

# Associated Public-Safety Communications Officers, Inc.

*It's a privilege to belong to APCO*

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August 11, 1986

Memo to: Chapter Presidents and Secretaries  
from: Bob Tall  
re: New Chapter Officers Manual

We are pleased to send you the attached copy of the new APCO Chapter Officers Manual.

The updating and revisions in this Manual represent a great deal of work by Adelaide Carter in the National Office and Roanne Rubin, of the Florida Chapter.

Please take the time to go through the Manual and bring to Adelaide's attention any material you feel should be changed, added or deleted.

As pages of the manual are changed, to reflect new officers, committees or other changes, replacement pages will be sent to you.

Please call Adelaide (800-824-1850) if you have any questions about the Manual or its contents.



# **CHAPTER OFFICERS MANUAL**

Revised August, 1986

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1985 - 1986

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# THE ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.

## CHAPTER OFFICER'S MANUAL

### Introduction

This manual explains what APCO is and how it operates. Its purpose is to guide Chapter Officers in the performance of their duties, and to provide a reference manual for officers at both the Chapter and National levels. This manual will not substitute for interest, curiosity and dedication. Knowledge of the Association's Constitution and Bylaws is a basic requirement. As the introduction to a do-it-yourself kit states, "When in doubt, read the instructions". This book is a guideline and reference manual. The Constitution and Bylaws are the instruction book. The manual includes a review of the Constitution and Bylaws. In addition, there is a description of the Association and its Chapters to facilitate an understanding of the relationship to the National Association. Segments related to specific Officers should be utilized in conjunction with the other portions of this manual.

All pages are dated and/or numbered for easy replacement. When a page is to be added, replaced or deleted a new page will be coming with instructions as to (1) where to insert, (2) whether it is a new or replacement page and, (3) which pages (if any) to delete. In order to maintain a useful document, it is important that the new pages be added or deleted promptly.

In addition to these documents, there is an APCO National Officers' Manual which governs the conduct of the Board of Officers and the National Office staff.

## SECTION II      CONSTITUTION AND BYLAWS

A set of "laws", or a charter, is the beginning point for any organized group, if order and direction are to be observed. The Association requires that it and its Chapters operate in accordance with both the Constitution and Bylaws. The Constitution is the enduring instrument which defines the Association. The Bylaws may be changed more frequently. They spell out how the provisions of the Constitution are to be carried out and by whom.

The Constitution and Bylaws are established by the voting membership of the Association. No single segment of the Association, such as a Chapter or a Committee or the Board of Officers can change these documents. Only the quorum which established the Constitution and Bylaws, can change them. The Constitution and Bylaws requirements are equally applicable to all.

The National Constitution and Bylaws of APCO are included in this manual. Chapter officials should also be familiar with their own governing instruments, which are required to conform with those of the Association.

A reference guide is provided in the Syllabus which follows the National Constitution and Bylaws.

# CONSTITUTION AND BYLAWS



Adopted August 15, 1974  
40th Annual Conference  
San Diego, California  
Tenth Revision August, 1985  
51st Annual Conference  
San Diego, California

**ASSOCIATED PUBLIC-SAFETY  
COMMUNICATIONS OFFICERS, INC.  
(APCO)  
CONSTITUTION**

**ARTICLE I**

**Section 1. Name and General Membership Requirements.**

This organization shall be known as ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC. (APCO).

Its membership shall be open to all persons of good character who meet the membership requirements of this Constitution and/or ByLaws adopted pursuant thereto.

Its voting privileges shall be limited to certain membership classifications which are hereinafter specified. Voting members are required to be citizens of the United States of America and its territories and possessions.

**Section 2. Purpose**

The purpose of APCO shall be to:

- A. Foster the development and progress of the art of public safety communications by means of research, planning, training, and education; promote cooperation between towns, cities, counties, states and federal public safety agencies in the area of communications; represent its members before communications regulatory agencies and policy making bodies as may be appropriate, and through its efforts strive toward the end that the safety of human life, the protection of property and the civic welfare are benefited to the utmost degree;
- B. Aid and assist in the rapid and accurate collection, exchange and dissemination of information relating to emergencies and other vital public safety functions;
- C. Prepare, publish and distribute or cause to be prepared, published and distributed at regular intervals such publications as may be deemed necessary, reasonable, and proper. These publications shall contain technical, administrative, operational, training, and educational information considered of interest to the membership of this Association and to other people who are interested in the field of public safety communications;
- D. Establish and maintain a National Office wherein shall be housed its Executive Director, his staff, files, records, equipment and those functions necessary for the adequate management of the Association's activities; and
- E. Provide for membership in this Association in accordance with the language and intent of its Constitution and ByLaws which are now, and may later be, in effect. Membership shall not be limited other than by classification and good

character and shall have such rights and privileges by classifications as may be provided from time to time in keeping with the state of development of the art of public safety communications.

**Section 3. Authority To Grant Charters**

This Association is empowered to issue charters by the following means in accordance with the other provisions of this Article.

Applications for charter will be accepted only from identifiable groups each of which are required to:

3.1 Be composed of citizens of the United States of America and its territories and possessions;

3.2 Make applications by formal resolution, such resolution being signed by the elected temporary President and Secretary-Treasurer of the proposed Chapter, each of whom are, or are eligible to be, voting members of this Association in accordance with Article II, Section 2 of this Constitution;

3.3 Attach to the required resolution a list of the names, titles and positions of the persons forming the interested qualified applicant group, which shall include those of the temporary officers identified in paragraph 3.2 above, and including more than ten (10) who are, or who are eligible to be, voting members who reside or who are permanently employed in the basic area desired to be chartered.

3.4 Attach to the required resolution a copy of the proposed Constitution and ByLaws of the qualified applicant group which shall clearly identify the geographical area to be chartered as required in Section 4 of this Article;

3.5 Forward the original and five copies of the required resolution, each with its required attachments in accordance with paragraphs 3.3 and 3.4 above, along with a check or money order in the amount of dues required as may be calculated in accordance with ByLaws Article VI, Section 1, to the National Office of this Association;

3.6 The Executive Director shall review the application for compliance with the requirements of this Section and forward copies to the Board of Officers with his comments and recommendation.

The recommendation shall remain valid unless withdrawn by the applicant or until such time as the Executive Director may be advised by the Board, and he thereafter advises the applicant group of the action taken.

3.7 In keeping with the provisions of ByLaws Article IV, Section 3.2 the Board of Officers is authorized to issue charters to applicant groups properly qualified in accordance with all the requirements of the Constitution and/or ByLaws of this Association.

**Section 4. Geographical Requirements For Charters**

Except as may be otherwise particularly approved by the Executive Committee, or the Board of Officers acting under the authority of Section 3.7 of this Article, a charter shall be

granted only for a basic geographical area, as required in Section 3.4 of this Article, which is coincident with the boundaries of an individual state.

If an application for charter requests charter recognition for a geographic area consisting of more than one basic state area the application shall include in its required list of interested members more than six (6) who are, or who are eligible to be, voting members from each additional state included in the geographical area identified in the applications.

**Section 5. Recognition Of Chartered Groups**

Chartered groups shall be recognized as Chapters of this Association and members of Chapters are members of this Association, and they shall enjoy all the privileges of their individual membership classifications and their names shall be placed upon the Association's membership roll in accordance with these requirements.

The objectives and purposes of a Chapter shall be included in an enabling instrument which shall, as a minimum, consist of a written Constitution and a written ByLaws consistent with the Constitution and ByLaws of APCO Inc. These objectives and purposes shall include and be otherwise related to and in support of those of this Association and its Constitution and ByLaws.

**Section 6. Amending Restrictions For Chapters**

A Chapter shall maintain its Constitution and/or ByLaws so that they do not become inconsistent or in conflict with the objectives, purposes, and requirements of this Constitution and ByLaws.

Each Chapter shall maintain its Constitution and ByLaws in current condition and shall provide the National Office with a copy of the documents in current condition.

**Section 7. Membership Classification Restriction For Chapters**

Chapters shall have those classes of membership provided for in Article II of this Constitution. The rights with respect to Chapter and Association matters provided by each class of membership, including voting rights, shall be the same in each Chapter; except that it shall be the prerogative of each Chapter to determine voting rights on Chapter matters. Only members in the ACTIVE classification may vote on matters which, in the judgement of the National Board of Officers are National in scope or which involve changes in this Constitution and/or ByLaws. Only members in the Active classification may vote in the National Quorum.

There shall be no limit placed upon the number of members in any classification of membership.

**Section 8. Chapter Name Restrictions.**

Chapters may operate under and be known

by the names of their choice which are approved by the Board of Officers provided such names clearly bear witness to the fact that they are Chapters of this Association.

### **Section 9. Requirements For Chapters To Report Meetings**

It is a requirement upon a Chapter that a report of its meetings be submitted in writing to the National Office not more than thirty (30) days after the 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 such Chapter meeting.

Minutes, as required in this Section, shall be substantially in accordance with the definition of minutes in Roberts Rules Of Order.

### **Section 10. Requirements For Continuing Membership From Adjacent Areas**

The right to continue membership in the Chapter of an adjacent state shall be contingent from year to year upon the absence of a Chapter, or applications for a Chapter to be chartered, in the state in which the member or prospective member resides and/or is permanently employed.

When a Chapter is chartered, all members of this Association residing and/or permanently employed in the newly chartered area shall immediately and automatically become members of the new Chapter provided their dues shall remain in the former Chapter, and further provided they shall automatically be considered to be paid-up members in their current classifications in the new Chapter until the first day of their new annual dues period whereupon their dues shall be due and payable to the newly chartered Chapter.

Such members may, of course, additionally continue their affiliation with their former Chapter in the adjacent area as Multiple Category members as provided for in Constitution Article II, Section 10 and ByLaws Article VI, Section 1.9.

### **Section 11. Requirements For Retaining Charters**

Should the voting membership of a Chapter decline to less than eleven (11), or the voting membership of any one of its additionally claimed states decline to less than seven (7):

Should, between Annual Conferences of this Association, a Chapter fail to hold formal meetings at least twice within its chartered area, or, in lieu thereof, at least once within its chartered area and once while actively participating at the site and during the time of a Regional Conference: or,

Should any of the requirements upon a Chapter as established in the Constitution and/or ByLaws of this Association not be strictly adhered to:

Its charter shall be subject to cancellation or modification by the Executive Committee if, upon a review of the particular facts, such action appears appropriate.

### **Section 12. Cancellation Of Charters**

The charter of a Chapter may be cancelled only by a two-thirds majority vote of the Executive Committee.

### **Section 13. Chapter Responsibilities**

The Associated Public-Safety Communications Officers, Inc., is a corporation not-for-profit, composed of its constituent members, as provided for in Article II of the Constitution, which conducts its affairs in accordance with this Constitution and its ByLaws. The individual Chapters of this Association are separate and distinct associations affiliated with this Association, required as a condition of affiliation to comply with the Constitution and ByLaws of this Association, but each such Chapter is in all respects a separate and distinct association operating independently of this Association and is financially responsible for its own operations.

### **Section 14. Regional Conferences**

An APCO Regional Conference is an annual function planned and presented by a Regional Consortium acting independently of the Association within one of the four geographical regions that are set forth in ByLaws Article V, Section 1.13.

A Regional Consortium is a group consisting of not less than a majority of the APCO Chapters that are chartered by the Association within a geographical region, each of whom by written consent(s) previously made known to the Association agrees to share and participate, to an extent individually agreed upon, in the tasks and financial arrangements of a Regional Conference.

The Regional Host Chapter is a Regional Consortium Chapter that has accepted the responsibility of acting as the manager of a specific Regional Conference. The Host Chapter shall appoint one its ACTIVE members as its Regional Conference Chairman, whose duties and authority will be prescribed by such Host Chapter.

Regional Conferences shall be scheduled so as to conclude before the twentieth day of the appropriate month of each year, as follows:

Gulf Coast Region - January or February  
Western States Region - March  
North Central Region - April  
East Coast Region - May

except that any Region may hold its Conference in the month set aside for another when no Regional Conference is being held in that Region during that year. No Regional Conference is to be held during the same calendar year in the Region in which the National Conference is scheduled.

## **ARTICLE II MEMBERSHIP**

### **Section 1. Membership Designation**

The membership of this Association shall be divided into the following classes:  
ACTIVE; ENGINEER/TECHNICIAN;

OPERATOR; COMMERCIAL; ASSOCIATE; LIFE; CHAPTER HONORARY; SUSTAINING; AND RETIRED.

In addition to the above membership classifications which are defined in the remaining sections of this Article, provision is made for members to affiliate with more than one Chapter under Multiple memberships.

Applications for membership will be processed in accordance with the provisions of ByLaws Article I.

Members shall be admitted in rigid accordance with the classification requirements set forth in this Article and membership shall not be denied on the basis of race, color, creed, national origin, or numerical limitation.

### **Section 2. Active Member**

The following shall be eligible for ACTIVE membership in this Association:

A. All administrative and supervisory personnel responsible for planning, organizing, staffing, directing, and controlling functions required in the design, construction, installation, maintenance, command and/or operation of public safety communications systems who are full time employed and salaried by a federal, state, or local governmental agency; provided however that such administrative or supervisory personnel in Emergency Medical Service, Civil Defense, and/or Volunteer Fire Department communications systems need not be full time employed and salaried by a federal, state, or local government.

B. All persons who have maintained an Engineer/Technician or Operator membership, or combination thereof, for a minimum period of two (2) years.

2.1 No person shall be eligible for membership under any portion of this Section who engages in the commercial manufacture, lease, or sale of public safety communications equipment.

### **Section 3. Engineer/Technician Member**

The following shall be eligible for Engineer/Technician membership in this Association:

Those non-supervisory persons who are employed full time by public safety organizations for the purpose of designing and constructing communications components and systems, and for installing and/or maintaining communications equipment; provided however that such described personnel in Emergency Medical Service, Civil Defense, and/or Volunteer Fire Department communications systems need not be full time salaried by a federal, state, or local government.

3.1 ENGINEER/TECHNICIAN members shall not hold office. ENGINEER/TECHNICIAN members may serve on the following specific standing committees: Emergency Preparedness and Disaster Service; Operating Procedures; Telecommunications; and Frequency Advisory.

They may serve on special committees, and otherwise enjoy all benefits of this Association.

3.2 Those persons who maintain their ENGINEER/TECHNICIAN MEMBERSHIP for a minimum of two years are eligible, upon payment of proper dues, to be transferred into the ACTIVE member class.

3.3 No person shall be eligible for membership under any portion of this Section who engages in the commercial manufacture, lease, or sale of public safety communications equipment.

#### Section 4. Operator Member

The following shall be eligible for OPERATOR membership in this Association:

Those non-supervisory persons who are employed full time by public safety organizations to operate communications equipment for the purpose of dispatching information; provided however that such described personnel in Emergency Medical Service, Civil Defense, and/or Volunteer Fire Department communications systems need not be full time employed and salaried by a federal, state, or local government.

4.1 OPERATOR members shall not hold office. OPERATOR members may serve on the following specific standing committees: Emergency Preparedness and Disaster Service, Operating Procedures, and Telecommunications.

They may serve on special committees, and otherwise enjoy the benefits of this Association.

