

KANSAS CHAPTER OF APCO

BYLAWS
(Revised 10/98)

**ARTICLE I
MEMBERSHIP**

- SECTION 1.1 APPLICATION
- 1.1.1 Application for membership shall be made in writing on forms provided by the Association. Application must be signed by the applicant and submitted to the address indicated on the form.
- SECTION 1.2 EFFECTIVE DATE OF MEMBERSHIP
- 1.2.1 Membership shall become effective on the date the Association issues a membership card.
- 1.2.2 Renewal of membership will occur annually on January 1, of each year beginning in 1999.
- 1.2.3 Delinquent members will be dropped from the rolls when a deletion notice is received from the Association.

**ARTICLE II
DUES**

- SECTION 2.1 ANNUAL MEMBERSHIP DUES
- 2.1.1 Dues for all membership categories are defined by the Association.
- 2.1.2 Chapter Honorary or Chapter Life members shall not pay any Chapter or Association dues.

**ARTICLE III
CHAPTER ELECTIONS**

- SECTION 3.2 POSITIONS TO BE FILLED
- 3.2.1 Elective officers of the Chapter are: President, First Vice President, Second Vice President, Secretary / Treasurer, Executive Council Representative and Chapter Executive Committee-person.
- 3.2.2 The office of President and First Vice President shall normally be filled by advancement in rank. Such advancement may be accomplished by acclimation as provided in Section 3.3.2 for a one year term.
- 3.2.3 The Second Vice President, shall be elected annually for a one year term.
- 3.2.4 The Secretary / Treasurer, one member at large (to serve as Chapter Executive Committee-person) and the Executive Council Representative, who will also serve as a member at large as the

Chapter Executive Committee-person, shall be elected every other year for a two year term.

3.2.5 All elected officers may succeed themselves.

SECTION 3.3 HOW FILLED

3.3.1 Officer in this Chapter shall be elected by secret ballot, from nominations submitted by the Nominative Committee in accordance with the Bylaws Article V, Section 5.5.3 or from nominations made from the floor. All nominations shall meet the requirements of Section 3.1.1

3.3.2 Any Candidate for office who is without opposition may be elected by acclamation.

3.3.3 Voting shall take place during the last scheduled business session at the Fall Conference.

SECTION 3.4 DATE FOR TAKING OFFICE

3.4.1 Officers elected at the Fall Conference shall take office on the first day of the following January.

3.4.2 Officers appointed to fill vacant positions shall take office immediately.

**ARTICLE IV
OFFICERS, EXECUTIVE COMMITTEE MEMBER AND EXECUTIVE
COUNCIL REPRESENTATIVE**

SECTION 4.1 AUTHORITY

4.1.1 The necessary authority for the performance of duty by all officers of this Chapter is established herewith.

SECTION 4.2 PRESIDENT

4.2.1 As soon as practical after taking office, the President shall call a meeting of the Executive Committee. At this point the President shall announce appointments to standing and ad hoc committees. If necessary he/she shall also chair a discussion on any proposed resolutions to be presented to the APCO Annual Conference Quorum.

4.2.2 The President shall be the Chairperson of the Chapter Executive Committee. He/She shall be an ex officio member of all committees of this Chapter and preside at all Chapter Conferences.

4.2.3 It shall be the Presidents duty to see that the conduct of all Chapter affairs is in keeping with the purpose of this Chapter as outlined in the Constitution Article 1, Section 1.3

SECTION 4.3 FIRST VICE PRESIDENT (PRESIDENT ELECT)

4.3.1 In the absence of the President, the First Vice President shall perform all the duties of the President.

- 4.3.2 The First Vice President shall serve as Chairperson of the Activities and Membership Committee.
- 4.3.3 The First Vice President shall, during his/her term of office, screen the Chapter membership, contact prospective committee chairpersons and members and have all appointments ready for presentation upon taking office as President.
- 4.3.4 The First Vice President shall perform all special Executive Committee duties, which may be assigned by the President or Executive Committee.

Section

4.4 SECOND VICE PRESIDENT

- 4.4.1 The Second Vice President shall perform all the duties of the First Vice President during the absence of the First Vice President.
- 4.4.2 The Second Vice President shall serve as Vice Chairman of the Activities and Membership Committee.
- 4.4.3 The Second Vice President shall participate in Executive Committee activities as assigned by the President or Executive Committee.

