

# KANSAS CHAPTER OF APCO CONSTITUTION & BYLAWS

13 April 2016

## *ARTICLE I NAME AND ORGANIZATION*

**SECTION 1.1 NAME**  
1.1.1 The organization name shall be known as the Kansas Chapter Association of Public Safety Communications Officials International, Inc., hereinafter referred to as Chapter.

**SECTION 1.2 AFFLIATION**  
1.2.1 This Chapter is chartered by the Association of Public Safety Communications Officials International, Inc., hereinafter referred to as the Association and/or APCO and represents all members in the State of Kansas as defined in Article 3 of the Constitution.

## *ARTICLE II PRINCIPLES*

**SECTION 2.1 MISSION**  
2.1.1 Kansas Chapter of APCO is committed to providing professional networking, professional development and training, technical assistance, advocacy, and outreach to empower and enrich our members.

**SECTION 2.2 VISION**  
2.2.1 In an effort to fulfil its mission, Kansas Chapter of APCO will strive to: Promote professionalism, teamwork, and leadership within public safety communications. Advance the professional growth of members through the development, provision, and promotion of training and professional standards in public safety communications.  
Provide recognition for excellence in public safety communications.  
Provide opportunities for exchanging ideas and networking information amongst public safety communications professionals.  
Address current issues critical to all levels of public safety communications.  
Serve as an advisory body to the Kansas PSAPs [Public Safety Answering Points].  
Influence public policy on emergency communications through the legislative process at the federal, state and local levels. Coordinate the efforts and plans of this organization with APCO international and other state level APCO chapters.

- SECTION 2.3 PROHIBITED USE**  
2.3.1 This Chapter is established as a non-commercial, non-profit and non-partisan. Use of the Association, its name, or its influence for the purpose of any commercial profit or partisan political activity is strictly prohibited

***ARTICLE III  
MEMBERSHIP***

- SECTION 3.1 APPLICATION**  
3.1.1 Application for membership shall be made in writing or electronically provided by the Association.

- SECTION 3.2 EFFECTIVE DATE OF MEMBERSHIP**  
3.2.1 Membership shall become effective on the date the dues are paid.  
3.2.2 Renewal of membership will occur annually on January 1, of each year.  
3.2.3 Delinquent members will be dropped from the rolls when a deletion notice is received from the Association.

- SECTION 3.3 CLASSIFICATIONS**  
3.3.1 The membership of this Chapter shall be divided into the member categories as set forth in the Association Constitution and Bylaws, and other categories as may be described here, as long as those other categories do not conflict with the categories set forth in the Association Constitution and Bylaws-

***ARTICLE IV  
DUES***

- SECTION 4.1 ANNUAL MEMBERSHIP DUES**  
4.1.1 Dues for all membership categories are defined by APCO International the Association.  
4.1.2 Chapter Honorary, Chapter Life, Chapter Senior members shall not pay any Chapter or Association dues.

***ARTICLE V  
CONFERENCES***

- SECTION 5.1 REQUIREMENTS**  
5.1.1 This Chapter shall meet at least twice annually in accordance with the APCO Constitution and Bylaws.

- 5.1.2 The Spring Conference shall be the first meeting of the calendar year. This meeting shall be for the purpose of presenting any reports to the membership. Such reports are to be given by the President, Executive Committee, or any other Standing or Ad Hoc Committees. Minutes shall be read, amended if necessary, approved and general business conducted. Appropriate training opportunities shall be offered.
- 5.1.3 The Fall Conference shall be the last scheduled meeting of the calendar year. This shall be the Annual Conference the President shall give the annual report, Committee reports shall be presented; minutes read, amended if necessary and approved elections held and general business conducted. Appropriate training opportunities shall be offered.
- 5.1.4 The President may convene a Kansas Chapter meeting of officers and members in attendance at a North Central Conference, provided that conference is held in Kansas and hosted by the Chapter.

**SECTION 5.2 VOTING MEMBERS**

- 5.2.1 Members qualifying for voting privileges in this Chapter shall be in accordance with International APCO.
- 5.2.2 Members may vote on any items brought before the quorum at a scheduled business meeting.

