

CONSTITUTION & BY-LAWS



INDIANA CHAPTER

CONSTITUTION
OF THE
INDIANA CHAPTER
OF THE
ASSOCIATION OF PUBLIC-SAFETY COMMUNICATIONS OFFICIALS
INTERNATIONAL, INC. (APCO)

PREAMBLE

WHEREAS: By association, we have the advantage of mutual interchange of thought, the information and experience of each becomes common to all, resulting in a higher development of our intellectual, moral, and social standards; and each associate may share in the knowledge of his/her knowledge to the advancement of the art in which we are interested.

THEREFORE: We, the communications officers of the various public-safety agencies of the State of Indiana, hereby unite under the name of “Indiana Chapter of the Association of Public-Safety Communications Officials International, Inc. (APCO)”; and believing that intelligence, industry and sociability are true standards of greatness, do hereby pledge ourselves to promote the sociability and to contribute all our knowledge and experience to the mutual benefit of all.

This is an association of public-safety communications officers, managed by public-safety communication personnel, actively engaged in public-safety communications works for the nation, state, county, city or town.

This Indiana Chapter of the Association of Public-Safety Communications Officials International, Inc., (APCO), cannot affiliate with any labor, religious, or political organization.

ARTICLE I

NAME AND PURPOSE

SECTION A NAME:

This organization shall be known as the Indiana Chapter of the Association of Public-Safety Communication Officials International, Inc. (APCO).

SECTION B PURPOSE:

The purpose of this organization is as follows:

1. To act as the Indiana Chapter of the Association of Public-Safety Communication Officials International, Inc. (APCO), and to work with this organization in promulgating certain laws, regulations, and agreements for the betterment of international, state, and local public-safety communications.
2. To promote an exchange of ideas relating to all phases of public-safety communications within the state in order to increase the general efficiency thereof.
3. To foster a spirit of cooperation among the various communications divisions of all public-safety agencies and of the communications sections thereof, and to aid and assist public-safety agencies in matters pertaining to communications channels, methods, systems, and procedures.
4. To aid and assist in development of methods, systems, and all other media for the rapid and accurate collection, exchange, and dissemination of information relating to the various public-safety services and other vitally important information of public-safety or emergency nature.

ARTICLE II

MEMBERSHIP

MEMBERSHIP CATEGORIES:

FULL MEMBER: Personnel who manage, design, construct, install, command or operate public-safety communications systems and supporting information systems are eligible for this level. Must be employed by, retired from, or a volunteer of a governmental entity, or contractor of a governmental entity providing the described services. 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. The Full Member may vote on Chapter and Association matters.

ASSOCIATE MEMBER: Those non-administrative, non-supervisory personnel otherwise meeting the requirements of active membership may select this category at their discretion. The Associate Member may vote on Chapter matters.

COMMERCIAL MEMBER: Those persons who receive compensation in any form for products or services rendered are eligible to be commercial members. The Commercial Member may vote on Chapter matters.

ONLINE MEMBER: Those persons who are members of APCO International through group membership from their organization. Voting privileges are not extended to this category.

ARTICLE III

CHAPTER OFFICERS

SECTION A DESIGNATION:

1. The officers of the Indiana Chapter of the Association of Public-Safety Communications Officials International, Inc. (APCO), shall consist of a President, First Vice President, Second Vice President, Immediate Past President, Executive Council Representative, Commercial Advisory Member, Secretary-Treasurer, Chaplain, and four (4) Directors. The terms of office of all persons elected for a two (2) year term will commence at the adjournment of the second year of office at the Indiana NENA/APCO State Conference. The President shall fill any vacancies for an unexpired term by appointment pending confirmation by the Executive Committee.

SECTION B NOMINATIONS:

1. The President shall appoint a Nomination Committee of three (3) active members of this chapter in attendance at the third quarterly meeting of the second year of office. The officers of First Vice President and Second Vice President automatically move to the next office. The outgoing President will move into the Immediate Past President position and will not be elected. Nothing here contained shall be construed as to prevent placing of additional nominations from the floor.

SECTION C ELECTIONS:

1. Elections of these officers shall take place at the second year December quarterly meeting by means of secret ballot, members qualified, as designated in Article II, Membership. A simple majority shall be sufficient to elect.

