAWS

EFFECTIVE OCTOBER 19, 2001

AMENDED OCTOBER 23, 2003

ARTICLE I

MEMBERSHIP PROCEDURE

Section 1 APPLICATION

Application for membership shall be made in writing and signed by the applicant, upon forms as provided by APCO International, Inc. Completed applications shall be submitted to APCO International, Inc. for processing.

Section 2 CLASSIFICATION

Upon receipt of an application for membership, APCO International, Inc. shall determine the qualifications and eligibility of the applicant for membership. When eligibility has been determined, APCO International, Inc. shall notify the applicant of his/her appropriate membership classification and dues structure for that class.

Section 3 EFFECTIVE DATE OF MEMBERSHIP

Upon receipt of dues for membership, APCO International, Inc. shall issue the pocket card and receipt for dues. At this time, the applicant becomes a full member in his/her particular class.

ARTICLE II

DUES

Section 1 ANNUAL MEMBERSHIP DUES

Chapter Honorary members shall not pay any Chapter or national dues. The Secretary-Treasurer shall forward to the National Executive Secretary a listing of such members along with a check in the amount of the subscription fee for the Bulletin so these members may maintain interest in the affairs of APCO.

National membership dues shall be designated by APCO International, Inc. for each particular class of membership.

ARTICLE III

CHAPTER ELECTIONS

Section 1 ELIGIBILITY

Only members who hold ACTIVE membership status in this Chapter may be considered for any elective position in this Chapter.

Section 2 POSITIONS TO BE FILLED

The offices of Chapter President, immediate past President and first Vice-President shall normally be filled by advancement in rank. The Immediate Past President shall be an ex-official member. The Second Vice-President, Secretary-Treasurer, National Executive Committeeman, and Sergeant-at-Arms shall be elected annually.

Section 3 HOW FILLED

All elective positions in this Chapter shall be elected by a majority vote of the Active Members ¹ during the Annual Meeting. The ballot of candidates shall be comprised of individual Active Members nominated by the Nominating Committee consistent with By-laws Article V, Section 2.4.

Nominations may be received from the floor during regular scheduled Chapter meetings between January 1, and up to and including, the September meeting. At the close of the September meeting, no additional nominations may be received.

Within fourteen (14) days of the close of nominations, the MI-APCO Secretary shall create a ballot of all nominated individuals by the office being sought. The ballot shall be mailed to all active chapter members. Included in the mailing shall be an Absentee Ballot Request form designed by the MI-APCO Secretary. An Active Member unable to attend the Annual Meeting and seeking to vote by mail shall do all of the following...

1. Mark their ballot for the candidate of their choice.
2. Place the ballot in a plain envelope and seal it.
3. Place the sealed envelope AND the completed Absentee Ballot Request form in another envelope. Mail this envelope to the MI-APCO Chapter Secretary.
4. The mailing shall be received and post marked by 5:00 p.m. the day before the Annual Meeting.

The MI-APCO Secretary upon receiving the Absentee Ballot request shall do all of the following...

1. Verify the Absentee Ballot request form is from an eligible Active Member.
2. Retain the ballot in the sealed envelope until the final ballot count at the Annual Meeting.
3. The Secretary shall verify that the individual submitting an absentee ballot is not present at the Annual meeting.
4. An Active Member first submitting an absentee ballot and now able to attend the annual meeting, will have their sealed envelope destroyed and their ballot cast with the others at the meeting.
5. The Absentee Ballot request form shall be kept with the sealed envelope. Care shall be taken not to identify the individual completing the ballot.
6. After collection of all ballots from the Active Members in attendance at the annual meeting, the request form shall be separated from the sealed envelope and destroyed.

7. The sealed envelope shall now be opened and counted with all other ballots.

The Absentee Ballot Request form shall be created by the Chapter Secretary, and shall include as a minimum, the member's name, mailing address and APCO membership number.

During the annual meeting and before the ballots are cast, nominated candidates will be given the opportunity to address the membership. The address will be limited to a maximum of five (5) minutes. The President shall time the candidate to assure this time limitation is adhered to.

The immediate past President and President shall receive and count the completed ballots. When the results are compiled the President shall place all counted ballots in an envelope and seal and label the envelope. The Secretary shall retain the sealed envelope for a period of two (2) years.

