

**CONSTITUTION
AND
BYLAWS**



MISSOURI CHAPTER

**Association of Public-Safety Communications
Officials - International**

Adopted March 1989

Amended Sept 2002

Amended September 19, 2007

Missouri Chapter of APCO

CONSTITUTION

Article I - Name and Purpose

Section 1. Name and General Membership Requirements

- 1.1 This organization shall be known as the Missouri Chapter, Association of Public Safety Communications Officials International, Inc. (APCO, Inc.). As authorized by its charter issued by the Association of Public-Safety Communications Officials - International, Inc., the geographical area included within this Chapter shall be the State of Missouri.
- 1.2 Membership in the Chapter shall be open to all persons of good character who meet the membership requirements of this Constitution and Bylaws adopted pursuant thereto. Its voting privileges shall be limited to certain membership classifications, which are hereinafter specified. Members of the Chapter are members of the Association.

Section 2. Purpose

The purpose of this Chapter shall be as follows:

- 2.1 Foster the development and progress of public safety communications by means of research, planning, coordination, training and education.
- 2.2 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.
- 2.3 Represent its members and public safety communication interests in general before regulatory and policy-making bodies as may be appropriate.
- 2.4 Strive to protect the citizen and his property and provide for his welfare by these and other appropriate means.

Article II - Membership

Section 1. Categories

The membership of this chapter shall be divided into membership categories as set forth in the APCO Constitution and Bylaws, and other classifications as may be described here.

1.1 Active

Personnel responsible for the 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 or a contractor 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.

Active members may vote in the annual quorum, may enjoy all benefits and privileges and, except where otherwise limited, may serve in any capacity in the Association.

1.2 Member

Those non-administrative and non-supervisory personnel otherwise meeting the requirements of Active Membership who, at the applicants discretion, may select this category and those persons not meeting the requirements of any other category of membership are eligible for this category. Except for the restriction of voting privileges provided for in this Constitution and By-laws, they may enjoy all benefits and privileges of the Association

1.3 Commercial Member

Those persons who receive compensation in any form for the services rendered in business and industry are eligible to be Commercial members. Except for the restriction of voting privileges and committee membership provided for in this Constitution and By-laws, they may enjoy all benefits and privileges of the Association

Section 2. Designations Attached to Membership

2.1 Chapter Honorary Member

This honor may be bestowed upon a person who has made a significant contribution to the objectives of a chapter or someone who has no incentive to obtain membership in any category but, by virtue of their position or accomplishments, it is in the best interest of the Chapter that the individual have information regarding APCO including the Bulletin.

This honor shall be bestowed upon persons approved by the Chapter Executive Committee.

The Chapter shall pay annually to the Association Office the dues amount specified in the Association Policy Manual for each such member during the membership term.

The term of this category shall be for a period of twelve months and thereafter as the Chapter may determine in accordance with the provisions of this section.

2.2 Chapter Life Member

This honor may be bestowed upon members who have, at the Chapter level, made significant contributions toward the fulfillment of the purpose of the Association and Chapter. To be eligible for this recognition the nominee shall, as a minimum have made three (3) significant contributions toward meeting the needs of the Chapter.

This honor shall be bestowed upon qualified members of the Active, Member and Commercial categories. The nomination shall be initiated at the Chapter level upon

recommendation of one past Chapter President, approved by the Chapter's Executive Committee and a majority approval of the Chapter Quorum. This appointment shall be sent to the Membership Department at the Association Office.

The privileges of a Chapter Life member shall be determined by the category of membership for which the member would otherwise qualify.

The Chapter shall pay annually to the Association Office the dues amount specified in the Association Policy Manual at the rate of the member's qualifying category for each such member during the membership term.

2.3 Senior Membership Grade

A descriptive grade of "Senior" may be added to the classes of Active, Member or Commercial.

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

Membership for ten (10) consecutive years, or more. Not less than three (3) significant contributions to APCO, Inc. including one on an Association level. These are identified in the Policy Manual. Should be a member in good standing at the time of the award.

Nomination to Senior membership grade shall be initiated at the Chapter level upon recommendation by one Past Chapter President, approved by the Chapter Executive Committee and the Chapter Quorum.

The Association Board of Officers approves senior membership grade at its annual conference meeting upon presentation of the resolution and sufficient documentation of qualifications to merit the award.

Section 3. Multiple Memberships

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 of APCO, Inc. pertaining to this category.

Section 4. Voting Privileges

A member qualifying for voting privileges in this Chapter shall be as follows:

Active - Active members may vote on all matters brought before the Chapter.