4.2 Those persons who maintain their OPERATOR membership for a minimum of two years are eligible, upon payment of proper dues, to be transferred into the ACTIVE membership class.

4.3 No person shall be eligible for membership under any portion of this Section who engages in the commercial manufacture, lease or sale of public safety communication equipment.

#### Section 5. Commercial Member

The following shall be eligible for COMMERCIAL membership in this Association:

- A. Those persons in the business world who receive any amount or type of compensation which is derived from the design, manufacture, sale, service, maintenance, lease, rental, or promotion of components, equipment, systems or other configurations of communications equipment or related items which are used or can potentially be used by public safety entities; and
- B. Those persons who are engaged in writing, publishing, advising and consulting in the land mobile communications field or who distribute goods and represent companies, firms, or persons including themselves and others who profit materially from such activities.

5.1 COMMERCIAL members are eligible to serve on the Commercial Advisory Committee, ad hoc and special committees and groups.

#### Section 6. Associate Member

The following shall be eligible for ASSOCIATE membership in this Association:

Those persons not eligible for, not restricted to, other classes of membership provided for in this Constitution.

6.1 ASSOCIATE members shall not hold office, but may serve on the following specific standing committees: Emergency Preparedness and Disaster Service; Operating Procedures; and Telecommunications.

They may serve on special committees, and otherwise enjoy all the benefits of this Association.

#### Section 7. Life Member

The term LIFE is an honorary term and shall be in addition to that of the regular membership classification title held by the member.

This honor is reserved for those persons who are members of this Association of any classification and who have made significant contributions toward the objectives of this organization at the National Association level in a manner and for purposes which are above and beyond those normally required for recognition at the chapter level as a chapter honorary member.

To be eligible for this recognition the nominee will normally be expected to have:

- A. Served a full term as President of the National Association.
- B. Made at least five (5) major accomplishments at the National Association level which have contributed significantly to needs in all Chapters, the regulatory function, commercial community, the general public safety community, or to a combination of any of these.

7.1 This highest Association honor shall be bestowed upon a person in the following manner:

- A. Nomination for LIFE membership shall be made at the Chapter level by a Chapter quorum or by a Chapter Executive Committee and, together with a full and detailed statement of the basis upon which such nomination is believed to be justified, shall be forwarded to the National Office so as to arrive there not less than ninety (90) days prior to the date of the Board of Officers meeting that is scheduled in conjunction with an Annual Conference.
- B. The nomination shall be the subject of a recommendation by the Board of Officers to the Executive Committee. This recommendation shall include a comment by the Board of Officers on the level of importance and significance of the listed accomplishments.
- C. If approved by the Executive Committee, the nomination shall be submitted for the consideration of the Quorum of an Annual Conference.
- D. LIFE membership shall be deemed granted if approved by a majority vote of the Quorum of an Annual Conference of this Association.

7.2 The privileges of a LIFE member shall be determined by his other membership classification; provided however a LIFE member shall be exempt from the payment of dues.

#### Section 8. Chapter Honorary Member

This honorary designation is reserved for those persons, including those who have retired due to age or physical disability, who have made significant contribution toward the objectives of a Chapter of this Association. This honor shall be bestowed upon a person in the following manner:

- A. The appropriate Chapter Executive Committee shall make a recommendation to the Chapter that such honor be bestowed; and
- B. The appropriate Chapter Quorum, during one of its regularly scheduled meetings, shall approve the recommendation by a majority vote.

8.1 The term of this recognition shall be at the discretion of the Chapter.

8.2 Privileges of a CHAPTER HONORARY member shall be determined by his other membership classification, if any; provided the Chapter shall pay the regular member annual subscription fee for The BULLETIN in accordance with the requirements of ByLaws Article VI, Section 1.8.

#### Section 9. Sustaining Member

This class of membership shall require the approval of the Board of Officers of this Association, and shall be restricted to any person, company, corporation, foundation, association, or other such formally organized group whose interests are not normally to be found reflected in the other regular membership requirements and classifications, who has demonstrated a worthy awareness of the needs of this Association at the national level, and who desires to make a significant monetary contribution to this Association at the national level for the purpose of advancing its aims and objectives.

9.1 SUSTAINING members shall be so recognized in this classification for a period of twelve months from the date of each such recognition.

9.2 SUSTAINING members shall not hold office, and may serve only on special committees.

#### Section 10. Multiple Membership

This Association herewith establishes authority for those persons who wish to affiliate with and hold membership in more than one Chapter of this Association as provided for in this Section, and in accordance with ByLaws Article VI, Section 1.9.

10.1 The following policies shall apply to such member:

- A. He shall be a paid-up member in the proper classification in the Chapter chartered in the area where he resides and/or is permanently employed, and record of such membership and payment of dues shall be

on file in the National Office of this Association.

- B. He shall be appropriately classified as a Multiple Member in any additional Chapter(s) he affiliates with, and his membership in such additional Chapter(s) shall be recorded only at the Chapter level.
- C. He shall be issued an additional membership card(s) which is identical with and of the same type of classification as that which has been issued to him by his home Chapter, provided however that the appropriate added Chapter Secretary(s) shall enter the prefix of MULTIPLE in the heading of such additionally issued membership cards.
- D. Unless otherwise provided herein, he shall pay dues in any such additional Chapter(s) in accordance with ByLaws Article VI, Section 1.9.
- E. He shall not vote except as he may in committee and shall not hold office in any Chapter(s) in which he holds MULTIPLE membership, regardless of his membership classification in his home Chapter; but may serve on special committees in such additional Chapter(s).

#### **Section 11. Governmental Memberships**

Any political entity qualifying under the meaning and intent of Article I, Section 2, paragraph A, of this Constitution, 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 class of membership with the following stipulations:

- A. 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;
- B. 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 Board of Officers;
- C. 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;
- D. The individual members shall be classified as, pay dues, and serve in this Association in accordance with the appropriate membership requirements which are set forth elsewhere in this C and B, and the will of the GOVERNMENTAL member shall be expressed within this Association only by means of these individual members.

#### **Section 12. Supporting Memberships**

Any company, corporation or other such formally organized group, hereinafter referred to as the Master Applicant in this category, among whose employees two (2) or more are eligible for COMMERCIAL membership in accordance with the requirements of Section 5 of this Article, whom the Master Applicant wishes to enroll as a group in this Association is eligible for this class of membership with the following additional stipulations:

- A. All employees in each group shall reside, or work, within the boundaries of the particular Chapter chartered in that geographical area and shall be members of that Chapter only;
- B. 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.
- C. The individual members of the groups shall be classified, enrolled, pay dues, and enjoy all the privileges of, a regular COMMERCIAL member.

#### **Section 13. Retired Member**

The following shall be eligible for RETIRED memberships in this Association:

Those former members of this Association, in any class, who have fully retired from their former, regular occupational positions and are no longer gainfully employed or otherwise compensated for current services provided in any manner to the general field of commercial, private or public communications.

13.1 RETIRED members are eligible to serve on special and ad hoc committees.

13.2 RETIRED former ACTIVE members who refrain in every way from participation or appearing to participate in the commercial aspects of telecommunications may serve on the Frequency Advisory Committee.

#### **Section 14. Public Safety Entity - Definition**

For the purposes of this Constitution and ByLaws, a Public Safety Entity is defined as an agency, department, division or section of a separate function of government which

- (1) Has been created by state and/or federal laws, and which is fully or to the largest extent financially supported by tax revenue, and
- (2) Is concerned with the functions of police and general law enforcement, fire, highway safety, emergency rescue and/or medical services, civil defense, forestry-conservation, and the various related activities of state and local government.

#### **Section 15. Dues**

The dues for each class of membership in this Association, and the policies pertaining thereto, are set forth in ByLaws Article VI.

#### **Section 16. Voting and Officer Restrictions**

The right to vote and to hold elected office at all levels and in all areas of this Association is a privilege of ACTIVE members only, provided other classes of membership may exercise voting privileges at the Chapter level as provided in Article I, Section 7, and in those specific standing or special committees on which they are permitted and appointed to serve in accordance with the provisions of this Article as pertains to their particular classifications.

### **ARTICLE III OFFICERS**

#### **Section 1. Designation**

The President-Elect shall succeed the President, and the following officers shall be elected at each Annual Conference for the year ensuing: President-Elect; First Vice-President; and Second Vice-President.

The term of office for the officers of this Association is established in ByLaws Article III, Section 1.

#### **Section 2. Requirements**

A candidate for Association office shall have been a Chapter Officer for at least two years and shall have attended at least two out of the last three National Conferences. Candidates must also be eligible to hold office in accordance with Constitution Article II, Sections 2 and 16.

#### **Section 3. Election Procedure**

Officers shall be elected by secret ballot in the event of more than one candidate for a particular office; from nominations submitted by the Nominating Committee in accordance with ByLaws Article V, Section 1.13, and Section 4 of this Article, or from nominations made from the floor of a Quorum at least twenty-four (24) hours prior to time of balloting.

Election shall take place at a regularly scheduled business session of a National Conference, and shall be determined by a simple majority vote of the ballots cast. In the event of more than two (2) candidates for a particular office, should a simple majority not be determined on the first ballot, a run off between the two (2) candidates who received the greatest number of votes will be conducted.

#### **Section 4. Nominating Committee Report**

The report of the Nominating Committee shall be brought to the floor of the Annual Conference at least thirty six (36) hours prior to voting on all nominations.

### **ARTICLE IV ANNUAL CONFERENCE**

#### **Section 1. Definition**

The annual meeting of this Association

shall be known as the ANNUAL CONFERENCE.

### 1.1 Conference Site and Date

The selection of site(s) and date(s) for the ANNUAL CONFERENCE of this Association shall be the responsibility of the Board of Officers, subject to the approval of the Executive Committee according to the provisions of ByLaws Article IV, Section 3.2.

## ARTICLE V TRADEMARK (LOGO) PROTECTION

### Section 1. Statement of Policy

The APCO logo is a registered trademark and its use, except as specifically provided for in this Article, shall be strictly controlled by the Board of Officers.

1.1 Chapters are specifically authorized to use the logo for stationery purposes in the pursuit of their normal business activities.

1.2 The use of the logo in the manufacture of jewelry and hardware and in conjunction with identification and/or commercial activities is expressly prohibited except as provided for in Section 1.3 below.

1.3 Any deviation from the restrictions of Section 1.2 above shall require the express written authority of the Board of Officers in each particular instance.

## ARTICLE VI AMENDMENTS

### Section 1. Procedure

The Constitution and/or ByLaws of this Association may be amended only by a majority vote of an Annual Conference Quorum as defined in ByLaws Article XII, Section 1, and in accordance with procedures established in ByLaws Article X, Section 1.

## BYLAWS

## ARTICLE I ELECTION OF MEMBERS

### Section 1. Membership Applications

Applications for membership, and the reporting thereof, shall be executed upon standard forms as may be approved and directed by the Board of Officers.

### Section 2. Applications From Chartered Areas

2.1 Persons permanently residing and/or employed within chartered areas shall normally submit completed standard application forms through the local Chapter. Local Chapter is that Chapter which holds the charter for this particular geographical area.

2.2 After determining the eligibility and classification of the applicant, the Chapter Secretary, subject to later approval by his Chapter, shall at regular monthly intervals,

report such memberships(s) on standard reporting forms, along with proper dues, to the National Office.

2.3 If the application is submitted directly to the National Office, the Executive Director shall forward it to the appropriate Chapter Secretary for processing in order to verify eligibility and classification and to assure membership at both the local Chapter and National levels.

### Section 3. Applications From Un-chartered Areas

3.1 Applicants permanently residing and/or employed outside chartered areas may submit completed standard application forms directly to the Executive Director who shall forward them to the applicant's choice of local Chapters adjacent to his State of residence and/or employment for processing in accordance with Section 2.2 of this Article.

3.2 Should the above procedure not be practical due to distances involved, or for other practical reasons as may have been previously approved by the Board of Officers, the Executive Director shall examine the applications to determine the eligibility and proper membership classification and shall consider the applicant as a MEMBER-AT-LARGE.

### Section 4. Optional Chapter Membership

Those persons who live within the chartered area of one Chapter and work within the chartered area of another Chapter may hold membership in either of such Chapters as he may choose.

## ARTICLE II MILITARY MEMBERS

### Section 1. Policy

Members in the Armed Forces of the United States who are in good standing in the Association at time of entry into the Armed Forces during a declared war, or inducted into any military program, shall be carried as paid up members in good standing for the duration of active service and six months thereafter.

## ARTICLE III OFFICERS - GENERAL

### Section 1. Terms Of Office

Elected officers shall assume their duties and authorities upon their being installed in office during the Annual Conference at which they were elected. The officers shall be installed in office in the manner prescribed in the CONFERENCE RULES. Officers shall remain in office until the installation of their elected successors.

### Section 2. Vacancies In Office

2.1 Vacancies in the office of President, President-Elect, and First Vice President shall

be filled by advancement in rank, provided that such fulfillment shall be in ACTING capacities until time of the next regular election of officers and that such ACTING capacities shall have no otherwise effect upon their normal terms of office or eligibilities thereto.

2.2 Vacancy in the office of Second Vice President shall be filled by Presidential appointment as may be confirmed by the Executive Committee, and such approved appointee shall perform his duties in an ACTING capacity until the next regular election of officers whereupon he shall be eligible for regular nomination to office.

## ARTICLE IV OFFICERS-DUTIES AND AUTHORITY

### Section 1. President

#### 1.1 Duties

In addition to such other authority as he may have, the President's duties shall include the following:

- A. Preside at all meetings of this Association and/or the Board of Officers, and serve as Chairman of the Executive Committee;
- B. Appoint committees in accordance with Article V of these ByLaws;
- C. Carry out the purposes of this Association as set forth in its Constitution and ByLaws;
- D. Keep the Board of Officers appropriately informed of Association matters; and
- E. Make appointments to fill vacancies in office.

#### 1.2 Authority

The President's power shall include authority to:

- A. Carry out his duties as delegated in this Article, and those policies duly adopted by the Quorum, the Executive Committee, and the Board of Officers;
- B. Appoint special committees to perform tasks deemed necessary during his term in office in accordance with Article V, Sections 2 and 3 of these ByLaws;
- C. Incur reasonable and proper personal expense in accordance with Article VIII of these ByLaws;
- D. Authorize reasonable and proper expense of any member or members for the purpose of specific Association duties;
- E. Engage legal counsel in accordance with Article XIV of these ByLaws;
- F. Call any committee into session at any time; and
- G. Engage an Executive Director in accordance with Article XV of these ByLaws.

#### 1.3 Parliamentary Authority

The President's parliamentary decision upon the Conference floor shall be final, provided it not be in conflict with the Conference Rules of this Association and for other matters by Roberts Rules of Order where practicable.

## Section 2. President-Elect and Vice President(s)

### 2.1 Duties

It shall be the duty of the President-Elect and the Vice President(s) to perform all the duties of the President in his absence, and they shall serve in the absence of the President or any absent member of themselves in the order of their designations.

### 2.2 Authority - President-Elect

The President-Elect is hereby empowered to:

- A. Act in a reasonable and proper manner to perform duties delegated in this Article, and in particular, in a manner consistent with the direction of the President, and consistent with the policies of the current administration; and
- B. Gather and dispense information and initiate his planning, appoint members-elect of committees, and otherwise prepare for his pending administration so as to maintain the momentum of this Association, provided the President and the Executive Director shall be kept informed and the President's approval shall be necessary for the expenditure of funds.

