

# **FLORIDA CHAPTER**

## **BYLAWS**



**ASSOCIATION OF PUBLIC-SAFETY  
COMMUNICATIONS OFFICERS, INC.**

**Florida chapter, a corporation not for profit.  
June 2007 Revision**

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**ARTICLE I        CORPORATE SEAL**

1.0        The Corporate Seal shall have inscribed therein the name of the corporation, the year of its incorporation, and the word "SEAL."

**ARTICLE II        CHARTER LIMITS**

2.0        This Chapter is chartered by International APCO (APCO, Inc.) and covers the State of Florida.

**ARTICLE III        CONFERENCES**

3.0        REQUIREMENTS

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

3.1        MEETINGS

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

3.1.1        FALL BUSINESS MEETING. There shall be general business, committee reports and discussion of general interest to the membership.

3.1.2        ANNUAL CONFERENCE. The Annual conference shall be when the President shall give the annual report for the Board of Officers; committee reports made; minutes read and approved or amended; elections held; and general business conducted.

3.2        CONFERENCE QUORUM

A conference quorum shall consist of the active members present and voting at a regular Chapter Conference.

3.3        VOTING MAJORITY

A simple majority of Active members present and voting at a business session shall decide all issues except an amendment to the Constitution and/or By-Laws, in which case a two-thirds majority vote shall be required or in the event of a waiver of normal amending procedures, a three-fourths majority vote shall be required in accordance with Constitution Article IV and By-Laws Article IX.

**ARTICLE IV MEMBERSHIP PROCEDURE**

**4.0 APPLICATION**

Application for membership shall be make in writing and signed by the applicant, upon forms as provided by International APCO. Completed applications shall be submitted to the Chapter Secretary or International Office for processing.

**4.1 CLASSIFICATIONS**

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

**4.2 EFFECTIVE DATE OF MEMBERSHIP**

Upon receipt of dues for membership, The International Office shall issue the appropriate membership certificate and receipt for dues. At this time, the applicant becomes a full member in that particular class.

By-Laws of the Florida Chapter of the Associated Public Safety Communications Officers, Incorporated 1977

- REVISED JUNE 19, 1986
- AMENDED JUNE 2, 1988
- AMENDED APRIL 11, 1989
- AMENDED OCTOBER 10, 1997
- AMENDED JULY 16, 1999

**4.3 ANNUAL MEMBERSHIP DUES**

International membership dues shall be designated by International APCO for each particular class of membership. Dues for Chapter Membership for all classes except Chapter Honorary shall be equal the International Dues per year.

Chapter Honorary members shall not pay any Chapter or International Dues. The Treasurer shall forward to the International 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.

**4.3.1 INTERNATIONAL RENUMERATION**

International APCO will remunerate the standard portion of the dues back to the Florida Chapter in accordance with current International By-Laws.

## **ARTICLE V        MEMBERSHIP**

### **5.0        DEFINITIONS:**

5.0.1 With the exception of the Governmental and Corporate member category, APCO's members are individuals. The membership of the Association shall be divided into the following categories: Active Member, Commercial and Member. A designation of Life, Honorary, Chapter Life, Chapter Honorary, Multiple and Senior may be added to a category.

5.0.2 Group memberships shall be divided into the following: corporate group membership and governmental group membership.

5.0.3 Applications for membership shall be processed in accordance with the provisions of this Article.

### **5.1        MEMBERSHIP ELIGIBILITY**

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

5.1.2 Except as permitted by 5.1.1 of this Article (and while so involved), the category of membership enjoyed shall reflect the current employment status of the member.

### **5.2        CATEGORIES**

#### **5.2.1 ACTIVE MEMBER**

The following citizens of the United States of America and Affiliated Chartered Groups shall be eligible for Active membership:

- a) 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 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.

- b) 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 and its chartered groups.

#### 5.2.2 COMMERCIAL MEMBER:

Those persons who receive compensation in any form for services rendered in business and industry are eligible to be Commercial members. Except for the Corporate Advisory Committee Member on the Executive Council, voting privileges are as provided for in the International Constitution Article III, Section 5. They may otherwise enjoy all benefits and privileges of the Association.