ARTICLE IV

DUTIES OF OFFICERS

SECTION A PRESIDENT:

1. It shall be the duty of the President to preside at all meetings of the Chapter, and to decide all points of law and order, subject to appeal, which are not provided for in the Constitution or Robert's Rules of Order, revised. Any such appeal shall be raised before the Chapter. The President shall have the deciding vote in all cases of a tie, except in elections. He/she shall appoint all standing and special committees and shall be ex-officio member of the same.
2. The President shall call a special meeting of the Executive Committee whenever he/she deems it necessary, at which time he/she shall preside and submit all matters of standing rules for consideration.
3. The President shall suspend or expel a member of the Chapter for neglect or refusal to pay such dues and assessment agreed upon by the Chapter. Any member who is expelled by the President must, if he or she wishes to rejoin, make application as a new member.
4. The President shall appoint, subject to voice vote of the membership, an active member of the Chapter, to serve on the National Executive Council as the Chapter's authorized representative.

SECTION B VICE PRESIDENT:

1. The First and Second Vice Presidents shall assist the President in the performance of his/her duties. In the absence of the President, the powers and duties of the office shall be exercised by the First Vice President, or in the absence of both, by the Second Vice President.

SECTION C SECRETARY-TREASURER:

1. It shall be the duty of the Secretary-Treasurer to keep complete roll of membership, to receive and answer all communications that may be submitted to him or her by members of the Chapter and to perform such other Chapter duties as may be required of him/her by the Executive Committee. He or she shall make a report at each quarterly meeting, a full report of all activities as Secretary-Treasurer and a full report of all monies received and disbursed by him/her. He/she shall promptly deliver all monies, books, and papers to his/her successor in office, or to whosoever the Chapter designates to receive the same.

ARTICLE IV (continued)

SECTION C SECRETARY-TREASURER: (continued)

2. The Secretary-Treasurer shall also make a report of the Chapter meetings in writing to APCO International no more than thirty (30) days after adjournment of such meetings. The report shall be made in the form of a copy of the minutes herewith required to be kept of each Chapter meeting. Minutes, as required in this section, shall be substantially in accordance with the definition in Robert's Rules of Order, revised.

SECTION D CHAPLAIN:

1. The Chaplain shall conduct the religious exercises of the Chapter, such as but not limited to, grace, invocation, and doxology. The Chaplain shall also be responsible for transmitting cards and/or floral arrangements to seriously ill members.

SECTION E EXECUTIVE COUNCIL REPRESENTATIVE:

1. The Executive Council Representative serves as the voice of the Chapter at APCO International and shall make a report at the Chapter meetings of Association matters affecting its members.

SECTION F DIRECTORS:

1. The four (4) Directors represent the membership of the Chapter and advises the Executive Committee of their concerns.

SECTION G COMMERCIAL ADVISORY COUNCIL REPRESENTATIVE:

1. The Commercial Advisory Council Representative represents the Chapter's Commercial Members and advises the Executive Committee of membership concerns.

SECTION H IMMEDIATE PAST PRESIDENT:

1. The Immediate Past President supports the President and Executive Committee to ensure continuity of operations of the Chapter.

ARTICLE V

EXECUTIVE COMMITTEE

SECTION A MEMBERS:

1. The Executive Committee shall consist of the President, First Vice President, Second Vice President, Immediate Past President, Secretary-Treasurer, the four (4) Directors, Executive Council Representative, and the Commercial Advisory Council Representative.

SECTION B POWERS:

1. The Executive Committee shall have full power and authority during intervals between quarterly meetings of the Chapter to perform all the functions and to do all acts which the Chapter might do or perform, except that it shall not have the power to amend the Constitution and/or the Standing Rules, nor to elect officers of this Chapter.

SECTION C DUTIES:

1. The Executive Committee shall report at each quarterly meeting of the Chapter all measures considered during the past quarter for the general welfare of the Chapter and shall suggest means of advancing and putting into effect all purposes of the Chapter. It shall supervise all accounts and expenses and shall audit the account of the Secretary-Treasurer at each quarterly December meeting.