### 2.3 Authority - Vice President(s)

Vice President(s) are hereby empowered to act in a reasonable and proper manner to perform duties as designated in this Article, subject to the same limitations imposed upon the President-Elect in Section 2.2 of this Article.

## Section 3. Board of Officers

### 3.1 Designation

The Board of Officers shall consist of the regularly elected officers currently serving the Association in their designated capacities. The Executive Director shall meet with and serve the Board of Officers in an advisory capacity.

### 3.2 Authority

Except when the Executive Committee is in session or available at an Annual or Regional Conference, the Board of Officers is empowered to act for and in behalf of the Executive Committee and shall meet at such times and places as the President shall designate, or as the Board itself may otherwise deem necessary by a majority vote of its members.

Each Executive Committee member shall be notified by written communication within fifteen (15) days of such independent action taken by the Board. Such action by the Board shall become immediately effective and considered ratified and approved by the Executive Committee unless a majority of the Executive Committee members express disapproval by written communication to the Executive Director within fifteen (15) days of the date notice was given of the action.

In the event of Executive Committee disapproval, the action of the Board shall not be effective.

### 3.3 Quorum of the Board

A meeting of the Board of Officers shall not be official unless attended by a majority of its members.

### 3.4 Absentee Procedure

The President, or ranking Board member in the event of the President's indisposition, may appoint a member of the Executive Committee to serve on the Board of Officers at any Board meeting when any Board member has advised of his inability to attend.

## ARTICLE V COMMITTEES

### Section 1. Standing Committees

The standing committees of this Association shall be the Executive, Regulatory Review, Operating Procedures, Telecommunications Management, Commercial Advisory, Frequency Advisory, Nominating, Emergency Medical Service, Emergency Preparedness and Disaster Service, Fire Service, Forestry/Conservation Service, General Governmental Service, Highway Maintenance Service, Law Enforcement, and 9-1-1 Emergency Number, Committees.

Members of standing committees shall serve until the expiration of their terms, and thereafter until the Executive Director is notified in writing by the current President of the names of their authorized successors.

Except for the Executive Committee and the Nominating Committee, no member shall serve simultaneously on more than two standing committees.

Standing Committees other than the Executive, Nominating, and Frequency Advisory Committees shall consist of nine (9) members, one of which shall be appointed chairman by the President.

The President shall appoint all members of each standing committee, except he shall follow procedure established and set forth in the particular ByLaws Sections for the Executive, Nominating, and Frequency Advisory committees.

Standing committees and their chairmen shall determine the matters they shall consider, subject to such direction as the President shall deem desirable in order to achieve the purposes of this Association, provided no presidential limitation shall be placed upon the Executive Committee.

A Quorum of a committee, except as otherwise provided for, shall be its chairman and any number of members participating in a meeting or a membership poll.

Actions of a committee shall, except as otherwise provided for, be taken at each meeting during an Annual Conference and meetings at other times by two weeks prior written notice from its chairman or by poll of the membership pursuant to direction from the chairman.

The distribution of necessary committee reports, as may be determined by the President, shall be provided by the National Office.

#### 1.1 Executive Committee

The Executive Committee shall consist of the elected National Officers, the two (2) most immediate Past Presidents, and one member

from and elected by each Chapter to be its representative.

The names of the elected Chapter members for the pending year shall be submitted in writing to the Executive Director prior to the Executive Committee meeting held at each Annual Conference. The term of the Chapter representative shall be determined by the Chapter membership but shall not be for less than one year.

In the event of the inability of the elected Chapter Member of the National Executive Committee to attend a meeting of the Executive Committee, the Chapter President may appoint an alternate to represent the Chapter at that meeting. The alternate delegate shall be furnished proper written credentials authorized by the Chapter President, a copy of which shall be submitted to the National Office.

Duly elected Chapter representatives to the Executive Committee are eligible to succeed themselves.

#### Duties

The duties of the Executive Committee shall be to report at each Annual Conference of this Association all measures considered during the current year;

Supervise all accounts and expenses and review the required audit of the accounts of the Executive Director;

Make definite recommendations to the Quorum on matters published and/or matters of which it has received notice; and

Review, modify as necessary, and approve the Executive Director's proposed budget for the ensuing year, such budget to show anticipated revenue by source, anticipated expense of each project and desired objective and the anticipated expense by major category of necessary and regular activities, with the stipulation that the budget shall provide an operating capital of not less than twenty percent (20%) of anticipated revenue, excepting funds granted to APCO by government or other entities for the funding of specific projects to carry over for use in the succeeding fiscal year.

#### Authority

Authority is hereby provided for the Executive Committee, between Annual Conferences, to perform all functions and do all acts which this Association might do or perform, except, it shall not have the power to amend the Constitution and ByLaws. During such interim period, its decision shall be final in matters determined "reasonable and proper". It has the power to convene or poll itself by majority vote. It may cancel a Chapter charter.

#### Meetings

The Executive Committee shall be called into session at least twice annually. One such meeting shall be called in conjunction with the Annual Conference. The second such meeting shall be held in conjunction with a Regional Conference and, where possible, be rotated on a Regional basis in accordance with the Regional Conferences schedule and/or at such

Forestry/Conservation Service communications, with particular emphasis being placed on the relationship of total public safety communication needs to the particular requirements of Forestry/Conservation Service communications. The members of this Committee shall be selected from among Association members regularly employed by agencies with public safety radio systems licensed in the appropriate related radio service.

**1.20 General Governmental Service Committee**

This Committee shall study and make recommendations in areas concerned with General Governmental Service communications, with particular emphasis being placed on the relationship of total public safety communication needs to the particular requirements of General Governmental Service communications.

The members of this Committee shall be selected from among Association members regularly employed by agencies with public safety radio systems licensed in the appropriate related radio service.

**1.21 Highway Maintenance Service**

This Committee shall study and make recommendations in areas concerned with Highway Maintenance Service communications, with particular emphasis being placed on the relationship of total public safety communication needs to the particular requirements of Highway Maintenance Service communications.

The members of this Committee shall be selected from among Association members regularly employed by agencies with public safety radio systems licensed in the appropriate related radio service.

**1.22 Law Enforcement Service Committee**

This Committee shall study and make recommendations in areas concerned with Law Enforcement Service communications, with particular emphasis being placed upon the relationship of total public safety communication needs to the particular requirements of Law Enforcement communications.

The members of this Committee shall be selected from among Association members regularly employed by agencies with public safety radio systems licensed in the appropriate related radio service.

**Section 2. Special Committees**

Special Committees may be appointed by the President as he deems necessary for specific tasks.

Members of these Committees shall serve at the pleasure of the President, and their terms otherwise shall expire concurrently with that of the President.

**Section 3. Duties of Committees**

Where not otherwise specified, duties of Committees shall be designated by the President.

**ARTICLE VI  
DUES**

**Section 1. Dues Rates**

The Association's portion of annual membership dues for the various classes of membership is outlined below:

The current dues rate of each Chapter shall be on file in the National Office.

Classification	Association's Portion of Dues
1.1 Active	\$40
1.2 Commercial	\$40
1.3 Associate	\$20
1.4 Engineer/Technician	\$20
1.5 Operator	\$20
1.6 (Reserved)	

1.7 MILITARY MEMBERS, as defined in ByLaws Article II, are exempt from payment of dues.

1.8 CHAPTER HONORARY MEMBERS are exempt from payment of dues, except that the Chapter shall pay \$20 per year to the National Office for the BULLETIN subscription fee.

1.9 MULTIPLE Memberships in accordance with the provision for this class of membership in Constitution Article II, Section 10, are recorded only at the Chapter level and issued at the Chapter dues rate. Such dues are not reported to the National office and are payable only to the Chapter(s) in which the member holds MULTIPLE membership(s).

1.10 RETIRED MEMBERS, as defined in Constitution Article II, Section 13, shall pay dues according to the following schedule:

Classification	Association's Portion of Dues
Retired	\$20

**Section 2. Members-At-Large**

A member of this Association who is considered to be a MEMBER-AT-LARGE as provided for in ByLaws Article 1, Section 3, shall pay, directly to the National Office, annual dues in keeping with the time frame of Section 4 of this Article and according to the following schedule:

Classification	Dues
Active	\$40
Associate	\$20
Engineer/Technician	\$20
Operator	\$20
Commercial	\$40
Retired	\$20

**Section 3. Membership Certificates**

The National Office shall issue Certificates of Membership on behalf of the several Chapters in accordance with the requirements of this Article.

**Section 4. Dues Payment Schedule**

A. Membership dues are due and payable 60 days prior to the anniversary date of each Membership Certificate and members shall be so billed.

B. Dues are past due 30 days after the anniversary date of the Membership Certificate. Non-paying members are in arrears after such date and shall be notified at that time they have been removed from membership and the benefits thereof.

C. Members who have been dropped from the membership roll in accordance with (B) above shall be placed in a pending status with no benefits, for a period of 3 months. If, during that 3 months period they pay proper dues they shall be reinstated to full membership but shall retain their original Membership Certificate date. After such pending periods, such persons who elect to rejoin shall be required to apply as new members and shall be assigned new Membership Certificate dates.

**Section 5. Billing and Collecting Dues. Acceptance of New Applications**

A. In accordance with the requirements of this Article the National Office shall bill and collect dues from all members. In like manner, it shall solicit new members and process all applications from potential members.

B. The National Office shall within each 30 day calendar period remand to the appropriate Chapter its portion of dues received.

C. The National Office shall in like manner notify the appropriate Chapter when its members are billed and when membership status is changed.

**ARTICLE VII  
OFFICIAL PUBLICATION**

**SECTION 1. Name**

The official publication of this Association shall be named THE APCO BULLETIN, JOURNAL OF PUBLIC SAFETY COMMUNICATIONS, and it shall normally be referred to as the BULLETIN. No other periodical shall be published by this Association, nor shall there be a contract with any person, firm, or corporation for the purpose of having published any periodical or magazine bearing the endorsement of this Association, without the approval of the Board of Officers. With the approval of the Board of Officers, the Association may publish, in addition to the BULLETIN, periodic reports of interest to the membership. These reports shall normally be referred to as the APCO REPORTS. They shall consist of items of such nature that their publication in the BULLETIN is not feasible.

**Section 2. Publication Management**

2.1 The BULLETIN, the APCO REPORTS, and other publications shall be governed by the Board of Officers of this Association.

2.2 The Editor of the BULLETIN and of the APCO REPORTS shall be a full time employee or employees of this Association.

## ARTICLE XIII BONDS

### Section 1. Requirement

The Executive Director shall be bonded in the minimum amount of one hundred thousand dollars (\$100,000) and/or as otherwise stipulated by the Board of Officers.

## ARTICLE XIV EMPLOYMENT OF LEGAL COUNSEL

### Section 1. Employment Procedure

The Legal Counselor shall be employed upon a recommendation by the President, approved by the Board of Officers, and a two-thirds confirmation vote by the Executive Committee. The Executive Committee shall stipulate the retainer fee.

### Section 2. Purpose

The Legal Counselor shall be employed for the purpose of providing legal advice to the Association and for the preparation and presentation of matters before the Federal Communications Commission and other governmental bodies as desired by this Association.

## ARTICLE XV EMPLOYMENT OF EXECUTIVE DIRECTOR

### Section 1. Employment Procedure

The Executive Director shall be employed upon a recommendation by the President, approval by the Board of Officers and a two-thirds confirmation vote by the Executive Committee.

### Section 2. Delegation of Supervision

The supervision of the Executive Director shall be the responsibility of the Board of Officers as it may deem appropriate and in the best interests of the Association, subject to such policy and direction as it may receive from the Executive Committee.

### Section 3. Removal From Office

The Executive Director may not be removed from office, or his funds impounded, or his office abolished, except by a two-thirds majority vote of the Executive Committee in a manner in keeping with the terms of his employment.

### Section 4. Duties

It shall be the duty of the Executive Director to:

- A. Keep a complete roll of the membership of this Association;
- B. Maintain the records, files, and library of the Association and handle its general correspondence;

- C. Receive all funds due this Association and maintain bank accounts for the orderly processing of all funds, in accordance with Section 5, Paragraph B, of this Article;
- D. Make at each Annual Conference a full report of his activities, and a financial statement to the Executive Committee;
- E. Promptly deliver all funds, books and papers to whomever the Executive Committee may designate;
- F. Furnish quarterly financial statements containing his comments and recommendations to the members of the Executive Committee;
- G. Provide for the notice and keeping of minutes and records of the Annual Conferences of this Association, and supervise the general conduct, planning and activity of the Annual Conferences, and provide for the official requirements of the Board of Officers and Executive Committee during these and other meetings of such bodies;
- H. Serve as the Secretary of the meetings of the Executive Committee and Board of Officers;
- I. Conduct a continuous effort to increase all classes of membership and to increase the revenues of this Association in a manner approved by the Board of Officers;
- J. Prepare an annual budget of the Association for consideration and approval by the Executive Committee at its Annual Conference meeting, such proposed budget to be submitted to the Board of Officers for its consideration and recommendations thirty (30) days prior to the Annual Conference;
- K. Keep complete records of all monies owed to the Association and of expenses incurred by the Association and take all appropriate measures to assure the prompt collection of, payment of, and accounting for, Association funds;
- L. Be responsible for the daily operation of the BULLETIN and other publications which the Association publishes or sponsors;
- M. Assist the Committees of the Association by furnishing them with information and in preparing their reports;
- N. Supervise such research programs or special studies as the Executive Committee may prescribe, including the projects of the Series Foundation;
- O. Serve as the coordinator of the functions of the Association, and its Chapters, representing the Board of Officers and/or the Executive Committee in those matters where he has a responsibility in accord with his required duties;
- P. Serve as the Historian of the Association, coordinate the input from the various Chapter Historians, maintain an archive which shall store, list, and maintain that which is deemed to be of historical value to the Association, including the morgue

of all BULLETIN issues, and cause to be printed in the BULLETIN information of historical interest to the membership of the Association;

- Q. Perform such other duties as may be delegated to him by the President and the Executive Committee in accord with the intent of the Constitution and/or ByLaws of this Association;
- R. The Executive Director shall have resolutions made available to Annual Conference Quorums and shall have read to such Quorums the title, the intent and the name of the maker to each such resolution so made available. This procedure shall constitute a reading. A reading on each of three (3) consecutive days shall be made. The Executive Director shall rewrite the Constitution and/or ByLaws in accord with each amending resolution approved by an Annual Conference Quorum, and shall have copies of such amended Constitution and/or ByLaws which are approved by the Board of Officers printed and distributed to this Association's Executive Committeemen and Chapter Secretaries, and as otherwise may be directed by the President.

### Section 5. Authority

Subject to the policies determined by the Board of Officers pursuant to Section 2 of this Article, the authority of the Executive Director in the discharge of his duties includes the power to:

- A. Establish credit;
- B. Establish banking facilities; prepare checks for the expenditure of funds to cover the Association's indebtedness and deliver them to the President for his counter-signature; with the provision however that separate bank accounts may be established pursuant to the direction of the Board of Officers to meet day to day operating expenses which will not require a counter-signature except for required detailed reimbursement purposes;
- C. Establish printing and recording facilities;
- D. Provide information and other services in the performance of his duties and the operation of his office;
- E. Incur reasonable and proper expense in the performance of his duties and the operation of his office;
- F. Employ such staff and incur such other expense as the Executive Committee in its budget shall authorize; and
- G. Give bond in accordance with ByLaws Article XIII, the cost of such bond to be borne by the Association.