#### 5.2.3 MEMBER:

Those non-administrative and non-supervisory personnel otherwise meeting the requirements of 3.1.2 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. They may continue to enjoy all the privileges as limited by the International Constitution Article III, Section 5.

### 5.3 ASSOCIATION DESIGNATIONS ATTACHED TO CATEGORY

#### 5.3.1 HONORARY MEMBER

- a) Only the Board of Officers may confer this category of membership.
- b) This membership is limited to those individuals who may have no incentive to obtain membership in any category but, by virtue of their position or accomplishments, it is in the best interest of APCO, Inc., that the individual have information regarding APCO, Inc., including the Bulletin and other APCO publications, filings and other items of information regarding the activities of APCO, Inc.
- c) Membership shall be established with the publication of a list (annually or sooner if necessary) of qualified individuals as determined by the Association Board of Officers.
- d) The APCO, Inc., Honorary member shall not vote or hold office in any capacity, except that they may serve as Ex Officio members of any committee.

### 5.3.2 LIFE MEMBER

- a) This highest level of membership shall be awarded only to those persons currently holding another category of membership in the Association. The Life member title shall be added to that of any other category of membership. This title and the member's regular other membership category title with all its privileges and benefits shall be enjoyed, and held exempt from dues, for the life or resignation of such member.
- b) This honor may be bestowed upon members who have at the Association level made significant contributions toward the fulfillment of the purpose of the Association. To be eligible for this recognition the nominee shall as a minimum have:
  - 1. Served a full term as President of the Association and/or;
  - 2. Made five (5) major accomplishments which have contributed significantly toward meeting the needs of all Chapters, regulatory and policy making bodies, the commercial, general public safety, and international communities, or any combination thereof.
- c) This honor shall be bestowed in the following manner:
  - 1. The nomination shall be made by the nominee's Chapter upon recommendation of such Chapter's Executive Committee. This nomination, accompanied by documentation of eligibility, shall be sent to the Association Office more than 90 days prior to the convening of the Annual Conference at which the nomination is to be considered.
  - 2. The nomination shall be reviewed by the Board of Officers and its recommendations made to the Executive Council before or during such Conference. If approved by the Executive Council the nomination shall be presented to the Quorum of such Conference which shall make its decision by majority vote. If not approved in any instance during this process the Chapter shall be appropriately advised by the Executive Director.
- d) Notwithstanding the other provisions of this Section, nominations for Life membership may also be initiated by the unanimous vote of the APCO Board of Officers more than 90 days prior to the convening of the Annual Conference at which the nomination is to be considered. In such case, the Board of Officers shall forward its nomination to the Executive Council for its approval. If approved by the Executive Council, the nomination shall be submitted for the consideration of the Quorum at an Annual Conference.

### 5.3.3 MULTIPLE MEMBERSHIP:

- a) This category provides for membership in more than one Chapter in accordance with the following requirements to be met by the applicant who shall be:
  - 1. A paid up member in their own Chapter;
  - 2. A paid up Multiple member of the above membership category in any additional Chapter(s) in which he is also qualified;
- b) Provided an additional membership card(s) which identifies the bearer to be a Multiple (Home Chapter category) member in which so affiliated;

### 5.3.4 SENIOR MEMBERSHIP GRADE.

- a) The designation of "Senior" may be added to any category of individual membership.
- b) To be eligible for the honor, a member shall meet the following qualifications:
  - 1. Membership for ten (10) consecutive years or more.
  - 2. Not less than three (3) significant contributions to APCO, including one on an Association level. These are defined in the International Policy Manual.
  - 3. Shall be a member in good standing at the time of the award.
- c) Nomination to senior membership grade shall be initiated at the Chapter level upon recommendation by one Past Chapter President, approved by the Chapter Board of Officers and the Chapter Quorum.
- d) Senior membership grade is approved by the International Board of Officers upon presentation of the resolution and sufficient documentation of qualifications to merit the award.

