

PREAMBLE

This organization shall be known as the Washington State Chapter of the Association of Public Safety Communications Officials – International (APCO) as originally chartered by the Associated Police Communications Officers, Inc. on November 4, 1944, and as amended by Charter issued on August 10, 1965. This Chapter shall be subject to said charter, as amended, and to all provisions of the Constitution and Bylaws of the Association, Inc.

The jurisdiction of this Chapter shall be within the following geographical area:

1. The entire State of Washington.

The purpose of this Chapter shall be as stated in the Association, Inc.'s Constitution and Bylaws, and further to:

1. Act as the Washington Chapter of APCO, keeping the membership informed of issues pertinent to the welfare of this Chapter.
2. Prepare recommendations of the guidance of the Federal Communications Commission in the use of the electromagnetic spectrum as it relates to Public-Safety radio communications.
3. Foster a spirit of cooperation between the communications divisions of the various Public-Safety communications agencies within this jurisdiction to the end that rapid and accurate exchanges of information and data may be effected between such agencies.
4. Assist in the training of Public-Safety communications personnel.
5. Cooperate with all recognized Public-Safety communications organizations within this jurisdiction and adjacent areas for the promotion of the above purposes.

**CONSTITUTION AND BYLAWS
OF
WASHINGTON CHAPTER
ASSOCIATION of PUBLIC-SAFETY COMMUNICATIONS OFFICIALS – International**

ARTICLE I – MEMBERS

Section 1:

Classes of and qualifications for membership in this Chapter shall be in accordance with the Constitution and Bylaws of the Association, Inc.

Section 2:

Chapter dues:

The dues schedule shall be as provided by an appropriate Standing Rule.

A person voted to Chapter-Honorary membership shall thereupon become exempt from further payment of annual Chapter dues; the Treasurer shall forward to the Association, Inc. the current "Bulletin" subscription costs for each such Chapter-Honorary member payable from the Chapter treasury.

Section 3:

Applications for membership shall be filed on a standard form and ratified by the Executive Committee before submission to the Chapter for approval.

Section 4:

Voting rights on Chapter matters shall be at the prerogative of the Chapter. Only members in the ACTIVE classification may vote on matters which, in the judgment of the Executive Committee, is of Association, Inc. scope or which involves changes in this Constitution and/or Bylaws.

ARTICLE II – OFFICERS – EXECUTIVE COMMITTEE

Section 1:

The Executive Committee of the Chapter shall consist of the following elected officers: President, President-Elect, Secretary, Treasurer, Immediate Past President, one Member-at-large representing eastern Washington, and one Member-at-large representing western Washington and the International Executive Council Representative.

The Commercial Advisory Committee Chairperson shall sit on the Executive Committee and shall act as a non-voting advisor to the Executive Committee.

Section 2:

The President and the President-Elect shall each serve a term of one year, or until their successors assume office; the Members-at-large, the Secretary and the Treasurer shall each serve a term of two years, or until their successors assume office. The Secretary and the west side Member-at-large to be elected on even numbered years, the Treasurer and east side Member-at-large to be elected on odd numbered years. The

International Executive Council Representative will serve a term of four years, or until his/her successor assumes office. The Executive Council Representative shall be elected on odd numbered years. The election to office of the Executive Council Representative does not preclude a member from holding a second office on the Executive Committee, however, does preclude that member from more than one vote on that Committee.

Terms of office will begin with the installation of officers.

No President shall serve two consecutive full terms in that office.

Should a vacancy occur on the Executive Committee, with the exception of the Commercial Advisory Chair, the President shall appoint, with the concurrence of the Executive Committee, an Active member from the Chapter to fill said vacancy until the next Chapter election. Failing to obtain such confirmation from the Executive Committee, the President may seek ratification from the Chapter.

Should an officer of the Chapter lose membership status required by said office, that officer shall immediately resign that office, otherwise, will be removed by vote of the Executive Committee.

A majority vote of the Executive Committee shall be required for the removal from office of an officer of this Chapter.

Section 3:

The Executive Committee shall have full power and authority during intervals between Chapter meetings to perform all functions which the Chapter itself might perform, expecting that it will not have the power on its own initiative to amend, alter or revise Standing Rules or these Constitution and Bylaws.

Three members of the Executive Committee shall constitute a quorum for all regularly scheduled meetings. Four members of the Executive Committee shall constitute a quorum for all special meetings.

The Executive Committee shall convene at least once each month, with meeting dates and locations to be self-determined.

Special meetings of the Executive Committee may be convened upon request of any of its members, such request to be addressed to the President and/or Secretary. The Secretary shall forward notices of such special meetings in the most expeditious manner to all members of the Executive Committee.

It is the responsibility of the Executive committee to review and make recommendations to the Chapter, all Chapter expenditures.