Member - Members may votes on any item that directly affects the Chapter. They may not vote on any Association item.

Article III - Officers

Section 1. Designation

The Executive Board of this Chapter are a President, Vice President, Secretary, Treasurer, Association Executive Council Member, and an appointee from the Missouri Chapter of APCO to the Missouri 911 Oversight Committee.

Section 2. Elected

The Officers of this Chapter shall be elected in accordance with Article 3 of the Chapter Bylaws and shall immediately take office.

Section 3. Vacancies

Should the office of President of this Chapter become vacant, the Vice President will fill the office. Should any other office become vacant, it will immediately be filled by temporary appointment by the President. Such appointee shall serve until the next election of officers. The President shall also immediately notify the Membership Department at the Association Office of such temporary appointment. In the event of a vacancy and presidential appointment to the position of Association Executive Council Member, the President will also notify the Association's Executive Director.

Article IV - Meetings

Section 1. Requirements

This Chapter shall meet at least twice annually in accordance with the policies of the Association.

Section 2. Conferences

Customarily, there shall be two meetings annually that shall meet the requirements as outlined above. These meetings are identified below.

- 2.1 Annual Conference. The main annual conference shall be held at a time and place so as not to conflict with the Association Annual Conference or any other public safety conference to the extent possible. During this conference the President will give the annual report for the Executive Committee, Committee reports will be presented to the Quorum, Elections will be held and general business will be conducted.
- 2.2 Annual Meeting. There shall be a general business meeting, committee reports and general business conducted. This meeting shall be scheduled at a place other than the site of the Annual Conference.
- 2.3 Other Meetings. The President, upon providing sufficient notice, may schedule a Chapter meeting at any time to conduct committee meetings and general business.
- 2.4 A meeting of the Chapter Active Members held while in attendance at an APCO Association or Regional Conference may qualify as one of the required meetings.

Section 3. Quorum

A Quorum shall consist of the qualified voting members as defined in Article II, Section 4 present and voting at a meeting.

Section 4. Voting Majority

A simple majority of qualified members present and voting at a meeting shall decide all issues except an amendment to the Constitution and Bylaws.

Section 5. Rules of Order

Chapter meetings shall be conducted under "Roberts Rules of Order, Revised".

Article V - Amendments

Section 1. Provision for Amendments

The Constitution and/or Bylaws of this Chapter may be amended only by an affirmative vote of two-thirds of those qualified members in attendance at the meeting of the Chapter, in accordance with the Bylaws.

Section 2. Notice

The Secretary shall notify all members of the Chapter at least thirty days in advance of the meeting when a motion to amend the Constitution or Bylaws will be considered.

Section 3. Effective Date

All Constitutional amendments passed and adopted by this Chapter in accordance with this section shall be in force and effect upon the adjournment of the meeting at which it is adopted, except as may be otherwise provided in the resolution itself.

Missouri Chapter of APCO

BYLAWS

Article I - Membership

Application for membership shall be made in writing and signed by the applicant upon forms provided by the Association, or via on-line systems, in accordance with the Association Bylaws.

Article II - Dues

Section 1. Annual Membership Dues

The dues structure shall be specified in the Association Policy Manual and shall define Chapter and Association portions.

Chapter Honorary members shall not pay any Chapter or Association dues. The Secretary shall forward to the Treasurer a listing of such members. The Treasurer shall forward the list to the Association Membership Department along with a check from the Chapter for the Association portion of the dues.

Section 2. Dues Payment Schedule

Membership Dues are due and payable sixty (60) days prior to the end of the calendar year (December 31st).

Section 3. Billing and Collection

- 3.1 The Association Office shall bill and collect dues from all members.
- 3.2 The Association shall, within each thirty (30) day calendar period, remand to the Chapter its portion of dues received.
- 3.3 The Association Office shall, in like manner, notify the Chapter when its members are billed and when membership status is changed.

Article III - Chapter Elections

Section 1. Eligibility

Only members who hold ACTIVE membership status in this Chapter as defined in the Association Constitution and Bylaws may be considered for elective position in this Chapter.

Section 2. Positions to be filled

The offices of President, Vice President, Secretary, Treasurer and Association Executive Council Member shall be elected annually at the annual conference. The elected members may succeed themselves.

Section 3. How Filled

Positions in this Chapter shall be elected by ballot from nominations submitted by the Nominating Committee in accordance with these Bylaws. Balloting shall be done at the annual conference business meeting. Nominations must be received by the nominating committee no less than 45 days prior to the annual conference.