## ARTICLE XVI GRANTS AND CONTRIBUTIONS

### Section 1. Application for Funds

The President of this Association or any

## A. SYLLABUS

A syllabus is a tabular listing of the important elements of a subject. This syllabus constitutes a guide which locates information by topic in the Constitution and Bylaws. It is followed by a synopsis of the functions of the Association.

The syllabus has four main headings: Association, Chapters, Meetings and Membership. These major headings are further broken down alphabetically by sub-topics. Some subjects may be duplicated under different headings. For example, references to "membership" will be found under Association, Chapters and Membership.

Tabular coding is simple:

- BL - Bylaws
- C - Constitution
- A - Article
- S - Section
- par - paragraph

Example: BL, A-V, S-1.18, par 3 indicates that the desired information will be found under the Bylaws, Article V, Section 1, in the 18th sub-section of Section 1, paragraph 3.

CONSTITUTION AND BYLAWS

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CONSTITUTION AND BYLAWS  
(Continued)

SYLLABUS

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CONSTITUTION AND BYLAWS  
(Continued)

SYLLABUS

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Restrictions  
Voting (National & Chapter)

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C, A-I, S-1; C, A-II,  
S-16; BL, A-IX

## B. SYNOPSIS

The purpose of this synopsis is to provide a clear overview of the Association functions. It is divided into four sub-topics: the Association, the Chapters, the Regions and Membership.

Following this section are sections devoted to specific areas of interest: Meetings, Chapter President; Chapter Secretary/Treasurer; National Executive Committee Representative; and Chapter Committees. These sections include current reporting forms to be used for information exchange with the National Office.

## 1. Association

The Associated Public-Safety Communications Officers, Inc. is a not-for profit organization incorporated in the State of Indiana with a registered office in the State of Florida. APCO is a membership organization formed of individuals.

The purpose of the Association is to foster the development and progress of the art of public safety communications. Its scope of activity, therefore, is limited to the field of public safety communications which is defined for the purposes of the Constitution as " .... an agency, department, division or section of a separate function of government which has been created by state and/or federal laws, and which is fully, or to the largest extent, financially supported by tax revenue, and is concerned with the functions of police and general law enforcement, fire, highway safety, emergency medical services, civil defense, forestry/conservation, and the various related activities of state and local government".

Members of the Association are generally grouped geographically into local Chapters. (Appendix 1) There are members of the Association (At Large) who are not members of Chapters. Such members are located in unchartered geographic areas. Members located in chartered areas are required to be members of the Chapter chartered in their areas.

Members of Chapters are members of the Association. A goal of the Association is to have a chartered Chapter in each State of the Union and its possessions. Voting membership and eligibility to hold office is limited to Active members. (For exceptions within the Chapters see Section III-C)

The Association meets once each calendar year. The meeting is known as the Annual National Conference. The business of the Association is conducted at the Conference. The quorum of a National Conference is the number of Active (voting) members attending a business session.

Association officers are elected at the Annual National Conference. The elected officers constitute the Board of Officers of the Association. (Appendix 3) The Board administers the activities of the Association and, except when the Executive Committee is in session or at an Annual Conference, the Board of Officers acts for and in behalf of the Executive Committee. Each Chapter elects one of its members to sit on the Executive Committee of the Association. (Appendix 4)

The National Officers are also members of the Executive Committee, as are the two immediate Past Presidents. The Executive Committee has the authority to perform any act required to properly conduct the business of the Association between Conferences, except such Committee cannot amend the Constitution and Bylaws.

In summation, the Association is governed by its membership responding to petition(s) between Conferences, and by a Conference quorum during Conferences. Otherwise, the membership is represented by the Executive Committee between Conferences. The Board of Officers serves the Executive Committee and supervises the day-to-day business of the Association. The president of the Association annually appoints National Committees. (Appendix 5 & 6)

Dues may be collected and certificates distributed by the National Office when so authorized by an individual Chapter. Membership Certificates are distributed to the Chapter Secretary for forwarding to the new member. (Appendix 20)

APCO is recognized by the Federal Communications Commission as the frequency coordinator for the Police Radio Service, Local Government Service and all Public Safety Radio Service in the 800 MHz band.

APCO has a Project Series Foundation function which seeks national telecommunications grants and awards to attain public safety services objectives. The Association conducts such projects in management, research and study in the public safety telecommunications field. (Appendix 7)

APCO publishes a monthly publication titled The APCO BULLETIN - Journal of Public Safety Communications, except that a combined September/October issues is published for a total of eleven issues per year. APCO also publishes a monthly newsletter, the APCO Reports, which includes news of regulatory initiatives by the FCC and other governmental agencies which affect public safety communications; APCO's responses; and other information of interest to APCO members and the people who supply them products and services. APCO regularly writes and distributes public safety training aids and manuals. (Appendix 14, 15, 16)

The Association issues statements of corporate policy for the benefit of the Chapters and others with an interest in such matters. (Appendix 8) The Association also issues public statements of policy regarding national telecommunications goals. APCO appears before the Federal Communications Commission and the Houses of Congress in matters of telecommunication policy and administration. The Association has a registered corporate logo. (Appendix 10)

During periods between National Conferences, the connecting links between the Association and individual Chapters are the Chapter's elected National Executive representatives. A Chapter National Executive Committee member should be able to attend the National Conference and one additional National Executive Committee meeting held in conjunction with a Regional Conference and participate in the interim business activities of the Association.

As a means of attaining effective representation, the Association intends that there will be a Chapter in each State and major possession of the United States. However, since effective representation is the goal, in certain instances the Association may charter Chapters with geographical

areas either larger or smaller than that of one State.

In order to ensure the coordinated pursuit of ideals and purposes, the Constitution and Bylaws of Chapters may not be inconsistent or in conflict with the Constitution and Bylaws of the Association. (See Appendix 12 for Model Chapter Constitution and Bylaws) Chapters are chartered by the Association. Chapter charters can also be revoked by the Association. (Appendix 11)

Chapters are required to meet at least twice during a calendar year. Inasmuch as membership is the primary constituency of the organization, members of Chapters are members of the Association; the classes of memberships are the same in all Chapters.

The Association operates a National Office managed by an Executive Director. The Association retains legal counsel in Washington, D.C. to provide advice with regard to regulatory, legislative and other legal matters affecting the organization. APCO is a charter member of the Land Mobile Communications Council and the Public Safety Communications Council.

## 2. Chapters

Chapters are local groups which decentralize functions of the Association. The Association is not constructed of Chapters, but of individual members who belong to Chapters in chartered areas. Chapters are an effective means of carrying out the purposes and objectives of the Association under the management of officers who have local interests but are accountable to the Association. Chapters are self-governing within the intent of the Association's Constitution and Bylaws. They elect their own officers. They may take a position in opposition to that of the Association, provided such position remains within the broad purposes and specific goals of the Association. Chapters meet at the times and places of their own choosing but are required to meet at least twice per year. This arrangement is beneficial to both the Chapters and the Association. The membership is better administered and informed.

Local concerns are more properly considered and brought to the attention of the Association through the Chapter organization. The Association advises the Chapters on national affairs as they may affect the professions of their members. Chapters cannot amend the Constitution and Bylaws of the Association. Only the voting membership, at the National Conference, acting as individuals, can accomplish that. It is important, therefore, to remember that the laws under which the Association and its Chapters operate exist by the will of individuals rather than of chartered groups.

### 3. Regions

The Chapters are grouped into four geographical regions as shown in Appendix 1. These regions act independently of the Association to establish a regional conference in accordance with the Constitution, Article I, Section 14.

The regions are used for the purpose of designating geographical representation on the Nominating Committee and for establishing relationships and communications among adjacent Chapters in order to discuss common geographical issues.

#### 4. Membership

Membership in Chapters and in the Association is open to all persons of good character who meet the membership requirements. Voting privileges in the Association are limited to Active members. Voting privileges in the Chapter, on local issues, may be extended to all membership classes within the Chapter. Voting members are required to be citizens of the United States and its territories and possessions.

There is no limit placed upon the number of members in any classification of membership. Persons residing and/or permanently employed in the chartered area of a Chapter are generally required to be members of such chartered Chapter. Members belonging to one Chapter may become members of any other number of Chapters within the express limitation set forth in the Bylaws. (See Bylaws - Multiple Members)

There are eight (8) membership classifications, which are: Active, Engineer/Technician, Operator, Commercial, Associate, Chapter Honorary, Sustaining, and Retired. The remaining designations are variations of such memberships (Multiple and Life). Memberships are not limited other than by classification and good character and has such rights and privileges as are set forth in the Association's Constitution and Bylaws.

"Life" is an honorary designation which is added to a member's existing basic (one of eight) membership class. The "Multiple" designation has been explained above -- such a member is still required to belong to one of the eight basic membership classes. Life membership plaques are issued to the recipients directly from the National Office. All other membership certificates are issued to the recipients from the National Office through the Chapters. There is no Honorary membership at the Association level. The collection of dues and the timely accurate certification of members is an Association imperative. Please refer to the membership reporting forms and instructions in the Secretary/Treasurer section of this manual.

Applicants for membership cannot choose their membership classifications. Applicants must enter membership in accordance with the membership classification appropriate to their job positions. For example, persons employed in the commercial area cannot join as Associate members, supervisors and administrators must join as Active members only, etc. Supervisors are defined as those persons who are responsible for the actions of one or more other persons, or for one or more areas of activity. Administrators are those persons responsible for planning, organizing and managing public safety communications systems.

Regarding dues billing and issuance of membership certificates, any Chapter wishing the National Association to perform these

4. Membership (continued)

functions as the Chapter's agent may so request of the National Office, using the form provided in the Secretary/Treasurer section of this manual. The National Office performs the distribution and billing functions related to Association publications. Most Chapters elect to have the National Office handle dues billing, dues collections, and the issuance of membership cards. (See options in Secretary/Treasurer Section of this manual)

## SECTION III Meetings

### A. National Meetings

The National Association meets annually. Traditionally, the meeting is held in August. The business of the Association is conducted during such meetings.

The Conference is a series of meetings and workshops covering annual reports; future objectives; amendments to the Constitution and Bylaws; technology; training, management and planning; equipment exhibits; election of officers; and presentations by industry panels and government officials. The business of the meeting is conducted by the Conference quorum which consists of the Active members attending a business session. Voting is limited to the Active membership.

The Conference Rules are a part of the Association's Constitution and Bylaws. Conference sites are selected by the Executive Committee. Conference plans are made and executed under the general policy supervision of the Executive Director on behalf of the President. Conferences are conducted and managed at the site location by a Conference Chairman who is appointed by the Board of Officers. The period of an Annual Conference meeting is generally six (6) days. One day is for a Board meeting, one day for an Executive Committee meeting, and four (4) days are set aside for general Conference sessions.

A Conference Manual is available to Annual Conference and Regional Conference Chairmen. Details for bidding to host Annual Conferences are found in the Conference Rules section of the Conference Manual.

B. Regional Conferences

Regional Conferences are authorized in the Association's Constitution and Bylaws. Such meetings may be held in appropriate geographical areas as designated in the Constitution and Bylaws. The major requirements of the Association are that Regional meetings, their time and place, are made known to the Association before such events take place, and that the meetings, in order to qualify as Regional Conferences are agreed to beforehand in writing by a majority of the Chapters within a given Region. The Association otherwise has no obligation to or responsibility to a Regional Conference, except as might be established as the result of a permitted use of the Association's name and logo. However, the Association provides assistance to the Regional Conference hosts when requested. The National Conference Manual is also a valuable resource for Regional Conference preparations.

The meeting objectives of Regional Conferences should be the same as those for individual Chapter meetings, except for the enlarged "local" area of concern. Regional Conferences need not be imitations of National Conferences; one should not detract from the other. Association representatives should present National issues information; the remainder of the program should have a "Regional" context, particularly with regard to information transfer and attracting Regional suppliers of goods and services.

C. Chapter Meetings

Chapter meetings are required to be held twice during the period between Association Annual Conferences. One of these meetings must be held within the chartered area of the Chapter. One meeting may be held while the Chapter members are actively participating at the site and during the time of a Regional or National Conference. Meetings are held at the pleasure of the voting membership of the Chapter. All membership classes within a Chapter may vote on Chapter business, if the Chapter Constitution and Bylaws so provides, except when voting on items relating to the National Association. (Constitution: Article I, Section 7)

Chapter meetings are information exchange forums. They have six major objectives:

- 1) to conduct the ongoing business of the Chapter;
- 2) to acquaint the membership with current telecommunication matters affecting members of the Chapter or their departments;
- 3) to acquaint the membership with current telecommunication matters which have National import;
- 4) to enhance the professional skills of the individual members;
- 5) to maintain an awareness of the state of the art; and
- 6) as a result of such knowledge gained, to take specific and timely action in those matters requiring resolution at both local and national levels.

In the next Section under "Aids to the Chapter President" there is a guideline for Chapter programs which will assist in reaching these objectives.

## SECTION IV Chapter Officers and Committees

### A. Chapter President

The Chapter president presides at all meetings of the Chapter. It is the responsibility of the Chapter President in conjunction with the other Chapter Officers to plan for Chapter meetings and ensure their success.

The President may appoint a program host for the Chapter meeting. The host will be expected to establish location, make arrangements (rooms, meals, etc.) and arrange for speakers. The President needs to maintain contact with the host throughout the planning, preparation and actual meeting. Business sessions should be established in order to cover the items set forth in the sample agenda and guideline which follows.

A chapter needs to have a Constitution and Bylaws which conforms to the National Constitution and Bylaws (Appendix 12 - Model) For help with incorporation or establishing a new Chapter see Appendix 11 and 13.

Occasionally the National Office receives correspondence or telephone calls about items which need Chapter attention. A form which accompanies such submissions to the Chapter President and/or the Chapter Secretary may be found at the end of the Chapter President section.

In order to see that all Chapter responsibilities are fulfilled it is advisable that the Chapter President be familiar with the Sections of this manual pertaining to other officers. For assistance in matters not covered by this manual, the President may contact the National Office.

SAMPLE BUSINESS MEETING AGENDA

- I      Opening Ceremonies
  - A.    Invocation
  - B.    Salute to Flag
  - C.    Introduction of Guests
  - D.    Announcements
  
- II     Secretary's Report
  - A.    Minutes of previous meeting (Action Required)
  - B.    Correspondence
  - C.    Membership Report
  
- III    Treasurer's Report (Action Required)
  - A.    Auditor's Report (when required)
  
- IV     Report from the National Executive Committee Representative
  
- V      Frequency Coordinator's Report
  
- VI     Other Chapter Committees' reports
  
- VII    Additional Business  
(Some are not considered at every meeting)
  - A.    Resolutions
  - B.    Amendments to Chapter Constitution and Bylaws
  - C.    Nominations
  - D.    Elections
  - E.    Installations (see suggested format Appendix 19)
  
- VIII   Program
  
- IX     Adjournment

## A GUIDELINE FOR CHAPTER MEETING PROGRAMS

This Guideline is structured on six (6) Chapter program objectives.