**SECTION 5.3 QUORUM**

- 5.3.1 A quorum shall consist of the qualified members, as defined in Section 5.2, who are present and voting at a meeting.

**SECTION 5.4 VOTING MAJORITY**

- 5.4.1 A simple majority of qualified members, as defined in Section 5.2, present and voting at a meeting shall decide all issues as required by Robert's Rules of Order, Revised.

**ARTICLE VI  
CHAPTER ELECTIONS**

**SECTION 6.1 POSITIONS TO BE FILLED**

- 6.1.1 Elective officers of the Chapter are: President, First Vice President, Second Vice President, Secretary, Treasurer, Executive Council Representative and Chapter Member/Vendor Liaison.
- 6.1.2 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 6.2.2 for a one year term.
- 6.1.3 The Second Vice President, shall be elected annually for a one year term.
- 6.1.4 The Secretary, Treasurer, Chapter Member/Liaison, and the Executive Council Representative, shall be elected every other year for a two year term.

6.1.5 All elected officers shall have no term limit

**SECTION 6.2 MANNER OF ELECTION**

6.2.1 Officers in this Chapter shall be elected by secret ballot, from nominations submitted by the Nominating Committee or from nominations made from the floor, in accordance-with the Bylaws Article VI.

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

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

**SECTION 6.3 DATE FOR TAKING OFFICE**

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

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

**SECTION 6.4 VACANCIES**

6.4.1 Vacancies in the offices of President or First Vice-President shall be filled by advancement in rank, to complete the vacated term and shall have no effect upon their normal terms of office or eligibility thereto.

6.4.2 Vacancies in the office of Second Vice President, Secretary, Treasurer, Chapter Member/Liaison, or Executive Council Representative shall be appointed by the President & confirmed by the executive committee. The appointee shall fulfill the vacated term in its entirety. The President or Secretary shall notify APCO accordingly

***ARTICLE VII***

***OFFICERS, CHAPTER MEMBER/VENDOR LIASION  
AND EXECUTIVE COUNCIL REPRESENTATIVE***

**SECTION 7.1 AUTHORITY**

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

**SECTION 7.2 PRESIDENT**

7.2.1 As soon as practical after taking office, the President shall call a meeting of the Executive Committee. 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 Chapter Conference Quorum.

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

- 7.2.3 It shall be the President's duty to see that the conduct of all Chapter affairs is in keeping with the mission of this Chapter as outlined in Article II Section 2.1

**SECTION 7.3 FIRST VICE PRESIDENT (PRESIDENT ELECT)**

- 7.3.1 In the absence of the President, the First Vice President shall perform all the duties of the President.
- 7.3.2 The First Vice President shall serve as Chairperson of the Activities and Membership Committee.
- 7.3.3 The First Vice President shall perform all special Executive Committee duties, which may be assigned by the President or Executive Committee.

**SECTION 7.4 SECOND VICE PRESIDENT**

- 7.4.1 The Second Vice President shall perform all the duties of the First Vice President during the absence of the First Vice President.
- 7.4.2 The Second Vice President shall serve as Vice Chair of the Activities and Membership Committee.
- 7.4.3 The Second Vice President shall participate in Executive Committee activities as assigned by the President or Executive Committee.

**SECTION 7.5 SECRETARY**

- 7.5.1 The Secretary shall serve as Secretary to the Board of Officers, the Executive Committee and the Chapter Conference business sessions.
- 7.5.2 The Secretary 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.
- 7.5.3 The Secretary shall maintain all the minutes of all meetings of the Chapter of Executive Committee in electronic format 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.
- 7.5.4 Upon leaving office, the Secretary shall promptly deliver all active records to the successor Secretary or to whomsoever the Executive Committee may designate to receive them.
- 7.5.5 The Secretary and Treasurer will work closely during conferences to collect conference fees.
- 7.5.6 Secretary, 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 Treasurer, and approved by the President before the Chapter is obligated to make payment for the bond.
- 7.5.7 If the Secretary cannot be bonded, the individual must resign immediately. The President shall fill the resultant vacancy in accordance with Section 6.4.2.
- 7.6.8 The Secretary will be authorized on all Chapter checking accounts.