## 5.4 CHAPTER DESIGNATIONS ATTACHED TO CATEGORY

### 5.4.1 CHAPTER HONORARY MEMBER:

- a) The following persons are eligible for this category:
  - 1. Those who have made significant contribution to the objectives of a Chapter.

2. Retired members who have held membership in any category for more than ten (10) consecutive years.

- b) This honor shall be bestowed if a Chapter Board of Officers makes a motion to such effect and its Chapter Quorum passes such a motion by majority vote.
- c) The benefits of this category are paid Bulletin subscription and increased fellowship due to recognition of contributions made especially in the event of this title being added to a current membership title.
- d) The Chapter shall pay to the Association Office the dues amount specified in the International Bylaws Article III, Section 1.2, for each such member.
- e) The term of this category shall be for a period of twelve (12) months and thereafter as the Chapter may determine in accordance with the provisions of this section.

#### 5.4.2 CHAPTER LIFE MEMBER:

- a) Each Chapter desiring to confer Chapter Life Membership shall develop a list of requirements for this category of membership. This list shall be included in the Chapter Constitution and Bylaws.
- b) A suggested list of qualifications for this category of membership shall be maintained in the APCO Policy Manual.
- c) This honor shall be bestowed upon qualified members upon the recommendation of the Chapter Board of Officers and majority approval of the Chapter Quorum. This appointment shall be sent to the Membership Department at the Association office.
- d) The privileges of a Chapter Life Member shall be determined by the category of membership for which the member would otherwise qualify.
- e) The Chapter conferring this membership category shall pay annually to the Association Office the dues amount specified in the International Bylaws, Article III, Section 1.2 at the rate for the member's qualifying category, for each such member during the membership term.

## 5.5 GROUP MEMBERSHIPS

### 5.5.1 CORPORATE GROUP MEMBERSHIPS

- a) Any corporation that received compensation in any form for services rendered or products sold in business and industry is eligible to become a Corporate Member.
- b) Except for the Corporate Advisory Committee member on the Executive Council, voting privileges for individuals who are covered by Corporate Membership are as provided for in the International Constitution Article III, Section 5.
- c) Benefits and privileges of Corporate Membership are those as defined in the Commercial Category of the International Bylaws and Policy Manual.
- d) Corporate group membership dues shall be uniform for all chapters in the United States as defined in International Bylaws Article III, Section 1.1
- e) Corporate group membership levels shall be detailed in the International Policy Manual

#### 5.5.2 GOVERNMENTAL GROUP MEMBERSHIPS:

- a) Any political entity qualifying under the meaning and intent of the International Constitution Article 1, Section 2, hereinafter referred to as the Master Applicant in this category, among whose employees two (2) or more are eligible for membership in accordance with the other Sections of this Article whom the Master Applicant wishes to enroll as a group in this Association is eligible for this category of membership with the following stipulations:
- b) At least one of the employees in each applicant group per each dues year shall be eligible for, or the particular Master Applicant shall have at least one employee enrolled as, an Active member of this Association;
- c) All employees in each group shall reside, live or work within the boundaries of the particular Chapter chartered in that geographical area and shall be members of that Chapter unless otherwise approved by the International Board of Officers;
- d) Memberships in good standing within a group may be transferred during a given dues period from current employees leaving the group to new employees entering the group upon each such individual request by the Master Applicant to the appropriate Chapter Secretary;

- e) The individual members shall be categorized as, pay dues, and serve in this Association in accordance with the appropriate membership requirements which are set forth elsewhere in the International Bylaws and Policy Manual, and the will of the Governmental member shall be expressed within this Association only by means of these individual members.
- f) Benefits and privileges of Governmental Membership are those as defined in the Governmental Category of the International Bylaws and Policy Manual.

## **ARTICLE VI      CHAPTER ELECTIONS**

### **6.0      ELIGIBILITY**

Only members who hold ACTIVE membership status in this Chapter may be considered for any elective position in this Chapter. No more than two members from the same Public Safety Agency may hold a position of Chapter Officer.