SECTION

4.5 SECRETARY/TREASURER

- 4.5.1 The Secretary / Treasurer shall serve as Secretary to the Board of Officers, the Executive Committee and the Chapter Conference business sessions.
- 4.5.2 The Secretary / Treasurer shall keep a complete membership roll call of the Chapter and file required reports regularly with the Association Membership Department. Such membership rolls shall be made available to the President, First Vice-President and the Conference Chairperson.
- 4.5.3 The Secretary / Treasurer shall receive all funds belonging to the Chapter and shall maintain bank accounts for the orderly processing of such funds. The Secretary/Treasurer shall pay from these accounts all Chapter obligations as directed by the Chapter, or upon orders from the Executive Committee during intervals between Chapter Conferences.
- 4.5.4 The Secretary/Treasurer shall prepare a financial report and present it at the Conferences. Financial records shall be made available to the Executive Committee for audit purposes.
- 4.5.5 The Secretary/Treasurer shall at all times strive to maintain a harmonious relationship between the Chapter and APCO.
- 4.5.6 The Secretary/Treasurer shall maintain all the financial records and minutes of all meetings of the Chapter of Executive Committee in their original form for a period of two years. After two years such records shall be delivered to the Chapter Historical Committee for retention or disposal, as that Committee may deem appropriate.

- 4.5.7 Upon leaving office, the Secretary/Treasurer shall promptly deliver all moneys and active records to the successor Secretary/Treasurer or to whomsoever the Executive Committee may designate to receive them.
- 4.5.8 The Secretary/Treasurer and one other officer, designated in accordance with 4.5.10, shall be bonded at the Chapter's expense. The bond shall be renewed or applied for as soon as possible following election or appointment. Arrangements for the required bond will be made by the newly elected or reelected Secretary/Treasurer and approved by the President before the Chapter is obligated to make payment for the bond.
- 4.5.9 If an elected Secretary/Treasurer cannot be bonded, the individual must resign immediately. The President shall fill the resultant vacancy in accordance with Section 3.3.2 or the Constitution.
- 4.5.10 One officer in addition to the Secretary/Treasurer will be authorized on all Chapter checking accounts.

SECTION 4.6 EXECUTIVE COUNCIL REPRESENTATIVE

- 4.6.1 The Chapter Executive Council Representative shall represent the Chapter during deliberations of the Association Executive Council.
- 4.6.2 While participating in Executive Council activities the Executive Council Representative shall strive to take positive action to address the best interest of both the Chapter and the Association.
- 4.6.3 The Executive Council Representative shall report to the Chapter and/or Executive Committee any actions taken by the Executive Council which may affect the Chapter.
- 4.6.4 The Executive Council Representative shall serve as member at large on the Chapter Executive Committee.
- 4.6.5 The Executive Council Representative may serve successive terms without limit.

SECTION 4.7 CHAPTER EXECUTIVE COMMITTEE-PERON

- 4.7.1 The member at large service as Chapter Executive Committee-person shall provide liaison between the Chapter Membership and the Executive Committee.
- 4.7.2 The Chapter Executive Committee-person shall report to the Executive Committee all information which comes to his/her knowledge regarding the needs and concerns of the Chapter membership.
- 4.7.3 The Chapter Executive Committee-person may serve successive terms without limit.

ARTICLE V COMMITTEES

SECTION 5.1 DESIGNATION

- 5.1.1 Committees formed in this Chapter shall be classified as either Standing or Ad Hoc Committees.
- 5.1.2 Standing Committees are those which are assigned specific duties and responsibilities of a permanent nature. Only active members may be chair of a standing committees. Committees listed in Section 5.2 through 5.9 are Standing Committees.