- I. Meeting Objective No. 1 is to conduct the ongoing business of the Chapter. (See sample meeting agenda)
  - A. Secretary's Report
    1. Begin with the minutes of the last meeting. They should be brief and accurate. If the minutes were previously distributed a motion is required to accept them as written (or adopted as corrected). Be sure to record the fact that the minutes were sent to the National Office within the required time. (C, A-I, S-9)
    2. Correspondence - Read correspondence received since the last meeting.
    3. Membership - Report the status of all classes of Chapter membership.
  - B. Treasurer's Report

Give a brief report on the Chapter's finances. An audit report may also be required annually.
- II Meeting Objective No. 2 is to acquaint the membership with current telecommunications matters affecting members or the Chapter or their departments.
  - A. Status Reports Status Reports include such matters as updates and discussion about state and local government laws and regulations, administrative policies, proposed or enacted legislation, new departments and agencies, consolidated departments, changes in departmental structures, new systems, major system acquisitions, plans, training programs, personnel changes and Chapter activities.
    1. The Chapter may want to contact persons with significant information in one or more of the above subjects and have them make a report as a special feature of the program.
    2. A basic human craving has been satisfied by "show and tell" sessions. Members are encouraged if they are asked to reveal what they have encountered or done since the last meeting. However there should be a strong moderator in the chair!

- B. Interconnect and Tariffs This subject includes matters relating to both RF and line circuits. Included are mutual aid and emergency networks (example: The Nationwide Law Enforcement Emergency Channel), data networks, state, county and regional systems and their national terminals, interconnections between private and common carrier systems, terminal equipment configurations and their costs, line tariffs and interconnect rates, system capabilities, regulations, etc. These matters should be included for discussion at every meeting, if APCO is to responsibly represent telecommunications for public safety entities.

State government departments responsible for planning and for operation of wide area systems are good sources for program speakers, but don't forget the carrier providers.

- C. Spectrum Management Frequency, as well as system planning coordination, should be included in these reports. Include a report of the activities of the local FCC Radio Inspector. The Chapter Frequency Coordinator should highlight any unusual difficulties experienced since the last report. If the Chapter area borders an international boundary, special problems may occur and they should be allocated to further study sessions.

Discuss possible effects of recent FCC rules changes on local systems, such as channel loadings, FCC monitoring studies, channel assignments, block allocations versus discrete channel philosophies, forced and elected sharing of channels, results of trunking techniques, consolidated and coordinated operations, and the coordination decisions which occurred in Docket No. 83-737, and any subsequent Dockets.

- D. Other Naturally, there are many other telecommunications matters that can be presented and which cannot possibly be included here. The operating principle to be used in selecting and discussing a subject related to Objective No. 2 is that its effect is on the members of the Chapter or their departments. Providing assistance to its own members in solving their local problems is the most important obligation of a Chapter.

III Meeting Objective No. 3 is to acquaint the membership with current telecommunication matters having national import.

- A. The elements of this objective are handled the same way as those in Objective No. 2 except that the issues to be considered are broader in scope.
- B. The resources of the National Association may be brought into play. A beginning point is the Chapter's elected National Executive Committee person. He is the first source of information about happenings at the Association level. He attends Annual Conferences, he receives copies of the minutes of the Board of Officers and Executive Committee which report actions taken between meetings, his vote affects decisions regarding grants and studies, appointment of Counsel and the Executive Director. He should read or summarize these items at every meeting, and offer comments where appropriate.
- C. If the Chapter has a member who belongs to a National Committee, he should be asked for an activity report. If no actions have been taken or reported perhaps this is an area the Chapter might want to consider for further study.
- D. Ask the National Office for information. The Board of Officers, commensurate with financial and time limitations, attempts to send its members to as many Chapter meetings as possible for the purpose of making reports on Association activities and participating in Chapter discussions.

IV Meeting Objective No. 4 is to enhance the professional skills of the individual members.

- A. Two major subjects in this area are planning and training. Planning can be sub-divided into programs, acquisitions, and implementations. Training can be divided into management and operations. With such clear cut divisions, the subjects may be more suitable for workshop presentations than for general session topics. Workshops allow the membership to attend those sessions which are of particular interest to the individual.
- B. There is one particular skill that has need for enhancement-- that of interpersonal communications. Every opportunity should be explored to have an expert in these matters address the membership -- at general sessions rather than in workshops. Colleges and universities are good sources for speakers.
- C. The National Office is a prime source for material which can be used as references in planning and training sessions. The Appendix of this manual may help in identifying such material.
- D. The National Office through its Program Managers and the National Committees can provide valuable advice and assistance for specific training topics.

- V. Meeting Objective No. 5 is to maintain an awareness of the state of the art.

The accent in this area is on industry, design, and maintenance.

- 1) Issue a call for technical papers. Select one or two of these which have innovative messages with regard to hardware, design, or application. Ask for presentations which speak to maintenance costs and how such costs are derived. Give engineers and technicians program time to discuss system configurations, tests, implementations, and trouble shooting.
- 2) Encourage hardware and consultant representatives to exhibit their wares and services at the meetings. Make special efforts to have smaller suppliers who headquarter in the Chapter area participate.

VI. Meeting Objective No. 6 is to take specific and timely action on these issues requiring resolution.

a) If this meeting program guideline is followed, there will be a number of issues discussed which will require further attention. If answers are found, take action.

b) If answers cannot be found, and if more data and consideration are needed, advise the National Office of the circumstances. The Association cannot serve, if it isn't informed. It exists, to provide assistance in matters which are beyond the resources of the Chapter and their members.

c) In particular, if the issue is national in character, tell the National Office about the matter before the Chapter decides to comment directly to the source of the issue. Such advice to the Association may save the Chapter embarrassment. It will certainly result in a better statement, and, if the Association is already working to act on the matter and assures the Chapter that its concern will be expressed, then the Chapter has saved time and effort, and has assisted the Association in speaking in a more knowledgeable and effective manner.



APCO MEMBERSHIP NOTES

from

Adelaide B. Carter

Date \_\_\_\_\_

This is a transmittal of miscellaneous comments received from members in correspondence or telephone calls from members which we feel the Chapter Presidents should know about. It is not intended to offend anyone or to call for any activity other than you feel should be taken, and no copies are being sent to anyone else. We just felt you would want to know. If you don't want to receive further comments of this nature, just let us know and we won't send you any more.

CHAPTER: \_\_\_\_\_

CC: Bob Tall

B. Secretary-Treasurer

The forms used by the Secretary-Treasurer may be found in this section with instructions for their use. Please make copies whenever a form is needed, retaining the ones in this manual for reference.

Some chapters choose to separate the functions of Secretary and Treasurer. It is the responsibility of the Secretary to maintain all records of the Chapter and submit information to the National Office. These include those forms which follow (beginning on Page        plus the minutes of Chapter Meetings and copies of Chapter Constitution and Bylaws whenever written or revised.

It is recommended that the appropriate officers of the Chapter, notably secretaries, treasurers and others handling Chapter funds be covered by a surety fidelity bond.

For further assistance with items not covered by this manual, please contact the National Office.

APCO

MASTER LIST OF MEMBERSHIP FORMS

- M- 1 New Member/Renewal Report
- M- 2 Membership Information Change
- M -3 Chapter Officers List
- M- 4 Chapter Committee Chairmen
- M- 5 Agreement Between APCO National Office and Chapter (Program A)
- M- 6 Agreement Between APCO National Office and Chapter (Program B)
- M- 7 Agreement Between APCO National Office and Chapter (Program C)
- M- 8 Note for Billing Code - sent with bills
- M- 9 Billing Code Set-up Form
- M-11 Request for New Member Approval
- M-12 Dues Schedule
- M-13 Chapter Dues Structure
- M-14 Chapter Meeting Information
- M-15 APCO Membership Notes - sent to Chapter Presidents/Secretaries
- M-16 Nomination Information for APCO Officers

PLEASE MAKE COPIES OF THESE FORMS IN ORDER TO COMPLETE THE INFORMATION FOR SUBMITTING TO THE NATIONAL OFFICE. KEEP THESE ORIGINAL IN YOUR MANUAL IN ORDER TO MAKE ADDITIONAL COPIES AND FOR FUTURE REFERENCE.

INSTRUCTIONS FOR NEW MEMBER/RENEWAL REPORT  
(FORM M-1)

This form is to be used by those Chapters using Program C or for any Chapter that is remitting New or Renewal Dues payments.

After completing the heading with Chapter name, Date, Report number, and Page number of this report, the following information should be listed:

1. Member Number: This will be completed by the National Office if the person is a new member. If it is a renewal payment, please enter the membership number. Please group renewals and new members separately on the list.
2. Name and Address: List Name and Address to which the BULLETIN is to be mailed. List Office telephone number.
3. Class: This refers to Class of Membership. If the payment is for a renewal of membership and the Class is being changed, (e.g., Operator to Active) please make sure that notation is made such as, OP to AC.
4. Billing Code: Please complete this area if the member is paying renewal dues and they are already on a Billing Code. If they are not, please leave this space blank. When new applications are received on this report for more than one person in an agency, attach a Billing Code Set-up form (M-9) to this sheet. See Billing Code Set up Form instructions listed later in this manual. These members will then be billed together next year.
5. Remarks: List any information which you feel might be pertinent or for which you may not have had room in another section of the form.
6. Total Amount to National: List only the amount of dues you are remitting to the National Office for this member.



INSTRUCTIONS FOR MEMBER INFORMATION CHANGE REPORT  
(Form M-2)

After completing the heading with Member Number, Chapter name, Member's name, and date; complete the form with the following information as it applies:

1. Membership Class: This is shown when a member's class is changed, such as from Operator to Active or Active to Retired.
2. Name: This is used for correcting the spelling of any name or when a new person has taken over a position within an agency or company. (A new membership number will be assigned to the new member).
3. Address: Please list old and new addresses. This area can also be used for notifying us of a member's telephone number or a correction of a telephone number.
4. Billing Information: Please use this area to notify us if a member is to be deleted from a Billing Code. (For example, when a member is changing Class from Active to Commercial).
5. Remarks: List any information which you feel might be pertinent that you are unable to place in any of the other portions of this form.

APCO  
MEMBER INFORMATION CHANGE

Member Number \_\_\_\_\_ Chapter \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

CHANGE	
FROM	TO
Membership Code	
Name	
Address	
Telephone:	
BILLING INFORMATION:      Billing Code No. _____      ADD: <input type="checkbox"/> DELETE: <input type="checkbox"/>	
Remarks:	

M-2 4/86 Submitted by \_\_\_\_\_

APCO  
MEMBER INFORMATION CHANGE

Member Number \_\_\_\_\_ Chapter \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

CHANGE	
FROM	TO
Membership Code	
Name	
Address	
Telephone:	
BILLING INFORMATION:      Billing Code No. _____      ADD: <input type="checkbox"/> DELETE: <input type="checkbox"/>	
Remarks:	

M-2 4/86 Submitted by \_\_\_\_\_

INSTRUCTIONS FOR CHAPTER OFFICERS REPORT FORM  
(Form M-3)

After completing the heading with date, Chapter name, date of election and the terms of office, complete the form with the following information as it applies.

1. Address: Please show the address where the officers want their mail to be sent.
2. Telephone: Please show the office telephone number for the officer.
3. Please note: that additional officers are listed on the back side of this form.



Date \_\_\_\_\_

TO: APCO Membership Manager

FROM: \_\_\_\_\_ Chapter Secretary

This is to advise that at an election held on \_\_\_\_\_, 19\_\_ the Chapter officers listed below were elected to serve from \_\_\_\_\_ (month - year) to \_\_\_\_\_ (month - year).

PRESIDENT:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

SECRETARY:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

NATIONAL EXECUTIVE COMMITTEEMAN:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

TREASURER:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

The Chapter Secretary is requested to complete this form promptly after the elections and forward to: APCO, P. O. Box 669, New Smyrna Beach, FL 32070. (Please list other elected officers on the back of this sheet)



INSTRUCTIONS FOR CHAPTER COMMITTEE CHAIRMEN FORM

(Form M-4)

After completing the heading with date, Chapter name and the term of office, complete the form with the following information as it applies.

1. Address: Please show the address where the chairmen want their mail to be sent.
2. Telephone: Please show the business telephone for the chairmen.
3. Please note: there are two pages to this form.
4. If you have a Newsletter Editor, please indicate on this form.



Date \_\_\_\_\_

TO: APCO Membership Manager  
FROM: \_\_\_\_\_ Chapter Secretary

This is to advise that the person shown below are all the CHAPTER COMMITTEE CHAIRMEN to serve from \_\_\_\_\_ to \_\_\_\_\_.  
(month - year) (month - year)

The Chapter Secretary is requested to complete this form promptly and forward to: APCO, P. O. Box 669, New Smyrna Beach, FL 32070

1) \_\_\_\_\_ Name \_\_\_\_\_  
Name of Committee Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

2) \_\_\_\_\_ Name \_\_\_\_\_  
Name of Committee Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

3) \_\_\_\_\_ Name \_\_\_\_\_  
Name of Committee Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

4) \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

CHAPTER COMMITTEE CHAIRMEN

- 5) \_\_\_\_\_ Name \_\_\_\_\_  
Name of Committee Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_
- 6) \_\_\_\_\_ Name \_\_\_\_\_  
Name of Committee Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_
- 7) \_\_\_\_\_ Name \_\_\_\_\_  
Name of Committee Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_
- 8) \_\_\_\_\_ Name \_\_\_\_\_  
Name of Committee Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

AGREEMENTS BETWEEN APCO NATIONAL OFFICE AND CHAPTER

PROCESSING OF NEW APPLICATIONS

(Form M-5, M-6, M-7)

After completing the heading with the Chapter name, date and sign the form for the Program your Chapter has selected.



AGREEMENT BETWEEN APCO NATIONAL OFFICE AND CHAPTER

PROCESSING OF NEW APPLICATIONS

PROGRAM A

I, the Secretary of the \_\_\_\_\_ Chapter agree that the following outline is the procedure we wish followed for the processing of new membership applications for our Chapter.

1. When an application is received, the National Office will assign a membership number and the code for the Chapter.
2. The National Office will generate a bill and address label OR if money is received with the application, the application will be processed as a new member, and the National Office will send a membership card.
3. When the payment is received, for a member that was billed, the National Office will post the payment and a membership card will be sent.
4. A Certificate (if applicable) will be typed by the National Office and forwarded with a copy of the application (if applicable), Certificate and address label to the Chapter Secretary, monthly.

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Secretary

PROGRAM A

Chapter presently under this Program.

Alabama  
Alaska  
Arizona  
Arkansas  
Atlantic  
Florida  
Idaho  
Illinois  
Indiana  
Iowa  
Kentucky  
Louisiana  
Michigan  
Mid-Eastern  
Minnesota  
Mississippi  
Missouri  
Montana  
Nebraska  
New Mexico  
North Carolina  
North Dakota  
Ohio  
Oklahoma  
Oregon  
Pennsylvania  
South Carolina  
Tennessee  
Texas  
Utah  
Virginia  
West Virginia  
Wisconsin



AGREEMENT BETWEEN APCO NATIONAL OFFICE AND CHAPTER  
PROCESSING OF NEW APPLICATIONS

PROGRAM B

I, the Secretary of the \_\_\_\_\_ Chapter agree that the following outline is the procedure we wish followed for the processing of new membership applications for our Chapter.