Section 3.1. Notice

The Secretary shall notify all members of the Chapter at least thirty days in advanced of the Annual Meeting with a slate of candidates for office who have made themselves eligible, in writing, for elected office to be determined at the Annual Meeting.

Article IV - Officers - Authority and Duties

Section 1. Authority

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

Section 2. President

As soon as practical after taking office, the President shall announce appointments to standing and special committees; outline objectives for the year; and discuss any proposed resolutions to be presented to the Annual Conference Quorum in accordance with the Bylaws. The President shall submit to the APCO Membership Department the name and pertinent information of the Chapter Primary and Alternate Frequency Advisor and any changes.

The President shall be the Chairman of the Chapter Executive Committee; shall be an ex-officio member of all committees of the Chapter; and shall preside at all Chapter meetings. It shall be the President's 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 2.

In addition to such other duty as the President may have; the President is empowered to appoint special committees to perform tasks deemed necessary during the term; call any committee into session at any time; have the necessary power to carry out duties as delegated in this Article. The President's parliamentary decision upon the Conference floor shall be final, provided, it not is in conflict with the Conference Rules of this Chapter or Roberts Rules of Order.

Section 3. Vice President

The Vice President shall perform the duties of President in the President's absence.

The Vice President shall participate in Executive Committee responsibilities as assigned by the President or the Executive Committee.

Section 4. Secretary

The Secretary shall serve as Secretary to the Chapter Executive Board, the Executive Committee, and the Chapter meeting business sessions. The Secretary shall prepare complete minutes of all Chapter meetings and distribute to the Chapter Board and Association Office.

The Secretary shall keep a complete roll of the membership, furnishing up to date listings at frequent intervals to the President, Vice President and Conference Chairman.

The Secretary shall maintain a schedule of future chapter meeting dates and locations for at least one year in advance and shall report these to the Association Membership Department promptly upon their scheduling.

Section 5. Treasurer

The Treasurer shall receive all funds belonging to the Chapter, and shall maintain bank accounts for the orderly processing of all funds. The Treasurer shall pay from the accounts all Chapter obligations as prescribed by the Chapter or upon orders from the President or the Executive Committee during intervals between Chapter meetings.

The Treasurer shall prepare a financial report and present it at each meeting, and shall make financial records available to the Executive Committee for auditing purposes.

The Treasurer shall promptly deliver all monies and records as described in the following section to the Treasurer's successor or to whomever the Chapter Executive Committee may designate to receive them.

The Treasurer shall maintain all the financial records in their original form for three years.

Section 6. Association Executive Council Member

The Association Executive Council Member shall represent the Chapter at all meetings of the Association Executive Council. If the elected Association Executive Council Member is unable to attend a scheduled meeting the Chapter President shall appoint an alternate to represent the Chapter in accordance with the Association Constitution and Bylaws.

To the extent possible, the Association Executive Council Member shall receive guidance and advice from the Chapter Executive Committee on subjects that are on the agenda for the Association Executive Council meetings. The Association Executive Council Member may take a stand on non-agenda items without the consent of the Chapter.

The Association Executive Council Member shall report to the Chapter at each Chapter meeting on the activities of the Association.

Section 7. Missouri 911 Oversight Committee Missouri APCO Representative

A Missouri APCO representative shall represent the Chapter at all meetings of the Missouri 911 Oversight Committee.

To the extent possible, the Missouri 911 Oversight Committee APCO Representative shall receive guidance and advice from the Chapter Executive Committee on subjects that are on the agenda for Missouri 911 Oversight Committee meetings. The Missouri 911 Oversight Committee APCO representative may take a stand on non-agenda items without the consent of the Chapter.

The Missouri 911 Oversight Committee APCO representative shall report to the Chapter at each Chapter meeting on the activities of the Missouri 911 Oversight Committee

Article V - Committees

Section 1. Designation

Only ACTIVE members may chair standing committees with the exception of the Chapter Corporate Advisory Committee

Section 2. Standing Committees

2.1 Executive Committee

The Chapter President shall chair this committee, and its members shall consist of all elected officers and the immediate Past President.

The Executive Committee shall have full power and authority during intervals between scheduled Chapter meetings to perform all functions, which the Chapter might perform, except the power to amend the Constitution and Bylaws.

The President shall call this committee into session whenever the need arises. The President shall call this committee into session at the annual conference, prior to the general business session for the purpose of examining the Treasurer's Financial Report and to decide on recommendations to make to the Chapter that would advance the effect objectives of the Chapter and the Association.