Any action taken by the Executive Committee affecting the welfare of this Chapter shall be reported at the next Chapter meeting.

It is the responsibility of the Executive Committee to review the budget inputs from the operating/standing committees of this Chapter and determines the proposed budget for the next fiscal year.

It is the responsibility of the Executive Committee to approve the budget proposed by the Treasurer and recommend adoption by the membership.

ARTICLE III – OFFICERS – DUTIES AND RESPONSIBILITIES

Section 1:

The President will preside at any and all meetings of this Chapter, shall appoint all Standing and Special Committees, serving as an ex-officio member of same except for the Nominating Committee; will act as Chairperson of the Executive Committee, and shall carry out the purposes of this Chapter as enumerated in the Charter as amended, the Preamble, Constitution and Bylaws, Standing Rules of this Chapter and Constitution and Bylaws of the Association.

Section 2:

The President-Elect will serve as presiding officer for any and all meeting this Chapter, and of the Executive Committee during the absence of the President; the President shall designate an Active member of the Executive Committee to serve as presiding officer in the event that the Present and the President-Elect are unable to serve.

Section 3:

The Secretary shall:

Keep a currently accurate Chapter membership roster, forwarding all applicable data to the Association, Inc., receive and answer as directed all communications addressed to this Chapter.

Notify all members of the time and place of all Chapter meetings.

Act as recording Secretary at all official Chapter meetings, keeping the minutes of any and all Chapter and Executive Committee meetings, and causing those minutes to be published in the “Communicator.”

Be the official custodian of all Chapter records and documents, and perform such Chapter duties as may be directed by the President and/or the Executive Committee.

Make an annual operational report to the Chapter for presentation at the election meeting. The report may be given orally at said meeting or published in the “communicator.” The annual operational report shall not be published without prior approval of the Executive Committee.

All moneys received by the Secretary shall be turned over, with documentation, to the Treasurer for proper accountability.

The Secretary shall prepare election ballots to include all nominated persons to open positions. This ballot will have adequate space for write in votes for each open position.

Promptly turn over all operational records and documents to the successor of this office.

Section 4:

The Treasurer shall:

Maintain an Operating Expense Checking Account to be used for payment of Chapter approved general operating expenses incurred by the Washington Chapter. The Treasurer, acting upon his or her own accord may expend necessary funds in accordance with the approved budget or properly executed contracts. Provided that, cash reimbursements to the treasurer must be approved by the Chapter President. Any Routine expenditures that exceed budgeted approval by more than \$4,000 must be approved by the membership. The Executive committee may approve all other excess expenditures.

The balance in this account should not exceed a reasonable amount based on chapter needs. Excess funds shall be deposited into the Savings Account.

Maintain a Savings Account to hold transitional funds.. This account will require only one signature, but shall only be used for transferring funds between the Operating Expense Checking Account and the Money Market Account. Excess funds shall be transferred to the Money Market Account, depending on chapter needs.

Authorized signatures on Chapter accounts will be that of the duly elected Treasurer, the Chapter President and President Elect.

The Treasurer shall receive all moneys from dues and other sources, depositing it to the Chapter's accounts, keep full and adequate records of all Chapter fiscal transactions.

Submit to audit a written, annual financial report to the Executive Committee at the first business meeting of each calendar year, cause the preparation of all Federal Tax Returns and have an audit of the fiscal records made at such time as the Executive Committee may direct.

Assemble an annual budget and propose to the Executive Committee, providing ample time for approval by the membership prior to the budget year.

Promptly turn over all Chapter moneys, financial records, and documents to the successor of this office.

Section 5:

The Executive Council Representative shall:

Serve as liaison between the Washington Chapter and the Association, Inc., board of officers.

Represent Chapter interests as directed by the Executive Committee, at all meetings of the Association, Inc., Executive Council.

Report to the Executive Committee and the Chapter membership, on a regular basis, all issues of Association or Chapter interest.

Section 6:

Election of Officers:

Election of officers will take place at the business meeting of the annual conference of the Washington Chapter of APCO.

The Secretary shall notify all nominated Chapter members, by mail, or their nomination prior to the election meeting.

The Secretary shall notify all elected Chapter members, who are not present at the election meeting, of their election, within thirty days after the election.

ARTICLE IV – MEETINGS

Section 1:

This Chapter will hold regular membership meetings at such times and places determined by the Executive Committee; any scheduled meeting may be suspended or rescheduled by a vote of the Executive Committee.

The Training Seminar shall be scheduled concurrently with a regularly scheduled membership meeting. The location of the next year's Summer Training Seminar will be announced at a regularly scheduled membership meeting at least 8 months prior to the event. Exceptions will be automatic in the event the Chapter is hosting either a Western Regional or National Conference.