1. When an application is received, the National Office will complete the "Request for Approval" form, and one copy of the application and one copy of the form will be made.
2. The original of the form and a copy of the application will be mailed to the Chapter Secretary, by the National Office.
3. The original of the application and the copy of the form will be filed by the National Office in the "Approval Pending" file.
4. When the "Approval" is received by the National Office a membership number and the code for the Chapter will be assigned.
5. The National Office will generate a bill and address label OR if money is received with the application, it will be processed as a new member and the National Office will send a membership card.
6. When the payment is received, for a member that was billed, the National Office will post the payment and a membership card will be sent.
7. A Certificate will be typed and forwarded, with address label, to the Chapter Secretary, monthly.

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Secretary

PROGRAM B

Chapters presently under this Program.

Colorado  
CPRA  
Georgia  
Northern California  
Pacific  
Northwest (State of Washington)  
Wyoming



AGREEMENT BETWEEN APCO NATIONAL OFFICE AND CHAPTER  
PROCESSING OF NEW APPLICATIONS

PROGRAM C

I, the Secretary of the \_\_\_\_\_ Chapter agree that the following outline is the procedure we wish followed for the processing of new membership applications for our Chapter.

1. When an application is received, the National Office will make a copy of the application.
2. The National Office will send the original application to the Chapter for them to approve and send a bill to the member.
3. A copy of the application will be placed in the "Pending" file.
4. The Chapter will send the dues to the National Office on the "New Member Report" form.
5. The "New Member Report" form will be processed and the National Office will send a membership card.
6. A Certificate will be typed and forwarded, with an address label, to the Chapter Secretary, monthly.

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Secretary

PROGRAM C

Chapters presently under this Program.

Kansas

August, 1985

DUES BILLING CODE PROGRAM

(Form M-8 and M-9)

Under this program a "Billing Code" is available to APCO Chapters and all agencies or companies that desire to receive one bill for their members.

The Form M-8 is presently being inserted in renewal billings when the National Office determines that the bills are for several members in the same department or company. An application blank is also enclosed for new members or when they desire to change the name on a present membership.

The Form M-9 is presently being inserted in renewal billings as stated above.

Please note: The Form M-9 can be completed by the Chapter Secretary at the time they submit a group of new applications that they know are all for one department or company. The Billing Code number will be assigned by the National Office upon receipt of the form.



We now have the capability to combine all the members dues paid by your agency or company on one bill.

If you so desire to take advantage of this service, please complete the enclosed Form M-9, when you pay the enclosed bills, and we will be happy to set up this process for next year's bills.

Please note the person or department to whom the bill should be addressed. All the due dates will be the same.

Enclosed please find an application blank for new members who are not on the current bill we are sending you.

If you have any questions, please call me.

(Mrs)Adelaide B. Carter  
Membership Manager  
1/800/824-1850

M-8  
8/85



We now have the capability to combine all the members dues paid by your agency or company on one bill.

If you so desire to take advantage of this service, please complete the enclosed Form M-9, when you pay the enclosed bills, and we will be happy to set up this process for next year's bills.

Please note the person or department to whom the bill should be addressed. All the due dates will be the same.

Enclosed please find an application blank for new members who are not on the current bill we are sending you.

If you have any questions, please call me.

(Mrs)Adelaide B. Carter  
Membership Manager  
1/800/824-1850

8/85  
M-8

Date \_\_\_\_\_

Please return form to:

Membership Manager  
APCO  
P. O. Box 669, New Smyrna Beach, FL 32070

Please set up "Billing Code" for the following members.

1. Number of "Billing Code" \_\_\_\_\_  
(Assigned by National Office)

2. Addressed to: Name \_\_\_\_\_

Department \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. For the following Members: (Please print clearly or type)

# \_\_\_\_\_ NAME \_\_\_\_\_

# \_\_\_\_\_ NAME \_\_\_\_\_

# \_\_\_\_\_ NAME \_\_\_\_\_

# \_\_\_\_\_ NAME \_\_\_\_\_

# \_\_\_\_\_ NAME \_\_\_\_\_

# \_\_\_\_\_ NAME \_\_\_\_\_

# \_\_\_\_\_ NAME \_\_\_\_\_

# \_\_\_\_\_ NAME \_\_\_\_\_

# \_\_\_\_\_ NAME \_\_\_\_\_

# \_\_\_\_\_ NAME \_\_\_\_\_

# \_\_\_\_\_ NAME \_\_\_\_\_

# \_\_\_\_\_ NAME \_\_\_\_\_

# \_\_\_\_\_ NAME \_\_\_\_\_

# \_\_\_\_\_ NAME \_\_\_\_\_

# \_\_\_\_\_ NAME \_\_\_\_\_

4. Due Date to appear on Billing for these members \_\_\_\_\_

REQUEST FOR NEW MEMBER APPROVAL

(Form M-11)

This form is mailed to the Chapter Secretary of Chapters listed under Program B , on a regular basis and not held for their monthly mailing.

The first two lines of this form are completed by the National Office when an application is received for a Chapter listed under Program B.

The Chapter Secretary will complete the third through fifth lines after action has been taken by their Chapter.

The form should be returned to the National Office within 30 days of the date on the form.

ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.  
P. O. BOX 669  
NEW SMYRNA BEACH, FLORIDA 32070

REQUEST FOR NEW MEMBER APPROVAL

CHAPTER \_\_\_\_\_ DATE MAILED \_\_\_\_\_  
NAME \_\_\_\_\_ MEMBERSHIP CLASS \_\_\_\_\_  
APPROVED BY \_\_\_\_\_ DISAPPROVED BY \_\_\_\_\_  
DATE \_\_\_\_\_ DATE \_\_\_\_\_  
DATE PAID \_\_\_\_\_ AMOUNT PAID \_\_\_\_\_

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PLEASE NOTE APPROVAL OR DISAPPROVAL WITHIN 30 DAYS AND RETURN TO THE NATIONAL OFFICE.

M-11  
6/86

ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.  
P. O. BOX 669  
NEW SMYRNA BEACH, FLORIDA 32070

REQUEST FOR NEW MEMBER APPROVAL

CHAPTER \_\_\_\_\_ DATE MAILED \_\_\_\_\_  
NAME \_\_\_\_\_ MEMBERSHIP CLASS \_\_\_\_\_  
APPROVED BY \_\_\_\_\_ DISAPPROVED BY \_\_\_\_\_  
DATE \_\_\_\_\_ DATE \_\_\_\_\_  
DATE PAID \_\_\_\_\_ AMOUNT PAID \_\_\_\_\_

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PLEASE NOTE APPROVAL OR DISAPPROVAL WITHIN 30 DAYS AND RETURN TO THE NATIONAL OFFICE.

M-11  
6/86

DUES SCHEDULE  
(Form M-12)

This form is a listing of the Dues Schedule for all Chapters. A notation in the upper right hand area shows the National portion of the dues for each class.

This form is updated when a particular Chapter changes their dues, other than at a time when the National Constituion and Bylaws are amended to change the dues retained by the National Office.

These figures are derived from information received by the National Office from the Chapters on Form M-13.

CHAPTER DUES

IF THE ADDRESS IS	THE CHAPTER IS	ZIP CODE INITIAL	COMPUTER CODE	APOD REGION	National Portion							PROGRAM
					40	20	40	20	20	20	20	
					AC/AD	AS	CM/CD	ET	OP	RT	CH	
ALABAMA	ALABAMA	AL	AB	GC	45	25	45	25	25	25	20	A
ALASKA	ALASKA	AK	AK	WS	50	20	50	30	30	20	20	A
ARIZONA	ARIZONA	AZ	AZ	WS	55	30	60	32	30	20	20	A
ARKANSAS	ARKANSAS	AR	AR	GC	40	20	45	22	20	20	20	A
CALIFORNIA	CPRA (south)	CA	CP	WS	70	30	75	30	30	11	20	B
CALIFORNIA	NORTH CALIF.	CA	NF	WS	75	30	75	30	25	25	20	B
COLORADO	COLORADO	CO	CO	WS	45	25	45	25	25	25	20	B
CONNECTICUT	ATLANTIC	CT	AT	EC	45	25	45	25	25	20	20	A
DELAWARE	MID-EASTERN	DE	MB	EC	50	30	50	30	30	30	20	A
DIST. OF COLUMBIA	MID-EASTERN	DC	MB	EC	50	30	50	30	30	30	20	A
FLORIDA	FLORIDA	FL	FL	GC	45	25	45	25	25	20	20	A
GEORGIA	GEORGIA	GA	GA	GC	45	25	45	25	25	25	20	B
HAWAII	PACIFIC	HI	PC	WS	45	25	55	27	25	20	20	B
IDAHO	IDAHO	ID	ID	WS	40	20	40	20	20	20	20	A
ILLINOIS	ILLINOIS	IL	IL	CC	55	25	45	25	25	25	20	A
INDIANA	INDIANA	IN	IN	CC	40	20	40	20	20	20	20	A
IOWA	IOWA	IA	IA	CC	45	25	45	25	25	25	20	A
KANSAS	KANSAS	KS	KS	CC	45	25	45	25	25	20	20	C
KENTUCKY	KENTUCKY	KY	KY	CC	40	20	50	20	20	20	20	A
LOUISIANA	LOUISIANA	LA	LA	GC	45	25	45	25	25	25	20	A
MAINE	ATLANTIC	ME	AT	EC	45	25	45	25	25	20	20	A
MARYLAND	MID-EASTERN	MD	MB	EC	50	30	50	30	30	30	20	A
MASSACHUSETTS	ATLANTIC	MA	AT	EC	45	25	45	25	25	20	20	A
MICHIGAN	MICHIGAN	MI	MI	CC	45	25	45	25	25	25	20	A
MINNESOTA	MINNESOTA	MN	MN	CC	45	25	45	25	25	25	20	A
MISSISSIPPI	MISSISSIPPI	MS	MS	GC	45	25	45	25	25	25	20	A
MISSOURI	MISSOURI	MO	MO	CC	45	45	45	25	25	20	20	A
MONTANA	MONTANA	MT	MT	WS	45	25	45	25	25	25	20	A
NEBRASKA	NEBRASKA	NE	NB	CC	40	20	40	20	20	20	20	A
NEW HAMPSHIRE	ATLANTIC	NH	AT	EC	45	25	45	25	25	20	20	A
NEW JERSEY	ATLANTIC	NJ	AT	EC	45	25	45	25	25	20	20	A
NEW MEXICO	NEW MEXICO	NM	NM	WS	45	25	45	25	25	25	20	A
NEW YORK	ATLANTIC	NY	AT	EC	45	25	45	25	25	20	20	A
NORTH CAROLINA	NORTH CAROLINA	NC	NC	EC	50	50	50	30	30	30	20	A
NORTH DAKOTA	NORTH DAKOTA	ND	ND	CC	45	25	45	25	25	25	20	A
OHIO	OHIO	OH	OH	CC	45	45	45	25	25	20	20	A
OKLAHOMA	OKLAHOMA	OK	OK	GC	45	25	45	25	25	25	20	A
OREGON	OREGON	OR	OR	WS	50	25	50	27	25	20	20	A
PENNSYLVANIA	PENNSYLVANIA	PA	PA	EC	45	23	45	23	23	20	20	A
RHODE ISLAND	ATLANTIC	RI	AT	EC	45	25	45	25	25	20	20	A
SOUTH CAROLINA	SOUTH CAROLINA	SC	SC	EC	45	25	45	25	25	25	20	A
TENNESSEE	TENNESSEE	TN	TN	GC	45	45	45	23	23	23	20	A
TEXAS	TEXAS	TX	TX	GC	45	23	45	23	24	20	20	A
UTAH	UTAH	UT	UT	WS	45	20	50	20	20	20	20	A
VERMONT	ATLANTIC	VT	AT	EC	45	25	45	25	25	20	20	A
VIRGINIA	VIRGINIA	VA	VA	EC	45	25	45	25	25	20	20	A
WASHINGTON	NORTHWEST	WA	NW	WS	43	43	43	23	23	20	20	B
WEST VIRGINIA	WEST VIRGINIA	WV	WV	EC	45	25	45	25	25	20	20	A
WISCONSIN	WISCONSIN	WI	WI	CC	45	25	45	25	25	20	20	A
WYOMING	WYOMING	WY	WY	WS	45	25	45	25	25	25	20	B
ALL OTHER STATES	AT-LARGE	—	AL	—	40	20	40	20	20	20	20	A

DESCRIPTIONS: United States \$30.00SS Canadian \$40.00FC Foreign Air Mail \$85.00FS Foreign Regular Mail \$40.00FR  
 Foreign Associate 105.00(FA) Foreign Commercial 105.00 (FM) Canadian Associate 75.00(CA)Canadian Commercial 75.00(CC)  
 KEY: AC = Active AS = Associate CM = Commercial ET = Engineer/Technician OP = Operator RT = Retired  
 CH = Chapter Honorary

## CHAPTER DUES STRUCTURE

(Form M-13)

After completing the heading with date and Chapter name, complete the form with the following information as it applies.

Dues Amount: The figures shown should be the amount the Chapter wants the National Office to charge for renewal and new memberships. (This should not be the National portion).

Effective Date: This date should be shown as an exact date, taking into consideration that renewal billings are processed sixty (60) days before the month they will be due. (eg. In January bills are issued for all renewals due during the month of March). The only time you would use a "general time" would be when the National C & Bs have been changed and you would state "as soon as the National Office changes their structure".



Date \_\_\_\_\_

CHAPTER DUES STRUCTURE

Listed below is the new DUES STRUCTURE that the \_\_\_\_\_  
Chapter wishes the APCO National Office to use:

ACTIVE	\$ _____
ASSOCIATE	\$ _____
COMMERCIAL	\$ _____
ENGINEER/TECHNICIAN	\$ _____
OPERATOR	\$ _____
RETIRED	\$ _____
CHAPTER HONORARY	\$ _____

These Dues should take effect with renewal and new applications received after  
\_\_\_\_\_.

Signed \_\_\_\_\_  
Secretary  
\_\_\_\_\_ Chapter

CHAPTER MEETING INFORMATION  
(Form M-14)

After completing the heading with the Chapter name, complete the section(s) with available information.

This form is to be used by the Chapter secretary to inform the National Office of their meetings.

The National Office will use this information for publication in the BULLETIN, and for telephone inquiries.

If time does not allow for this form to be received by the National Office far enough ahead of a meeting, call the Publications Department and they will record the information, and note time and date that the call was made on the form, prior to mailing.



CHAPTER MEETING INFORMATION

1)  
DATE:  
  
PLACE:  
  
CONTACT PERSON:  
  
Telephone Number:

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2)  
DATE:  
  
PLACE:  
  
CONTACT PERSON:  
  
Telephone Number;

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3)  
DATE:  
  
PLACE:  
  
CONTACT PERSON:  
  
Telephone Number:

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4)  
DATE:  
  
PLACE:  
  
CONTACT PERSON:  
  
Telephone Number:

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## CENTRAL BILLING PROGRAM

The Central Billing Program invoices the membership dues, either directly to the member or to any other designated individual, business or government agency. When the invoices are generated, a Billing Register is also prepared for the Chapter president and secretary, showing the pertinent information. Dues payments are recorded on a monthly Collection Report which is sent to the Chapter secretary or treasurer with a check for the Chapter portion of the dues.