SECTION D MEETINGS:

1. The Executive Committee shall hold a meeting one (1) hour prior to the regular quarterly meeting of the Chapter.
2. The Executive Committee shall convene at such time and place as may be determined upon the call of the President. Two (2) weeks written notice, via email, shall be given members thereof such special meetings.

SECTION E QUORUM:

1. A presence of a quorum is necessary to conduct business at the Executive Committee meetings.
2. A majority of the Executive Committee, five (5), shall constitute a quorum at the Executive Committee meetings.

ARTICLE V (continued)

SECTION F BONDS:

1. The Executive Committee shall have the authority to request the Secretary-Treasurer to furnish a bond and to establish the amount thereof. The cost of such bond shall be paid by the Chapter.

SECTION G VACANCIES:

1. Any vacancy occurring in the Executive Committee shall be filled by appointment for the unexpired term thereof by the President, pending confirmation by the Executive Committee at its next meeting and in accordance with Article, IV, A, 1 of the Standing Rules.

ARTICLE VI

MEETINGS

SECTION A FREQUENCY:

1. Regular Chapter meetings shall be held on the 3rd Thursday of March, June, and September, preferably in different parts of the state. The December meeting will be held the 1st Monday and in the Indianapolis area.

SECTION B SPECIAL MEETINGS:

1. Special meetings of the Chapter shall be called by the President upon written application signed by one-fourth (1/4) of the Active and Commercial members, in good standing, who shall state the reason for such a meeting in the application. Written notice, stating the reason for such meeting, time, and place shall be given two (2) weeks in advance of the date set for special meeting.

ARTICLE VII

COMMITTEES

SECTION A APPOINTMENTS:

1. The President shall appoint from time to time, such committees on Resolutions and By-Laws, Nominating, Historical, State 911 Board, Telecommunicator Emergency Response Team (TERT), or other matters as may be deemed necessary to carry out effectively the purpose of the Chapter. Vacancies on such committees shall be filled by the President from among members in good standing.
2. Members of committees shall serve until the expiration of their terms and/or until their predecessor has been named.

SECTION B FREQUENCY COORDINATOR:

1. APCO International shall appoint a Frequency Coordinator.
2. The membership, duties, and responsibilities are set forth in the Frequency Coordination System Manual of APCO International. Such manual is amended as set forth in APCO International's By-Laws and Policy Manual.

ARTICLE VIII

DUES

SECTION A DUES:

1. Dues of members are stipulated by APCO International and collected by such parent organization. The Chapter's allotment is then passed on to the local chapter by APCO International.
2. Dues may be paid for retired members holding an active office of the Chapter Executive Committee.

ARTICLE IX

AMENDMENTS

SECTION A PROCEDURE:

1. The Constitution of the Chapter may be altered or amended only by presenting such alteration or amendment in writing to the Resolutions Committee who shall have amendment or alteration read from the floor at a regular Chapter meeting. This alteration of the amendment shall be voted upon at the next regular Chapter meeting and shall become effective upon two-thirds (2/3) of the voting membership present and voting.

STANDING RULES
OF THE
INDIANA CHAPTER
OF THE
ASSOCIATION OF PUBLIC-SAFETY COMMUNICATIONS
OFFICIALS, INTERNATIONAL, INC.

(APCO)

ARTICLE I

SECTION A DATE:

1. Meetings shall be held quarterly on the third Thursday of the month, except the December meeting, which shall be held on the first Monday.

SECTION B LOCATION:

1. Location of meetings shall be on an invitational basis with preference being given so as to spread the meeting points over the state. The last meeting of the year shall be held in Indianapolis or its immediate vicinity.

SECTION C MINUTES:

1. The minutes of all the regular meetings shall be submitted to APCO International as set out in Article V, Section C, 2, of the Chapter Constitution. They shall also be read at the next quarterly meeting of the Chapter. This shall be considered sufficient and proper dissemination of information concerning the meeting.