### **6.1      POSITIONS TO BE FILLED**

The following officers shall be elected at each Annual Conference yearly: President-Elect, three Board of Officers. Should the President-Elect be unable to advance to the office of President then the President shall be elected at the next annual conference.

The following officers shall be elected at the annual conference every two years: Secretary on the even years, Treasurer on the odd years and Executive Council on the even years.

### **6.2      HOW FILLED**

All elective positions in this Chapter shall be elected by ballot from nominations submitted by the nominating committee in accordance with Article 6.2.2, or from nominations from the floor. Such balloting shall be done at the last scheduled business session at the Annual Conference.

#### **6.2.1      TIES**

In the event of a tie of the officer position, that position shall be determined by the President. Should one of the candidates be the current President, then determination shall be made by the President-Elect or the next succeeding officer

## 6.2.2 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 prior to the casting of ballots. Additional nominations may be made by the Quorum from the floor of the Conference.

## 6.3 DATE FOR TAKING OFFICE

The President-Elect shall advance to the office of President and the President and other candidates elected at the Annual Conference shall take the oath of office and be sworn in and automatically take office as the last order of business prior to the close of the Annual Conference.

## **ARTICLE VII OFFICERS - AUTHORITY AND DUTIES**

### 7.0 AUTHORITY

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

### 7.1 PRESIDENT

7.1.1 As soon as practical after taking office, the President shall promulgate appointments to Standing and Special Committees; outline objectives for the year; and request any proposed resolutions to be presented to the International APCO Conference Quorum in accordance with International Constitution Article X , section 1.2.

7.1.2 The President shall be the Chairman of the Chapter Board of Officers; and ex-officio member of all committees of this Chapter; and shall preside at all Chapter conferences.

7.1.3 It shall be the President's duty to see that the conduct of all conferences is in keeping with the purpose of this Chapter as outlined in the International Constitution Article I, Section 2.

### 7.2 PRESIDENT-ELECT

7.2.1 The President-Elect shall perform all Presidential duties in the absence of the President.

7.2.2 Shall, during the term of office, screen the Chapter membership, contact prospective committee chairmen for the following year, and have appointments ready for presentation when taking office as President.

7.2.3 Shall participate in Board of Officers responsibilities.

### 7.3 SECRETARY

7.3.1 Shall serve as secretary to the Board of Officers, and the Chapter Conference business sessions.

7.3.2 Shall keep a complete roll of the membership of this Chapter, furnishing updated listings at frequent intervals to Chapter President, President-Elect and Conference Chairman.

### 7.4 TREASURER

7.4.1 Shall receive all general funds belonging to the Chapter, and shall maintain a bank account for the orderly processing of all funds. Shall pay from this account all Chapter obligations as prescribed by the Chapter Quorum, or upon orders from the Board of Officers during intervals between Chapter conferences.

7.4.2 Shall prepare a financial report and present it at the Conference and shall make financial records available to the Board of Officers for auditing purposes.

7.4.3 Shall promptly deliver all moneys and records to the successor in office or to whomsoever the Chapter Board of Officers may designate to receive them.

### 7.5 INTERNATIONAL EXECUTIVE COMMITTEE PERSON

7.5.1 The International Executive Committee Person shall represent the Chapter at all meetings of the International Executive Committee.

7.5.2 Shall receive guidance and advice from the Chapter Executive Committee on subjects that are on the agenda for International Executive Committee Meetings.

7.5.3 The International Executive Committee Person may take a stand on non-agenda items without consultation with the Chapter.

### 7.6 VACANCIES

7.6.1 In the event an elected official is unable to complete their term, the vacancy shall be filled in the following manner:

- a) President, President-Elect, and Board of Officers will be filled through advancement in rank.
- b) Vacancy in any other office shall be filled by presidential appointment with approval of the Board of Officers, until the next annual conference when the position can be voted on by the membership.

## 7.7 BOARD OF OFFICERS

7.7.1 The Chapter President shall be the Chairman of this Board of Officers, and its members shall consist of the President, the President-Elect, the Secretary, the Treasurer, the Immediate Past President, the International Executive Committee Member, and three members-at-large who have been elected in accordance with these By-Laws.