**SECTION**

**7.6 TREASURER**

- 7.6.1 The Treasurer shall receive all funds belonging to the Chapter and shall maintain bank accounts for the orderly processing of such funds. The Treasurer shall pay from these accounts all Chapter obligations as directed by the Chapter, or upon direction from the Board of Officers during intervals between Chapter Conferences.
- 7.6.2 The Treasurer shall prepare a financial report and present it at the Conferences. Financial records shall be made available to the Executive Committee for financial review purposes.
- 7.6.3 The Treasurer shall maintain all the financial records in electronic format 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.
- 7.6.4 The Treasurer shall promptly deliver all moneys and active records to the successor Treasurer or to whomsoever the Executive Committee may designate to receive them.
- 7.6.5 Treasurer, 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 Treasurer, and approved by the President before the Chapter is obligated to make payment for the bond.
- 7.6.7 If the Treasurer cannot be bonded, the individual must resign immediately. The President shall fill the resultant vacancy in accordance with Section 6.4.2.
- 7.6.8 The Treasurer will be authorized on all Chapter checking accounts.
- 7.6.9 A newly elected Treasurer will cause a financial review to occur with an outside resource as approved by the board.
- 7.6.10 The Treasurer and Secretary will work closely during conferences to collect conference fees.

**SECTION**

**7.7 EXECUTIVE COUNCIL REPRESENTATIVE**

- 7.7.1 The Chapter Executive Council Representative shall represent the Chapter during deliberations of the Association Executive Council.
- 7.7.2 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.
- 7.7.3 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.
- 7.7.4 The Executive Council Representative shall serve as member at large on the Chapter Executive Committee.
- 7.7.5 The Executive Council Representative may serve successive terms without limit.

- SECTION 7.8 CHAPTER MEMBER/VENDOR LIAISON**
- 7.8.1 The Chapter Member/Vendor Liaison serves as liaison between the Chapter Membership and the Board of Officers.
- 7.8.2 The Chapter Member/Vendor Liaison shall report to the Board of Officers on all information which comes to his/her knowledge regarding the needs and concerns of the Chapter membership.
- 7.8.3 The Chapter Member/Vendor Liaison may serve successive terms without limit.

- SECTION 7.9 Chapter Commercial Advisory Member (CCAM)**
- 7.9.1 The CCAM acts as a liaison between the Kansas Chapter of APCO and the Commercial members/vendors of the Chapter. The CCAM provides a means of establishing open communications between the Chapter Commercial Members, the Chapter Board, and the Chapter non-commercial members.
- 7.9.2 The CCAM acts as a liaison with a commercial advisory committee.
- 7.9.3 The CCAM is a voting member of the Board of Officers.

***ARTICLE VIII  
COMMITTEES***

- SECTION 8.1 DESIGNATION**
- 8.1.1 Committees formed in this Chapter shall be classified as either Standing or Ad Hoc Committees.
- 8.1.2 Standing Committees are those which are assigned specific duties and responsibilities of a permanent nature. Only full members may chair a standing committee. Committees listed in Section 8.2 through 8.8 are Standing Committees.

- SECTION 8.2 BOARD of OFFICERS**
- 8.2.1 The Chapter President shall be chair of this board. Its members shall consist of all elected position, the immediate Past President, and the CCAM
- 8.2.2 The Board of Officers 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.
- 8.2.3 The President shall call this Board into session as required by Bylaws Article V and into additional sessions as necessary.
- 8.2.4 The President shall call this Board 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 or Treasurer and decide on recommendations to present to the Chapter.
- 8.2.5 The President may poll this Board on special matters by written or electronic communications or telephone conference calls.

- 8.2.6 This Board shall be called into special session upon written request of four (4) of this members.
- 8.2.7 A simple majority of this Board 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 8.2.8.
- 8.2.8 In the event of impeachment proceedings, a special session of this Board must be called. A two-thirds majority vote will be required for impeachment.