Section 2:

Special meetings of this Chapter may be called by the President, the Executive Committee by its two-thirds affirmative majority vote, or by ten percent of the membership, each of whom shall signify in writing the reason for calling said special meeting. The Secretary shall notify all Chapter members thereof, giving the date, time, location and reason.

Section 3:

A quorum for the transaction of official Chapter business at any regular or special meeting shall consist of six voting members.

Section 4:

A committee quorum shall include the Chairperson or delegate, and shall be a majority of that committee.

ARTICLE V – COMMITTEES

Section 1:

The Standing Committees of this Chapter shall be the Chapter Services, Operation and Training, Technical and the Commercial Advisory Committees. Standing Committees shall be reviewed each year by the President and Executive Committee for necessary revisions, which do not constitute a Bylaws change.

The Executive Committee shall be as constituted in Article II, and shall function as shown therein.

All Standing Committees shall be as appointed by the President and confirmed by the Executive Committee.

Unless herein stated to the contrary, all Chapter committees shall be appointed within thirty days after the annual election of officers. No member shall be appointed to any committee without his/her consent. Only Active members and the Chairperson of the Commercial Advisory Committee shall qualify for service on the Executive Committee; only members in the "Active" or "Member" committee may serve as chair of a standing committee. Only Commercial members shall qualify for service on the Commercial Advisory Committee, only Active members shall qualify for the Frequency Coordination Committee.

Section 2:

No member of any committee may serve for a longer term than that of the appointing authority, unless otherwise provided for herein, except that members of the Standing Committees shall serve until their successors are confirmed.

Section 3:

The purpose of the Chapter Services Committee shall be to support the Executive Committee in providing and coordinating services for the chapter and its members.

The objective of this Committee is to be Goodwill Ambassadors for the chapter, encouraging participation, visiting the members work sites, and representing the Chapter whenever possible at other events as the opportunities arise.

The tasks of this committee will include, but are not limited to, assisting in the coordination of Chapter meetings and events, reviewing scholarship requests and provide recommendations to the Executive Committee, assisting in oversight of the website, developing and coordinating communications to the members, coordinating recognition and acknowledgment of members and events affecting members.

Section 4:

The purpose of the Operations and Training Committee shall be to explore new and better ways of operating the various Public-Safety communications systems now in use within the jurisdiction of this Chapter, and to organize and conduct any communications training activities initiated by the Chapter.

The objectives of this Committee shall be to study, report on and make recommendations as to ideas, methods, and planning related to communications operating procedures used within the various communications divisions of the Public-Safety agencies operating within the jurisdiction of this Chapter.

This Committee shall assume responsibility for any school established or seminar conducted by this Chapter in keeping with the educational purposes of the Washington Chapter.

Section 5:

The purpose of the Technical Committee shall be to provide assistance when called upon to identify and recommend solutions to interference problems in cooperation with

the Frequency Coordinator; also, to provide general guidance to potential users based upon specifications and information developed by the Association, Inc.

The objectives of this Committee shall be to establish and maintain liaison with equipment manufacturers and service companies within this Chapter's jurisdiction, to provide technical assistance in improved performance within areas of design, engineering, maintenance, system application, and related matters.

This Committee shall work in conjunction with the Operations and Training Committee in keeping with the educational purposes of Washington APCO.

Section 6:

The purpose of the Commercial Advisory Committee shall be to study, and make recommendations on matters of concern to this Chapter on Commercial issues.

The objective of this Committee shall be to establish and maintain an exchange of information between the Commercial and non-Commercial members of this Chapter, to better meet the equipment needs of the communications users and marketing needs of the Commercial members.

The Commercial members shall elect the Commercial Advisory Chairperson, for a period of one year or until a successor is elected. Term to begin with the installation of Chapter officers. The results of this election shall be made known to the Chapter President, in writing, prior to the installation of officers ceremony.

Should a vacancy occur in the Commercial Advisory Chair during this one-year period, the Commercial Advisory Committee shall appoint a Chairperson to complete the term.

The Commercial Advisory Chairperson shall within the framework of applicable law and policy, study, recommend and report in those matters which the Commercial members feel are of interest to this Chapter. Such recommendations and opinions shall be transmitted to the Chapter President to take such action as may be appropriate by the President and/or Executive Committee.

It shall be the duty of the Commercial Advisory Chairperson to appoint the members of the Commercial Advisory Committee.

Section 7:

Special Committees may be appointed by the Chapter President subject to ratification by the Executive Committee.

There shall be no restrictions as to membership class for service on any special committee.

No Special Committee shall serve for a longer term than its appointing authority, except as may be necessary to fulfill the objectives causing the committee's appointment; when the objectives are duly fulfilled, the Special Committee involved shall then cease to exist.

Section 8:

A Nominating Committee shall be appointed by the Chapter President at least ninety days prior to the annual election of officers, said committee to consist of not more than five members of this Chapter, appointments to be confirmed by the Executive Committee.