7.7.2 The Board of Officers shall have full power and authority during intervals between scheduled Chapter Conferences to perform all the functions which the Chapter might perform, except that it shall not have the power to amend the Constitution or By-Laws.

7.7.3 The President may call the Board of Officers into session whenever the need arises, and shall call it into session at each 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 business session Quorum that would advance and affect objectives of the Chapter and International APCO.

7.7.4 The President may poll the Board of Officers on special matters by written communication or telephone in lieu of calling special session.

7.7.5 The Board of Officers may be called into special session on the written request bearing the signature of four (4) of its members.

7.7.6 A simple majority of the Board of Officers 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.

## ARTICLE VIII COMMITTEES

## 8.0 DESIGNATION

Committees formed in this Chapter shall be classified as:

8.0.1 **STANDING COMMITTEES:** Perennial or annual type committees which are assigned prescribed duties and responsibilities of a permanent nature.

- a) Only **ACTIVE** class members may serve as chairman of standing committees.

8.0.2 **SPECIAL COMMITTEES:** Ad-hoc type committees which are assigned specific duties and responsibilities in matter of a temporary but significant nature.

- a) The President shall appoint special committees as the need arises.
- b) 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.

## 8.1 DUTIES OF COMMITTEES

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

# **ARTICLE IX AMENDMENTS**

## 9.0 PROVISIONS FOR AMENDMENTS

9.0.1 The Constitution and/or By-Laws of this Chapter may normally be amended only by a majority vote at a Conference in accordance with these By-Laws.

9.0.2 If, in the interest of time, in an effort to comply with the intent of International APCO, or if deemed in the best interest of this chapter, it is desirable to make amendments during the Fall Business Meeting, the normal procedure for amendment may be waived as outlined in Article 9.3.

## 9.1 AUTHORITY FOR AMENDMENT

The Constitution and/or By-Laws of this Chapter may normally be amended only by a two-thirds majority vote at any Conference during a regular business session in accordance with Section 9.2 of this Article, or in the event of waiver of the

requirements of said Section 9.2, amending procedure will be in accordance with Section 9.3 of this Article.

## 9.2 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 notify, in writing, each Chapter member qualified to vote, of the proposed change at least thirty days prior to any Conference. The actual amending vote by Active members in attendance shall determine the issue.

## 9.3 WAIVER OF REQUIREMENTS OF SECTION 9.2

Should it become desirable to waive normal procedure to amend the constitution and/or By-Laws of this Chapter, during a Conference only, the following procedure shall be followed:

9.3.1 An announcement shall be made by the President of the request for waiver, and an outline of issues involved in such amending request(s);

9.3.2 A motion and a second to waive normal amending procedures with a sufficient time for discussion to determine the need for waiver;

9.3.3 A three-fourths majority vote to waive the requirements of Section 9.0.1 of this Article.

9.3.4 A two-thirds majority vote to determine each amending issue voted on separately.

## 9.4 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 business meeting wherein considered and adopted, provided an exception to this effect is not otherwise contained in the language of the resolution itself.

# **ARTICLE X      RESOLUTIONS**

## 10.0 PROCEDURE

Every resolution, unless of a formal character or involving amendments to the Constitution and By-Laws, shall be in writing and presented to the Board of Officers for consideration and report prior to the last day of the Conference. Any

resolution considered by the Board of Officers shall be presented to the Quorum, along with the recommendation of the Board of Officers, in sufficient time for consideration prior to voting on the resolution.

#### 10.1 RULES FOR ORDER

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

### **ARTICLE XI EXPENSES**

#### 11.0 SPECIFIED EXPENSES

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

#### 11.1 OTHER EXPENSES

The Board of Officers will be authorized to approve all other expenses not specifically outlined in the Constitution and/or By-Laws of this Chapter. The Board of Officers shall adopt specific reimbursement guidelines in the Chapter Policy Manual.

### **ARTICLE XII POLICY MANUAL**

The Board of Officers shall 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.