**SECTION 8.3 ACTIVITIES AND MEMBERSHIP COMMITTEE**

- 8.3.1 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.
- 8.3.2 This Committee shall actively explore ways to recruit new members for APCO and retain those members already enrolled.
- 8.3.3 The Committee shall assist the host agency Conference Chairperson in planning a well-rounded program agenda for the Spring or Fall Conference.

**SECTION 8.4 RESOLUTIONS AND BYLAWS COMMITTEE**

- 8.4.1 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 8.5 NOMINATING COMMITTEE**

- 8.5.1 This Committee chair shall be the immediate Past President and, if possible, shall include two additional Past Presidents as members.
- 8.5.2 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.
- 8.5.3 This Committee shall bring to the Fall Conference a slate of candidates for the elective offices in accordance with Article VI of the Bylaws.

**SECTION 8.6 HISTORICAL COMMITTEE**

- 8.6.1 The Chapter Member/Vendor Liaison is the chair of this Committee and shall be the Chapter Representative to the Association Historical Committee.
- 8.6.2 The Committee shall actively research, compile and maintain a file on the records and history of the Chapter.
- 8.6.3 One member should have a capability in photography. This member should provide the pictures to the webmaster for publication, the Association Historical Committee and the Chapter Historical file.

**ARTICLE IX**  
**MISCELLANEOUS MEETING PROVISIONS**

**SECTION 9.1 ABSENCE of QUORUM**

9.1.1 If a quorum is not present at any meeting of the Board of Officers or any committee of the Association, the members there may adjourn the meeting, without notice other than an announcement at the meeting, until a quorum is present.

**SECTION 9.2 Meetings by Telephone or Web Conferencing.**

9.2.1 If any meeting is conducted by telephone or web conferencing, any one or more members of the body may participate in any meeting by means of telephone or web conferencing or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time.

**ARTICLE X**  
**AMENDMENTS**

**SECTION 10.1 AUTHORITY FOR AMENDMENTS**

10.1.1 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 General Business Meeting in accordance with Section 5.2

**SECTION 10.2 PROCEDURE FOR AMENDMENT**

- 10.2.1 Amendment of the Bylaws may be initiated 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 10.2.2
- 10.2.2 Not less than thirty days prior to a general business meeting the Secretary shall ~~mail~~ provide a digital copy of this resolution to members of the Chapter via member's email [at the address currently listed with APCO International] , via PScconnect, and via the Kansas APCO website.
- 10.2.3 The amending vote shall take place at the subsequent general business meeting following the 30 day notification of proposal to amend.

**SECTION 10.3 EFFECTIVE DATE OF AMENDMENTS**

10.3.1 All amendments to the Bylaws shall become effective upon adjournment of the general business meeting wherein considered and adopted.

**ARTICLE XI**  
**RESOLUTIONS AND RULES OF ORDER**

**SECTION 11.1 PROCEDURE**

- 11.1.1 Every resolution, unless involving amendment to the Constitution or Bylaws, shall be made in writing and presented to the Board of Officers for consideration and report prior to a general business meeting.
- 11.1.2 Every resolution presented to the Board of Officers shall be presented to the Chapter, along with the recommendation of the Board of Officers, in sufficient time to be studied and considered prior to voting on the resolution.
- 11.1.3 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 XII**  
**FISCAL POLICY**

**SECTION 12.1 UNSPECIFIED EXPENSES**

- 12.1.1 The Board of Officers shall be authorized to approve any other expenses not specifically prohibited in the Constitution and Bylaws of this Chapter.

**SECTION 12.2 CHAPTER PROPERTY**

- 12.2.1 The Board of Officers shall have full power and authority, upon affirmative vote by two-thirds of the Committee members to dispose of Chapter Property.

**ARTICLE XIII**  
**DISBURSEMENT OF ASSETS UPON DISSOLUTION**

**SECTION 13.1 STATEMENT OF INTENT**

- 13.1.1 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 Board of Officers if the Chapter is between Conferences.