The Nominating Committee shall propose a list of qualified candidates for each expiring Chapter office, with the exception of the Commercial Advisory Chairperson. In the event there are additional offices to be filled (such as mid-term presidential appointments), the Nominating Committee shall propose a list of qualified candidates for these offices also.

The reports of the Nominating Committee shall be communicated to the membership at least 60 days prior to the election. Said communication will include instructions for making additional nominations as described below.

Additional nominations shall be added to the ballot upon request of four Active Members delivered to the Secretary fifteen-days prior to the election. The president will call for nominations from the floor prior to commencement of voting. Nominations made from the floor may not appear on the ballot, however sufficient write-in space will be provided. .

No member shall be nominated unless they have consented to serve if elected.

The Secretary shall furnish a Chapter roster to each member of the Nominating Committee for his/her use.

The Secretary shall prepare an election ballot to include all names shown on the slate, plus adequate space to permit write in votes for each office to be balloted upon.

All ballots are to be designed to prevent compromise through accidental opening prior to the counting.

ARTICLE VI – FREQUENCY COORDINATION

Section 1:

Frequency Coordination shall be performed by two primary Coordinators. One primary Coordinator shall be appointed to represent the West Side of the State and one will be appointed to represent the East Side of the State.

The purpose of this Committee shall be to issue Frequency concurrence recommendations within the boundaries of this Chapter, in accordance with the applicable authorities permitted in the FCC's Rules and Regulations, Part 90, and to insure the maximum utilization of frequencies assigned to all public-safety communication within these boundaries.

The President will appoint the Coordinators with the concurrence of the Executive Committee. They shall serve until they resign or are removed for cause by a majority vote of the Executive Committee.

Adverse decisions of the Frequency Coordinators may be appealed to the International Associated Public-Safety Communications Officials, Inc., Office of Frequency Coordination.

Members appointed, as Frequency Coordinators shall have a technical background and be an Active member.

ARTICLE VIII – INCOME PAYMENTS

Section 1:

This Chapter's fiscal year shall be the calendar year.

Section 2:

No part of the net earnings of this Chapter shall accrue to the benefit of, or be distributed to its members, officers, or to other private persons; except this Chapter shall be authorized and empowered to pay reasonable compensations for services rendered and to make payments and distributions in furtherance of the purposes of this organization as authorized to make said payments, compensations, and disbursements by vote of the Executive Committee.

Section 3:

Notwithstanding any other provisions of this Constitution and Bylaws, this Chapter shall not carry on any other activities as prohibited by an organization ruled exempt from Federal Income Tax under Section 501 (c) (6) of the Internal Revenue Code of 1954, or the corresponding provision of any further United States Internal Revenue Laws.

ARTICLE IX – PARLIAMENTARY AUTHORITY

In all cases not specifically mentioned herein, Robert's Rules of Order, Newly Revised, shall govern proceedings. The presiding officer's parliamentary decisions upon the floor shall be final, provided that they are not in conflict with the Association, Inc.'s Constitution and Bylaws, this Constitution and Bylaws and the Standing Rules, or Robert's Rules of Order, Newly Revised.

ARTICLE IX – OFFICIAL COMMUNICATIONS

A report, nomination, amendment, special meeting announcement or other issues requiring notice to the membership shall be deemed communicated after it has been posted on the chapter website AND either presented at a regular or special membership meeting OR delivered to the chapter membership by any customary communications method commonly used to communicate chapter business.

ARTICLE X – DISSOLUTION

Section 1:

Upon a proposal concurred by three-fourths of the members present and voting at a regular or special membership meeting, the Washington Chapter of APCO may be dissolved.

Section 2:

Upon such dissolution, the funds and other properties of the Washington Chapter of APCO, shall be distributed in their entirety to one of more organizations having the same tax exemption privileges under the U.S. Internal Revenue Code as the Chapter and purposes as much as possible similar to those of the Chapter, such distribution to be of such proportion as such membership meeting or continuations thereof, will decide by majority vote.

ARTICLE XI – AMENDMENTS

Section 1:

This Chapter shall have full power at any meeting to alter, amend, or revise this Constitution and Bylaws or any portions thereof, by majority vote cast by secret written ballot, providing that:

Any proposed amendment has been communicated to the membership at least 60 days prior to the Chapter meeting at which the ratification vote is to be taken.

Adopted: March 1977
Amended: April 15, 1981
Amended: July 1, 1983
Amended: June 20, 1989
Amended: November 21, 1990
Amended: May 26, 1998
Amended: September 14, 2000
Amended: March 5, 2008

Latest amendment ratified by a majority vote of the Active Membership present at the March 5, 2008 business meeting of the Washington Chapter of APCO.

President

President-Elect

Date

Date