SECTION 5.2 EXECUTIVE COMMITTEE

- 5.2.1 The Chapter President shall be chair of this committee. Its members shall consist of all elected officers, the immediate Past President, Chapter Executive Committee-person and Executive Council Representative.
- 5.2.2 The Executive Committee shall have full power and authority during intervals between scheduled Chapter Conferences to perform all the functions the Chapter might perform, except the power to amend the Constitution or Bylaws.
- 5.2.3 The President shall call this Committee into session as required by Bylaws Article IV, Section 4.2.1, and into additional sessions as necessary.
- 5.2.4 The President shall call this Committee into session at the Fall Conference prior to the General Business Session for the purpose of examining the financial report, audit books or other documents maintained by the Secretary/Treasurer and decide on recommendations to present to the Chapter which will advance the objective of the Chapter and APCO.
- 5.2.5 The President may poll this Committee on special matters by written communications or telephone conference calls in lieu of calling it into session.
- 5.2.6 This Committee shall be called into special sessions upon written request of four (4) of this members.
- 5.2.7 A simple majority of this Committee shall constitute a quorum. A simple majority of those present at a session, or polled in writing or by telephone conference call, shall determine all issues except noted in 5.2.8.
- 5.2.8 In the event of impeachment proceedings, a special session of this Committee must be called. A two-thirds majority vote will be required for impeachment.

SECTION 5.3 ACTIVITIES AND MEMBERSHIP COMMITTEE

- 5.3.1 The First Vice President shall be chair of this Committee. The Second Vice President shall be Vice Chair. This Committee shall have at least two additional members appointed by the President.
- 5.3.2 This Committee shall actively explore ways to recruit new members for APCO and retain those members already enrolled.
- 5.3.3 The Committee shall assist the host agency Conference Chairperson in planning a well rounded program agenda for the Spring or Fall Conference.

SECTION 5.4 RESOLUTIONS AND BYLAWS COMMITTEE

- 5.4.1 This committee shall actively keep informed of the need for change in the Chapter Constitution and Bylaws. It shall draw, or assist in drawing, resolutions to effect provisions for those needs.

SECTION 5.5 NOMINATING COMMITTEE

- 5.5.1 This Committee chair shall be the immediate Past President and, if possible, shall include two additional Past Presidents as members.
- 5.5.2 This Committee shall actively study the Chapter membership, observing individuals to evaluate their interest in, and willingness to work at, promoting the goals of APCO at both Chapter and Association levels.
- 5.5.3 This Committee shall bring to the Fall Conference a slate of candidates for the elective offices in accordance with Article III of the Bylaws.

SECTION 5.6 HISTORICAL COMMITTEE

- 5.6.1 The appointed chair of this Committee shall be the Chapter Representative to the Association Historical Committee.
- 5.6.2 The Committee shall actively research, compile and maintain a file on the records and history of the Chapter.
- 5.6.3 One member should have a capability in photography. This member should provide the Secretary/Treasurer with pictures to distribute to the Association Bulletin Editor, Association Historical Committee and the Chapter Historical file.

SECTION 5.7 OPERATING PROCEDURE COMMITTEE

- 5.7.1 This Committee shall consist of four to six members who interests are primarily in the operations area.
- 5.7.2 This committee shall actively study the needs of all levels (administrative, supervisory and operation) or personnel who are

involved or interested in systems operations. Recommendations should be made to the Conference Chairperson.

5.7.3 This Committee shall work closely with the General Governmental Service Committee in making recommendations regarding good operating procedures, techniques and net discipline.

SECTION 5.8 GENERAL GOVERNMENTAL SERVICE COMMITTEE

5.8.1 This Committee should include both technical and operational members.

5.8.2 This Committee shall study problems involved in interagency communications networks such as intracity, mutual aid, ASTRA and other related systems.

5.8.3 This Committee shall be available to make recommendations regarding operational procedures, technical applications and net discipline to agencies which seek advice.

SECTION 5.9 FREQUENCY ADVISORY COMMITTEE

5.9.1 This Committee shall have as its Chairperson the Chapter Frequency Advisory.

5.9.2 The Chapter President shall appoint the Chapter Frequency Advisory. When considering individuals for appointment to this position, the President shall carefully consider the unique and significant responsibilities assigned the Frequency Advisor. A person should be chosen who possesses exceptional skills in the administration and coordination of the radio spectrum, as well as significant experience in the design, installation, use and maintenance of complex radio networks. The President shall further consider the duties and responsibilities described for the Frequency Advisor in the APCO Frequency Coordination Office when making such appointment, and send notification to the APCO membership coordinator for verification of paid membership and distribution to concerned parties.

5.9.3 The Chairperson is hereby granted powers to make independent decisions due to time limitations in the coordination process. The Chairperson shall also have the power to appoint ad hoc committees to study special or individual situations as deemed necessary to the Chairperson.