The President shall inform the members present at the annual meeting of the winning candidates. The President and immediate past President shall not reveal the actual numbers of votes each candidate received.

Section 4 DATE FOR TAKING OFFICE

Candidates elected at the Annual Meeting shall automatically take office upon executing the oath of office at the Annual Meeting.

ARTICLE IV

BOARD OF OFFICERS – AUTHORITY AND DUTIES

Section 1 AUTHORITY

The necessary authority for the performance of duty by all officers of this Chapter is herewith established. The Board of Officers has authority to conduct Chapter business.

Section 2 PRESIDENT

As soon as practical after taking office, the President shall announce his/her appointments to Standing and Special Committees and outline chapter objectives for the year. (proposed budget for calendar year)

The President shall be the Chairman of the Chapter Executive Committee; shall be an ex-officio member of all committees of this Chapter; and shall preside at all Chapter meetings.

It shall be his/her duty to see that the conduct of all meetings is in keeping with the purpose of this Chapter as outlined in Constitution Article I, Section 3.

At the Annual Meeting, dates and location of Chapter meetings will be determined.

Section 3 FIRST VICE-PRESIDENT (PRESIDENT-ELECT)

The First Vice-President shall perform all the duties of the President in his/her absence.

He/she shall serve as Chairman of the Activities and Membership Committee.

He/she shall, during his/her term of office, review the Chapter membership, contact his/her prospective committee chairmen for the following year, and have his/her appointments ready for presentation when he/she takes office as President.

He/she shall participate in Board of Officers and Executive Committee responsibilities.

Section 4 SECOND VICE-PRESIDENT

The Second Vice-President shall perform all the duties of the First Vice-President in his/her absence.

He/she shall serve as Vice-Chairman of the Activities and Membership Committee.

He/she shall participate in the Board of Officers and Executive Committee responsibilities.

Section 5 SERGEANT AT ARMS

The Sergeant at Arms shall serve as Conference Chairperson at annual statewide training conference.

Section 6 SECRETARY-TREASURER

The Secretary and Treasurer responsibilities are 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, this Section is written assuming the offices are combined.

6.1 He/she shall serve as Secretary to the Board of Officers, the Executive Committee, and the Chapter Meetings.

6.2 He/she shall keep a complete roll of the membership of this Chapter.

6.3 He/she shall receive all general funds belonging to the Chapter, and shall maintain a bank account for the orderly processing of all funds. He/she shall pay from this account all budgeted Chapter obligations as prescribed by the Chapter membership, or upon orders from the Board of Officers during intervals between Chapter meetings.

6.4 He/she shall prepare a financial report and present it at the Chapter meetings, and shall make his/her financial records available to the Board of Officers for auditing purposes.

6.5 He/she shall promptly deliver all moneys and records to his/her successor in office or to whomsoever the Board of Officers may designate to receive them.

Section 7 NATIONAL EXECUTIVE COMMITTEE PERSON

The National Executive Committee Person shall strive for harmonious relationship between the Chapter and APCO International, Inc., and shall make recommendations to insure that Chapter Purposes are in accord with those set forth by APCO International, Inc.

7.1 He/she shall attend National Executive Board meetings as designated by APCO International, Inc

ARTICLE V

COMMITTEES

Section 1 DESIGNATION

Committees formed in this Chapter shall be classified as:

(1) STANDING COMMITTEES Perennial or annual type committees which are assigned prescribed duties and responsibilities of a permanent nature.

(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

Only ACTIVE class members may serve as chairperson of standing committees.

2.1 EXECUTIVE COMMITTEE

The Executive Committee shall have full power and authority during intervals between scheduled Chapter meetings 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.

The President may call the Executive Committee into session whenever the need arises, and shall call it into session at the

Annual Meeting 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 APCO International, Inc

The President may poll the Executive Committee on special matters by written or telephone communication in lieu of calling special session.

A simple majority of the Executive 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.

2.2 ACTIVITIES AND MEMBERSHIP COMMITTEE

The First Vice-President shall be the Chairman of this Committee, and the Second Vice-President shall be the Vice-Chairman. In addition to its chairmen, this Committee shall consist of at least two Chapter members who shall be appointed by the President.

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

2.3 RESOLUTIONS AND BY-LAWS COMMITTEE

This Committee should actively keep a finger on the pulse of the needs of the Chapter as it pertains to the Constitution and By-Laws, and shall prepare or assist in preparing resolutions to effect provisions for these needs.