ARTICLE II

ORDER OF BUSINESS

SECTION A SEQUENCE:

1. Call to order – President
2. Introductions
3. Reading and Approval of Minutes and Treasurer’s Report
4. Officer’s Reports
 - A. President
 - B. 1st Vice President
 - C. 2nd Vice President
 - D. Immediate Past President
 - E. Directors
 - F. Executive Council Representative
 - G. Commercial Advisory Council Representative
5. Report of Standing Committees:
 - A. Frequency Coordinator
 - B. Resolutions and By-Laws
 - C. Nominating
 - D. Historical
 - E. TERT
6. Board Reports
 - A. State 911 Board
 - B. IPSC
7. Report of Special Committees
8. Unfinished Business
9. New Business (communication requiring actions, bills, election of officers)
10. Announcements / Good of the Order
11. Adjournment

ARTICLE III

PROCEDURE

SECTION A RESOLUTIONS:

1. Every resolution of a formal character or involving an amendment or a change of the Constitution or Standing Rules, shall be in writing and presented to the Resolution Committee for its consideration, at least two (2) weeks prior to the next regular quarterly meeting of the Chapter.

SECTION B CONFLICTS:

1. Any article or section, or any part thereof, of the Constitution and Standing Rules that conflicts with the Constitution and By-Laws of APCO International shall be null and void.

SECTION C RULINGS:

1. In any question not specifically covered in the Constitution or Standing Rules, the presiding officer shall be governed by Robert's Rules of Order, revised.

ARTICLE IV

COMMITTEES

SECTION A APPOINTMENTS:

1. The President shall appoint members of all standing and special committees. He/she shall designate the Chairman of such committees and shall announce the appointments to the Secretary-Treasurer, who, in turn, shall notify the appointed person.

SECTION B VACANCIES:

1. The President shall fill, by appointment, any vacancies in any special or standing committee.

SECTION C QUORUM:

1. A majority of the members in any committee shall constitute a quorum. A presence of a quorum is necessary to conduct business.

SECTION D MEETINGS:

1. Meetings of any committee may be held at any time and place the Chairman, thereof, may designate. Reasonable notice, thereof, shall be given to each member of the committee.

ARTICLE V

MEMBERSHIP

SECTION A MEMBERSHIP CARDS:

1. Each Chapter member shall be issued an Association Membership card corresponding to his/her membership class. This card will be from APCO International.

ARTICLE VI

MEETING EXPENSE

SECTION A REGISTRATION:

1. There may be a registration charge at each regular meeting, in addition to, the per capita expense incurred by the meeting. This charge shall defray miscellaneous expenses of the meeting.

ARTICLE VII

EXPENSES

SECTION A PRESIDENT:

1. The Chapter's President may be paid from the general fund for travel and personal expenses to attend the annual meeting of APCO International, provided that the expenses of said officer are not paid by his/her department. The Chapter, at a regular meeting, will determine the availability of funds and set the amount of expenses allowed. The President will make a report of expenses to the Chapter. The Chapter will cover hotel, transportation, and conference fee, if there are funds available in the Treasury.

SECTION B EXECUTIVE COUNCIL REPRESENTATIVE:

1. The Executive Council Representative will receive the same funds that the President does for his/her conference fees, if funds are available, and not paid by his/her agency or APCO International.

SECTION C SECRETARY-TREASURER:

1. The Secretary-Treasurer will receive the same funds that the President does for his/her conference fees, if funds are available, and not paid by his/her agency.

ARTICLE VII (continued)

SECTION D FREQUENCY COORDINATOR:

1. The Frequency Coordinator is paid by APCO International.

SECTION E CHAPLAIN:

1. The Chaplain or Secretary shall be authorized, upon authorized, upon receipt of notice that a member is seriously ill, to send a letter or card of remembrance wishing the member a speedy recovery, and upon receipt of a death notice of a member of members family, to transmit a floral or donation to the family or organization in the family's name. Monies for said remembrance are to be taken from the general fund at that time, and the Secretary-Treasurer, may at his/her discretion, ask for donations.

ARTICLE VIII

AMENDMENTS

SECTION A PROCEDURES:

1. The Standing Rules of this Chapter may be adopted or suspended, without previous notice, by a majority vote at any business meeting. They may be amended or rescinded by a two-thirds (2/3) vote, without previous notice (majority vote with a previous notice).

2014 By-Law and Resolutions Committee:

Insert Names and Signature Lines