5.9.4 The Chapter Frequency Advisor shall fairly and impartially discharge the duties of his/her office. He/she shall be entitled to receive actual and necessary expense incurred.

5.9.5 The President shall also appoint an alternate Chapter Frequency Advisor, who shall serve as Vice Chairperson of the Frequency Advisory Committee. In making the appointment, the President should consult with the Chapter Frequency Advisor concerning the qualification of the person being considered.

- 5.9.6 The President shall provide the Chapter Frequency Advisor and Alternate Advisor with proper written credentials as soon as possible following their appointment.
- 5.9.7 In the event the Chapter Frequency Advisor position or the Alternate position should become vacant, the Chapter President will make every effort to fill the vacancy as soon as possible.
- 5.9.8 The Frequency Advisor shall carefully maintain the necessary records for this office and promptly deliver them to any successor.

ARTICLE VI AMENDMENTS

- SECTION 6.1 AUTHORITY FOR AMENDMENTS
 - 6.1.1 The Bylaws of this Chapter may be amended by an affirmative vote of a simple majority of those qualified members in attendance and voting at a Spring or Fall Conference in accordance with Section 6.2

- SECTION 6.2 PROCEDURE FOR AMENDMENT
 - 6.2.1 Amendment of the Bylaws may be initiate by an active member presenting a resolution, in writing, to the President. Such resolution shall be delivered in time to comply with the provisions of 6.2.2
 - 6.2.2 Not less that thirty days prior to the Spring or Fall Conference the Secretary/Treasurer shall mail a copy of this resolution to each member of the Chapter.
 - 6.2.3 The amending vote shall take place at the Conference immediately following the mailing of the proposal to amend.

- SECTION 6.3 EFFECTIVE DATE OF AMENDMENTS
 - 6.3.1 All amendments to the Bylaws shall become effective upon adjournment of the Conference wherein considered and adopted.

ARTICLE VII RESOLUTIONS AND RULES OF ORDER

- SECTION 7.1 PROCEDURE
 - 7.1.1 Every resolution, unless involving amendment to the Constitution or Bylaws, shall be made in writing and presented to the Executive Committee for consideration and report prior to a Spring or Fall Conference.
 - 7.1.2 Every resolution presented to the Executive Committee shall be presented to the Chapter, along with the recommendation of the

Executive Committee, insufficient time to be studied and considered prior to voting on the resolution.

- 7.1.3 The rules contained in “Robert’s Rules of Order, Revised” shall govern the Chapter in all cases to which they are applicable, and in which they are not consistent with the Bylaws or the special rules of order of this Chapter.

ARTICLE VIII FISCAL POLICY

SECTION 8.1 FREQUENCY COORDINATION REBATES

- 8.1.1 Actual and necessary expenses of the Frequency Advisor and Alternate Frequency Advisory in fulfilling the requirements to their office shall be paid out of the Association Frequency Coordination Account.
- 8.1.2 Funds to assist the Frequency Advisor and Alternate to travel to Frequency Coordination meetings and the Association Annual Conferences shall come from the Association Frequency Coordination Account.

SECTION 8.2 CHAPTER EXPENSES

- 8.2.1 The President, Secretary/Treasurer, Executive Council Representative and the shall be authorized the actual and necessary funds to fulfill the requirements of their offices, as outlined in the Constitution and Bylaws of this Chapter.
- 8.2.2 The Executive Committee may, after careful consideration of the Chapter financial status, authorize financial assistance for the Executive Council Representative, Secretary/Treasurer and the President, in this order of priority, to attend the Association Annual Conference.

SECTION 8.3 UNSPECIFIED EXPENSES

- 8.3.1 The Executive Committee shall be authorized to approve any other expenses not specifically prohibited in the Constitution and Bylaws of this Chapter.

SECTION 8.4 CHAPTER PROPERTY

- 8.4.1 The Executive Committee shall full power and authority, upon affirmative vote by two-thirds of the Committee members to dispose of Chapter Property.

ARTICLE IX
DISBURSEMENT OF ASSETS UPON DISSOLUTION

SECTION 9.1 STATEMENT OF INTENT

9.1.1 Should the Kansas Chapter of APCO be dissolved, all assets shall be distributed to APCO, INC., or organizations of similar purpose as selected by a two-thirds majority vote of a Conference quorum or by the Executive Committee if the Chapter is between Conferences.