2.4 NOMINATING COMMITTEE

This Committee shall have as its Chairman the immediate Past President and, if possible, shall include four (4) additional Past Presidents, and the Secretary-Treasurer as members.

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 APCO, both at the Chapter and National levels.

This Committee shall actively bring its recommendations to the meeting preceding the Chapter Annual Meeting.

The Committee shall implement the Nominating Committee Policy as approved by the Board of Officers.

2.5 HISTORICAL COMMITTEE

The appointed chairman of this Committee shall be the Chapter's representative to the National Historical Committee.

This Committee shall actively research, compile, and maintain a file on records and history of the Chapter. It should include in its membership someone who is interested in photography and who will give of his/her talents (or get it done) in providing the Secretary with pictures to send to the National Executive Secretary, to the National Historical Committee, and for the Chapter Historical File.

2.6 TELECOMMUNICATIONS OPERATING PROCEDURE COMMITTEE

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

This Committee shall actively study the needs of all levels (administrative, supervisory, and operational) of personnel who are involved or interested in systems operations.

This Committee shall plan and conduct at least one dispatcher training seminar yearly at the discretion of the Chapter Executive Committee.

2.7 ENGINEERING/MIS COMMITTEE

This Committee shall consist of three (3) members whose interests are primarily in the technical area/MIS.

This MIS Committee shall report and respond to technical problems of interest to the membership.

Section 3 SPECIAL COMMITTEES

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.

3.1 MICHIGAN PUBLIC SAFETY FREQUENCY ADVISORY COMMITTEE

This Committee shall consist of two (2) APCO members and consultants from other services appointed by the Committee, as deemed necessary for proper operation and coordination.

For continuity, members of this committee shall serve until resignation or removal for cause. When vacancies occur, the committee will recommend suitable replacements to the President for approval.

This Committee shall act as an advisory group to the Federal Communications Commission and shall meet and advise on the various aspects of Frequency Coordination applications.

Section 4 DUTIES OF COMMITTEES

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

ARTICLE VI
AMENDMENTS

Section 1 AUTHORITY FOR AMENDMENT

The Constitution and/or By-Laws of this Chapter may normally be amended only by a two-thirds majority vote at the Annual Meeting during a regular business session in accordance with Section 2 of this Article, or in the event of waiver of the requirements of said Section 2, amending procedure will be in accordance with Section 3 of this Article.

Section 2 NORMAL PROCEDURE FOR AMENDMENT

The Constitution and/or By-Laws of this 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 at the Annual Meeting. The actual amending vote shall take place at the Annual Meeting and a two-thirds majority vote by Active members in attendance shall determine the issue.

Section 3 PROCECURE FOR WAIVER

Should it become desirable to waive normal procedure to amend the Constitution and/or By-Laws of this Chapter, the following procedure shall be followed.

- 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);
- 3.2 A motion and a second to waive normal amending procedures with a sufficient time for discussion to determine the need for waiver;
- 3.3 A three-fourths majority vote to waive the requirements of Section 2 of this Article;
- 3.4 A two-thirds majority vote to determine each amending issue voted on separately.

Section 4 EFFECTIVE DATE OF AMENDMENTS AND RESOLUTIONS

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

ARTICLE VII

RESOLUTIONS

Section 1 PROCEDURE

Every resolution, unless of a formal character or involving amendments to the Constitution and By-Laws requiring handling in accordance with By-Laws Article VI, shall be in writing and presented to the Board of Officers for consideration and report prior to any Chapter meeting. Any resolution considered by the Board of Officers shall be presented to the members, along with the recommendation of the Board of Officers, in sufficient time for consideration prior to voting on the resolution.

Section 2 RULES FOR ORDER

Upon any question coming before any meeting of this Chapter, which is not specifically provided for by the Constitution and/or By-Laws, the presiding officer shall be governed by Roberts Rules of Order.

ARTICLE VIII

EXPENSES

Section 1 SPECIFIED EXPENSES

The Secretary-treasurer shall be authorized the necessary funds to fulfill the requirements of his/her office as outlined in the Constitution and/or By-Laws of this Chapter.

Section 2 UNSPECIFIED EXPENSES

A majority of the members present at any Chapter meeting shall be authorized to approve all other expenses not specifically outlined in the Constitution and/or By-Laws of this Chapter.