The President may poll this committee on special matters by written communication, telephone or email in lieu of calling a special session.

The committee shall be called into session by the President upon the written request of three (3) of its members.

A simple majority of this committee shall constitute a quorum. A simple majority vote of those present at a session, or polled as described, shall determine all issues, except 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

This committee shall actively explore and implement ways to reach new members for APCO and just as importantly, to retain members already enrolled. It shall also attempt to achieve re-enrollment of desirable lapsed members.

This committee shall assist the Conference Chairman in planning a well-rounded program agenda, and shall assist with social arrangements.

2.3 Constitution and By-laws Committee

This committee shall actively study matters affecting the Constitution and Bylaws of this Chapter. It shall report and make recommendations on proposed amendments before such

proposals are acted upon by the membership. This committee shall draw, or assist in drawing, resolutions to be considered by the Chapter or the Association.

2.4 Nominating Committee

This committee shall consist of at least three (3) Past-Presidents as far as possible, and shall be appointed by the President during the annual conference. This committee shall have as its Chairman the Immediate Past President, if possible. The committee shall report a slate of nominees for office to the Conference Quorum, prior to the casting of ballots.

2.5 Conference Committee

This committee shall assist the Conference Chairperson with conference matters such as hotel arrangements, vendor arrangements, social activities and registration. The committee shall consist of as many past conference chairpersons as possible.

This committee shall review site possibilities for future conferences and make recommendations so that conferences can be scheduled at least one year in advance.

2.6 Newsletter Committee

This committee shall actively research and compile information that is of interest to chapter members.

2.7 Special Committees

The President shall appoint committees as the need arises. These special committees shall continue to serve and operate as such until the task 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.

2.8 Duties of Committees

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

Article VI - Amendments

Section 1. Provision for Amendments

The Constitution and/or Bylaws of this Chapter may be amended by an affirmative vote of two-thirds of those qualified members in attendance at the meeting of the Chapter, in accordance with the Bylaws.

The normal procedure for amendments may be waived by an affirmative vote of three fourths of the Quorum during a conference. This action should only be taken in extreme situations when it is deemed necessary to comply with the intent of the Association, or if deemed in the interest of the Chapter.

Section 2. Normal Procedure for Amendment

The Constitution and/or By-laws of this Chapter may be amended by any member presenting a resolution in writing to the President who shall have the Secretary mail a copy of such resolution to each Chapter member qualified to vote. The proposed resolution will be mailed at least thirty (30) days in advance of the vote.

Section 3. Waiver of Requirements of Section 2

Should it become desirable to waive normal procedure to amend the Constitution and/or By-laws of this Chapter, during the annual conference only, the following procedure will be followed:

- 3.1 An announcement will be made by the President of the request for waiver, and an outline of the 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 a waiver;
- 3.3 A three-fourths majority 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

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 adjournment of the conference wherein considered and adopted. The resolution itself may contain language setting another effective date and time.

Article VII - Resolutions

Section 1. Procedure

Resolutions not involving amendments to the Constitution and By-laws shall be made in writing and presented to the Executive Committee for consideration and report at any meeting of the Chapter. Resolutions considered by the Executive Committee shall be presented to the Chapter members at the meeting for their vote, along with the recommendation of the Executive Committee.

Article VIII - Expenses

Section 1. Specified Expenses

The officers of the Chapter shall be authorized with the necessary funds to fulfill the requirements of their office as outlined in the Constitution and By-laws of this Chapter.

Section 2. Budget

The Missouri Chapter of APCO will establish an annual budget in order to prescribe a financial plan of action and monitor financial activities of the Chapter. The Executive Committee will establish funding policies that will be contained in the Chapter Policy Manual.

Section 3. Unspecified Expenses

The Executive Committee will be authorized to approve all other expenses not specifically outlined in the Constitution and By-laws of this Chapter.

Section 4. Significant Property

The Executive Committee shall have full power and authority to dispose of Chapter property.

Section 5. Financial Audit

The Executive Committee shall audit the financial records of the Chapter at least annually.

Article IX - Policy Manual

The Executive Committee may adopt a policy manual for the guidance and direction of officers, committees, and members. The provisions of the policy manual shall be the established policy of the Chapter, until they are amended or rescinded.

Article X - Disbursement of Assets upon Dissolution

Should the Missouri Chapter of APCO be dissolved all assets shall be distributed to APCO, International, Inc., or organizations, of similar purpose as selected by a two-thirds majority vote of a meeting quorum, or by the Executive Committee if between meetings.