Membership cards are mailed directly to the member.



APCO MEMBERSHIP NOTES

from

Adelaide B. Carter

Date \_\_\_\_\_

This is a transmittal of miscellaneous comments received from members in correspondence or telephone calls from members which we feel the Chapter Presidents should know about. It is not intended to offend anyone or to call for any activity other than you feel should be taken, and no copies are being sent to anyone else. We just felt you would want to know. If you don't want to receive further comments of this nature, just let us know and we won't send you any more.

CHAPTER: \_\_\_\_\_

Note: For explanation, see Page 19 in the Section on The Chapter President.

CC: Bob Tall



NOMINATION INFORMATION  
for  
APCO OFFICERS

Date \_\_\_\_\_

NAME \_\_\_\_\_

BIRTH DATE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

EDUCATION \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSITION IN DEPARTMENT \_\_\_\_\_

RESPONSIBILITIES \_\_\_\_\_

NAME, ADDRESS & TELEPHONE NUMBER OF CHIEF OR OFFICIAL NOMINEE REPORTS TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PAST APCO EXPERIENCE:

LOCAL CHAPTER  
(Offices Held)

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NATIONAL APCO  
(Offices Held)

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TIME FOR TRAVEL

---

SECRETARIAL HELP

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MONTHLY MEMBERSHIP LIST

The following is an example of the print out sent monthly to Chapter Secretaries. The format from left to right is:

Membership Number  
Name  
Organization  
Address #1  
Address #2  
City  
State  
Zip Code  
Phone # (Office)  
Chapter  
Membership Classification  
Date Membership began (if blank, information was not available)  
Billing Code number  
Amount Paid  
Date Payment Received  
Amount Paid if an additional dues payment is made within the  
same year (usually for upgrading of class)  
Date Second Payment received  
Date of Membership Expiration  
Status of the membership as explained below:

1. New Member this month. Erased after Chapter List completed.
2. Change of Address this month. Erased after Chapter List completed.
3. Changed Chapter this month. (shown on new Chapter's List). Erased after Chapter List is completed.
4. Change of Class. Erased after Chapter List is completed.
5. Bad Address - Inactive, no mail being sent.
6. Delinquent - Dues Payment
7. Open Membership
8. No Mail
9. Multiple Member - Stays on file permanently.

Indication of member planning on attending National Conference.

6. Individual attendance
7. Member and Spouse
8. Member and family  
(Temporary "2" to issue membership card after payment)

A P C O MEMBERSHIP LIST BY CHAPTER

NAME	ORGANIZATION	ADDRESS	CITY	ST ZIP	PHONE #	CH. CL. JOINED BIL.	PAID DATE	PAID DATE1	EXPIRE STATUS	CONF	COUNT
M BOBMAN		785 VALLEYVIEW RD	LANSING	MI	48906 517-373-1406	MI ET	0 0	25 012486	0	870328	0 0 1
WALD G DRIESSCHE		10190 BERCONSFIELD	DETROIT	MI	48224 313-267-6915	MI AC	51680 0	45 860515	0	870516	0 0 1
EMAN L. DUSELLIER		100 MCDORMAN BLVD.	PORT HURON	MI	48060 313-987-6000	MI AS	21386 0	25 021386	0	870213	0 0 1
RYAN ANN DYER		4297 INDIAN SPRING	GRANDVILLE	MI	49418 616-538-6110	MI OP	61786 0	0 0	0	860801	0 0 1
BARLIE P. EDGERS		16761 MEYDEN	DETROIT	MI	48219 313-534-4072	MI AC	91885 0	0 0	0	860931	0 0 1
EMRY J ELGERSMA		4631 NORTHAVEN N E	GRAND RAPIDS	MI	49505	MI AC	0 0	45 032486	0	870412	0 0 1
WYD R ELLENS		725 STINSON STREET	CADILLAC	MI	49601 616-775-1716	MI DP	110184 0	20 092485	0 0	861101	0 0 1
BECCA ENGLUND		1126 W HILE ROAD	MUSKEGON	MI	49441 616-722-3524	MI AC	0 0	45 860602	0	870620	0 0 1
JOY L ERICKSON		419 S MOORLAND	BRITTLER CREEK	MI	49015 616-965-8897	MI OP	0 506	25 860602	0	870730	0 0 1
JAMES EVANS		2803 SOUTHWOOD DR	EAST LANSING	MI	48823 517-351-3252	MI LF	1976 0	0 0	0	999999	0 0 1
LOYD R FAYLING		8-3478 CORLINA RD	FLINT	MI	48504 313-732-4720	MI AC	0 0	45 860428	0	870514	0 6 1
YVON FELLOWS		16155 LAKE MICHIGAN DRIVE	WEST LANSING	MI	49460 616-846-6355	MI OP	93085 0	0 0	0	860930	0 0 1
ICHAEL J FITZGERALD		118 WHIPPERWOOD LANE	BRITTLER CREEK	MI	49015 616-966-3365	MI AC	0 506	45 860602	0	870730	0 0 1
ILLIAN A FOLSKO		2132 PAULINE, A-105	ANN ARBOR	MI	48103 313-994-1757	MI AC	0 0	40 042285	0	870430	0 0 1
ROBERT R. FOREMAN		25000 EVERGREEN	SOUTHFIELD	MI	48026 313-354-4720	MI AC	72585 0	0 0	0	860731	0 6 1
INDA K. FULTON		8 3478 CORLINA ROAD	FLINT	MI	48504 313-732-4720	MI DP	61896 0	25 860618	0	870618	0 0 1
OWEN P GALLAGHER		7810 HARVER ROAD	PORTAGE	MI	49081 616-323-1357	MI AC	0 0	45 032486	0	870430	0 0 1
EDWARD R GERHARDT		806 OCEOLA	HOMELL	MI	48843 313-354-6030	MI DA	0 0	45 860702	0	870731	0 0 1
BARBARA GIBSON		236 N. HARTSTONE	THIN LAKE	MI	49457	MI OP	0 0	25 860609	0	870701	0 0 1
A GERSTENBERGER		5183 BRITSHOLD ROAD	PORT HURON	MI	48060 313-985-8115	MI DP	60484 514	25 860425	0	870604	0 0 1
ORBE GIERMANN		1513 STOCKBRIDGE	KALAMAZOO	MI	49001 616-385-8120	MI DP	100285 0	20 100285	0	861002	0 5 1
EMETH A GILBERT		5657 CRIBBINS RD	RYCCA	MI	48006 313-324-2858	MI RT	0 0	25 021886	0	870405	0 0 1
LIZABETH A GILMORE		717 EAST MICHIGAN AVENUE	BRITTLER CREEK	MI	49017 616-966-3365	MI DP	73084 506	25 860602	0	870730	0 0 1
JOHN GLOSS		13600 DAK PARK BLVD.	DAK PARK	MI	48237 313-547-1331	MI AC	93085 0	45 860731	0	870931	0 2 1
MICHAEL D GOBLER		7444 BUCKELL LK ROAD	HOLLY	MI	48442 313-634-1263	MI AC	112684 501	40 092685	0 0	861126	0 0 1
			VAN DYKE	MI	48107 217-447-0510	MI DC	AD945 0	45 860702	0	870802	5 0 1

C. National Executive Committee Representative

Each Chapter elects a representative to the National Executive Committee. This representative is expected to attend two meetings of the Executive Committee per year; one is held in conjunction with the Annual Conference, the other during one of the Regional Conferences.

The Executive Committee supervises the business of the Association between Annual Conferences and, thus, is frequently called upon to react to issues facing the Association during the year.

It is the responsibility of the Chapter's representative to keep the Chapter informed of events occurring and actions taken at the National level. The representative should be prepared to report to the Chapter at each Chapter meeting.

D. Chapter Committees

Chapters may choose to appoint committees which correspond to the Committees of National APCO. (BL, A-V) They may decide to have all or only some of the Committees as reflects the Chapter's needs and interest.

Many Chapters elect to have only a few Committees. Chapters should consider having at least Activities and Membership, Nominating, Constitution and Bylaws and Training Committees. A Training Committee may be further subdivided to meet specific training needs of telecommunicators, technicians, or administrators. A Chapter may also wish to appoint a Historical Committee for retention of memorabilia and records.

The names and addresses of Chapter Committee Chairmen should be reported to the National Office (Form M-14 in Secretary's Section) so that they can be contacted by National Committees when necessary to inform them of events, or obtain their input in their specialized area of interest.

APPENDIX

APPENDIX

<u>NUMBER</u>	<u>TOPIC</u>	<u>PAGE</u>
1	State Breakdown by Region	
2	Association Organization Chart	
3	Board of Officers/National & Regional Conference Details	
4	Chapter Presidents, Secretaries, and Executive Committee	
5	National Committee Oversight	
6	National Committee Chairpersons	
7	Series Foundation Projects Listing	
8	Corporate Statement	
9	Tax Exempt Status Filing	
10	APCO Logo	
11	Sample Chapter Charter Petition	
12	Model C & B	
13	Chapter Incorporation	
14	The APCO Story	
15	APCO Publications List and Information Service	
16	LIFELINE Information	
17	Master List of Membership Forms	
18	Frequency Coordinator Change Form	
19	Suggested Format for The Installation of Chapter Officers	
20	Sample Membership Certificate	
21	Application Form	

STATE BREAKDOWN BY REGION

## Region I - WESTERN STATES

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, and the Territories of Guam and Samoa

## Region II - NORTH CENTRAL

Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

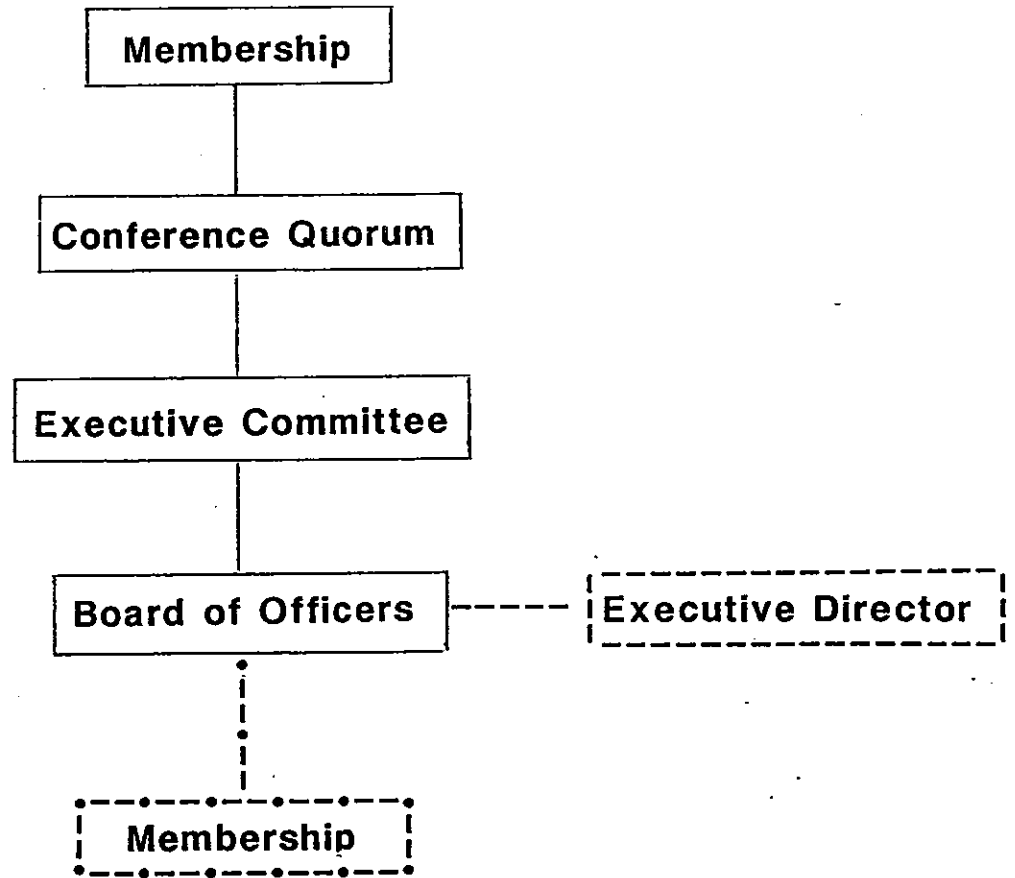
## Region III - EAST COAST

Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, Washington, D.C., West Virginia

## Region IV - GULF COAST

Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Tennessee, Texas, and the Territory of Puerto Rico

August, 1986  
ORGANIZATIONAL CHART



- \_\_\_\_\_ Policy
- Staff
- Leadership

NATIONAL OFFICERS

1985 - 1986

PRESIDENT

Richard L. Miller (Faye)  
P. O. Box 1146  
Palmdale, CA 93550  
213/485-4419 (B)  
805/273-3333 (R)

PRESIDENT-ELECT

Joseph Y. Nasser  
Volusia County Communications  
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Daytona Beach, FL 32014  
904/254-1505 (B)

1st VICE PRESIDENT

Alan J. Lannier  
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Washington, DC 20002  
202/727-4556 (B)  
703/491-7491 (R)

2nd VICE PRESIDENT

Gary David Gray (Mary)  
Orange County Communications  
481 The City Drive South  
Orange, CA 92667  
714/834-2123 (B)  
714/999-9777 (R)

APCO NATIONAL CONFERENCES

- 1986 - Hyatt Regency  
840 N. Third Street, Suite 301  
Milwaukee, WI 53203  
\*Chairman - Robert L. Goldstein  
6828 N. Barnett Lane  
Milwaukee, WI 53217-3601  
(B) 414/278-4788  
(R) 414/352-9499  
August 18-21, 1986
- 1987 - Hyatt Regency Baltimore  
300 Light Street  
Baltimore, MD 21202  
\*Chairman - William M. Bowser  
Municipal Telephone Exchange  
111 N. Calbert Street, Sub-Basement  
Baltimore, MD 21202  
(B) 301/396-4926  
(R) 301/661-1815  
August 25-28, 1987
- 1988 - Little Rock Excelsior  
3 Statehouse Plaza  
Little Rock, AR 72201  
\*Chairman - Ronnie Rand  
Emergency Services/Communications Chief  
City of Little Rock  
Room 2-B, City Hall  
Markham & Broadway  
Little Rock, AR 72201  
(B) 501/371-4540  
August 5 through 13, 1987\*  
\*Tentative dates set aside until finalized

1987 APCO REGIONAL CONFERENCES

WESTERN STATES REGIONAL

March 15 - 19, 1987  
Clarion Hotel  
2886 S. Circle Drive  
Colorado Springs, CO 80906  
303-576-5900

Contact:

Henry McGowen, Committee Co-Chairman  
Colorado State Patrol  
1325 S. Colorado Blvd. - B700  
Denver, CO 80222  
303-691-8125

NORTH CENTRAL REGIONAL

April 26 - 29, 1987  
Holiday Inn

Strongville, OH

Contact:

Mike Barnes  
Consultant Communications  
P. O. Box 8831  
Strongsville, OH 44136  
216-234-9911

GULF COAST REGIONAL

May 12 - 14, 1987  
Presidential Hotel  
I-85N @ Route 285  
Atlanta, GA  
404-457-1700

Contact:

Elaine Worley  
Suite 201  
830 Oak Street Place  
Gainesville, GA 30501  
(B) 404-535-5312  
(R) 404-535-1085

EAST COAST REGIONAL

To be held in conjunction with the  
53rd APCO Annual National Conference  
Baltimore, Maryland  
August 23 - 28, 1987

APCO CHAPTER OFFICERS

NATIONAL EXECUTIVE COMMITTEE

SECRETARY

PRESIDENT

CHAPTER

ALABAMA	Jimmy C. Frazier 736 S. 84th Street Birmingham, AL 35206 (B) 205/254-2247 (R) 205/	Joseph B. Sexton, Jr. 142 Midway Drive Hueytown, AL 35023 (B) 205/788-4401 (B) 205/491-4734	Michael Sedor P. O. Box 6062 Dotham, AL 36302 (B) 205/793-0100 (R) 205/793-9625
ALASKA (Acting President)	Robert T. Marks 2481 Chandalar Drive Anchorage, AK 99504 (B) 907/561-5602 (4 hr. difference-EST) (R) 907/337-3657	Robert T. Marks 2481 Chandalar Drive Anchorage, AK 99504 (B) 907/561-5602 (4 hr. difference - EST) (R) 907/337-3657	
ARIZONA	Mercer E. Weiskotten 532 W. Park Avenue Chandler, AZ 85224 (B) 602/255-1462	Brent Ackzen 7119 N. 57th Drive Glendale, AZ 85301 (B) 602/931-5518	Richard Murphy 130 N. Robson Mesa, AZ 85201 (B) 602/834-2283
ARKANSAS	Deane Harper Route 4, Box 398 Conway, AR 72032 (B) 501/223-6329	Lee Black 1206 Sycamore North Little Rock, AR 72113 (B) 501/758-1234	Mei L. Scott Arkansas Dept. of Health 4815 W. Markham Street Little Rock, AR 72205 (B) 501/661-2282
ATLANTIC Connecticut, Maine, Massachusetts New Hampshire New Jersey New York Rhode Island, Vermont	Gary E. Perkins Monroe County Public Safety 1530 Highland Avenue Rochester, NY 14628 (B) 716/428-5679	Frank J. Devine P. O. Box 2800 Huntington Station, NY 11746 (B) 516/292-3707 (R) 516/427-3686	Thomas Emmons Monmouth County Police Radio Dutch Lane Road Freehold, NJ 07728 (B) 201/431-7917

7/8/86

NATIONAL EXECUTIVE COMMITTEE

CHAPTER	PRESIDENT	SECRETARY	
COLORADO	Emery Reynolds Arapahoe Cty Sheriff's Office 5686 S. Court Place Littleton, CO 80120 (B) 303/795-4710	Linda Falkowski Colorado State Patrol 1325 S. Colorado Blvd., B-700 Denver, CO 80222 (B) 303/691-8125	Robert E. Armstrong P. O. Box 348 Westminster, CO 80030 (B) 303/289-2235
CPRA Southern Calif. Nevada	Paul Salter 1220 Caminito Centro San Diego, CA 92102 (B) 619/236-7044	Donald Root CA Office of Emer. Services 107 S. Broadway, Room 19 Los Angeles, CA 90012 (B) 213/620-5607	Paul Salter 1220 Caminito Centro San Diego, CA 92102 (B) 619/236-7044
FLORIDA	Hugh McCaffrey 100 N. W. 2nd Avenue Boca Raton, FL 33432 (B) 305/392-3102	Don L. Fox 2332 Meath Drive Tallahassee, FL 32308 (B) 904/488-8537	Hugh McCaffrey 100 N. W. 2nd Avenue Boca Raton, FL 33432 (B) 305/392-3102
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IDAHO			Gary L. Stone 238 McKinley Pocatello, ID 83201

3/18/86

NATIONAL EXECUTIVE COMMITTEE

SECRETARY

PRESIDENT

CHAPTER

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IOWA

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7/30/86

NATIONAL EXECUTIVE COMMITTEE

SECRETARY

PRESIDENT

CHAPTER

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MISSISSIPPI

8/12/86

NATIONAL EXECUTIVE COMMITTEE

SECRETARY

PRESIDENT

CHAPTER

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## PRESIDENT

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(R) 614/279-6677

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OKLAHOMA

## NATIONAL EXECUTIVE COMMITTEE

## SECRETARY

## PRESIDENT

## CHAPTER

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James R. DeRosier  
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Div. of Public Safety Programs  
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3/31/86

NATIONAL EXECUTIVE COMMITTEE

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 WV DOH EMS  
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 Bonnie Coppock  
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SECRETARY

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CHAPTER PRESIDENT

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 North Carolina Office of EMS  
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 919-733-2285

EMERGENCY PREPAREDNESS

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 Office of Emergency Services  
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 Oklahoma Dept. of Wildlife  
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 Oregon Emergency Management  
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 Salem, OR 503-373-7457  
 503-373-7457

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LAW ENFORCEMENT

Robert T. Marz  
 Communications Division  
 Utah Highway Patrol  
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9-1-1

Roanne Rubin  
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 Sanford, FL 32771  
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REGULATORY REVIEW

Art McDole  
 Monterey County Communications  
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TELECOMMUNICATIONS

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 701-224-2127

APPENDIX 8

CORPORATE STATEMENT

# Associated Public-Safety Communications Officers, Inc.

*It's a privilege to belong to A P C O*

July 1, 1986

TO: Chapter Secretaries  
FROM: Robert E. Tall, Executive Director  
RE: Corporation Public Statements

There is a growing trend in state government which requires the states to take closer looks at those organizations in which their employees hold membership by means of state funds. This may also be a new requirement placed upon counties and cities in some areas.

In order to meet the requirements of your state, county or local agencies the attached public statement has been approved by the Board of Officers and is offered for your use. The statement is provided to you in the event you are required to furnish this type of information at the chapter level.

It is suggested that you make copies of the attached, covered with a letter on your own stationery, which in effect states: "Thank you for your membership request of \_\_\_\_\_". In response to your inquiry, attached please find a copy of a public statement issued for this purpose by the Associated Public-Safety Communications Officers, Inc.

"This Chapter is chartered by the Association. Our books are, in like manner, open to inspection."

APPENDIX 9

TAX EXEMPTION FILING EXAMPLE

# Associated Public-Safety Communications Officers, Inc.

*It's a privilege to belong to A P C O*

July 1, 1986

TO WHOM IT MAY CONCERN:

The Associated Public-Safety Communications Officers, Inc. is a volunteer membership Association incorporated as a not-for-profit organization. The Corporation is tax exempt under IRS Code, Section 501 (C), (6). Individual chapters of the Association may seek similar status by direct application to the IRS. Such matters are within the discretion of each chapter.

Organized since January, 1935, the objectives of the Association are to foster the development and progress of the art of public safety communications by means of research, planning, training and education; to promote cooperation among towns, cities, counties, states and other public safety agencies in the area of communications; to represent its members before communications regulatory agencies and policy making bodies as may be appropriate, and through these efforts to strive toward the end that the safety of human life, the protection of property and the civic welfare are benefited to the utmost degree.

The books and records of the Association are open for inspection upon proper notice and request from responsible individuals and agency representatives who satisfactorily document a right, or reasonable need, to know.

\_\_\_\_\_  
Executive Director

APPENDIX 10

APCO LOGO

# Application for Recognition of Exemption

To be filed in the Key District in which the organization has its principal office or place of business. (See instructions)

For the use of organizations applying for recognition of exemption under section 501(a) of the Internal Revenue Code which are described below: (Check the applicable box.)

- Section 501(c)(2)—Title holding corporations (Schedule A, page 6)
- Section 501(c)(4)—Civic leagues, social welfare organizations (including certain veterans' organizations), or local associations of employees (Schedule B, page 6)
- Section 501(c)(5)—Labor, agricultural, or horticultural organizations (Schedule C, page 7)
- Section 501(c)(6)—Business leagues, chambers of commerce, etc. (Schedule C, page 7)
- Section 501(c)(7)—Social clubs (Schedule D, page 7)
- Section 501(c)(8)—Fraternal beneficiary societies, etc., providing life, sick, accident or other benefits to members (Schedule E, page 8)
- Section 501(c)(9)—Voluntary employees' beneficiary associations (Schedule F, page 8)
- Section 501(c)(10)—Domestic fraternal societies, orders, etc., not providing life, sick, accident or other benefits (Schedule E, page 8)
- Section 501(c)(12)—Benevolent life insurance associations, mutual ditch or irrigation companies, mutual or cooperative telephone companies, or like organizations (Schedule G, pages 8 and 9)
- Section 501(c)(13)—Cemetery, crematorium, and like corporations (Schedule H, page 9)
- Section 501(c)(15)—Mutual insurance companies or associations other than life or marine (Schedule I, page 10)
- Section 501(c)(17)—Trusts providing for the payment of supplemental unemployment compensation benefits (Schedule J, pages 10 and 11)
- Section 501(c)(19)—War veterans' organizations and auxiliary units (Schedule K, page 11)

Every organization must furnish the information and data specified. If any organization fails to submit the information and data required, this application will not be considered on its merits, the organization will be notified accordingly, and the application may be returned. If the space provided on the application for any entry is not sufficient for your needs, you may attach additional statements. Enter your name and identifying number on all attachments.

Central organizations applying for a group exemption letter—See Rev. Proc. 72-41, 1972-2, C.B. 820, or later revisions, or refer to Publication 557, How to Apply for Recognition of Exemption for an Organization, which you can get free at any Internal Revenue office.

This application, if approved, shall be open to public inspection in accordance with section 6104(a) of the Internal Revenue Code.

All organizations must complete Parts I through IV. In addition, organizations must complete only the schedule indicated above that relates to the paragraph of Code section 501(c) under which they seek recognition of exemption.

## Part I.—Identification (See instructions)

1(a) Full name of organization North Carolina Chapter of Associated Public-Safety Communications Officers, Inc.

1(b) Employer identification number (if none, attach Form SS-4)  
Form SS-4 Attached

2(a) Address (number and street) (All records in custody of Secretary-Treasurer of Chapter)  
P. O. Box 205, (722 Old Black Mountain Highway)

2(b) City or town, County, State and ZIP code  
Swannanoa, Buncombe County, N. C. 28778

3 Name and telephone number (including area code) of person to be contacted during business hours  
Charles F. English 704/298-4253

4 Month the annual accounting period ends  
Normally the end of each October

5 Date incorporated or formed  
Chartered Aug. 11, 1962

6 Activity Codes (see back cover)  

<u>123</u>	<u>205</u>	
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7(a) Has the organization filed Federal income tax returns?  Yes  No  
 If "Yes," state the form number(s), year(s) filed, and Internal Revenue Office where filed ▶ \_\_\_\_\_

7(b) Has the organization filed exempt organization information returns?  Yes  No  
 If "Yes," state the form number(s), year(s) filed, and Internal Revenue Office where filed ▶ \_\_\_\_\_

## Part II.—Type of Entity and Organizational Documents (See instructions)

Check the applicable entity box below and attach a conformed copy of the organization's organizing and operational documents as indicated for each entity.

Corporation—Certificate of incorporation, bylaws.  Trust—Trust indenture.  Other—Constitution or articles, bylaws.  
 If the organization does not have an organizing instrument, check here (see instructions)

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and I have examined this application, including the accompanying statements, and to the best of my knowledge it is true, correct and complete. (See general instructions "C.")

Charles F. English  
 (Signature)

Chapter Secretary-Treasurer  
 (Title or authority of signer)

22 November 1976  
 (Date)

Part III.—Activities and Operational Information (Continued)

4 List below the names and addresses of the officers and directors of your organization for the current year and the three immediate prior years (or such years you were in existence, if less) indicating the period for which each held office.

See Attached Sheet entitled OFFICERS

5 Do you have capital stock issued and outstanding? . . . . .  Yes  No  
If "Yes," state (1) class or classes of such stock, (2) the number and par value of the shares, (3) the consideration for which issued, and (4) whether any dividends have been paid or whether your creating instrument authorizes such payment on any class of such stock.

6 State clearly what qualifications are necessary for membership in the organization, the classes of membership (with the number of members in each class), and the voting rights and privileges received. Also, if any group or class of persons is required to join, describe the requirement and explain the relationship between those members and members who join voluntarily. Submit copies of any membership solicitation material. War veterans' posts or organizations applying under section 501(c)(19) complete Schedule K, section 1(d) instead of this section.  
There is no "required" membership in APCO. Please see Article II of the attached Constitution for a comprehensive description of the qualifications for the various membership classifications.

7 Explain how your assets will be distributed on dissolution. (If State statutes, court decisions, organizing instruments, etc., determine the manner of distribution, so state and identify.) War Veterans' posts or organizations applying under section 501(c)(19) complete Schedule K, section 3(b) instead of this section.  
There is no provision for dissolution. In the event of dissolution the policies of National APCO (which this Chapter agrees to in Constitution Article I, Section 3.10) would be adhered to. The policies of National APCO pertaining to dissolution are found in its ByLaws Article XI, Section 1. STATEMENT OF INTENT: "Should APCO, be dissolved, all assets shall be distributed to an organization, or organizations, of similar purpose, etc."

8 Have you made or do you plan to make any distribution of your property or surplus to shareholders or members? . . . . .  Yes  No  
If "Yes," state the full details, including (1) amounts or value, (2) source of funds or property distributed or to be distributed, and (3) basis of and authority for distribution or planned distribution.

**Part IV.—Financial Data (See instructions) See attached sheets titled TREASURER'S REPORT**  
 Note: Complete a statement for the current year and for each of the three immediate prior years. If in existence less than four years, complete a statement for each year in existence.

Statement of Receipts and Expenditures, for period ending \_\_\_\_\_, 19.....

(If you prepare a statement of receipts and expenditures which is more descriptive and detailed than the statement below, you may submit such statement in lieu of this statement.)

Receipts See attached sheets titled TREASURER'S REPORT		
1	Gross dues and assessments of members . . . . .	
2	Gross contributions, gifts, etc. . . . .	
3	Gross amounts derived from activities related to organization's exempt purpose (attach schedule) . . . . .	
	Less cost of sales (attach schedule) . . . . .	
4	Gross amounts from unrelated business activities (attach schedule) . . . . .	
	Less cost of sales (attach schedule) . . . . .	
5	Gross amount received from sale of assets, excluding inventory items (attach schedule) . . . . .	
	Less cost or other basis and sales expense of assets sold (attach schedule) . . . . .	
6	Interest, dividends, rents and royalties . . . . .	
7	Other receipts (attach schedule) . . . . .	
8	Total receipts . . . . .	
Expenditures		
9	Contributions, gifts, grants, and similar amounts paid (attach schedule) . . . . .	
10	Disbursements to or for the benefit of members (attach schedule) . . . . .	
11	Compensation of officers, directors, and trustees (attach schedule) . . . . .	
12	Other salaries and wages . . . . .	
13	Interest . . . . .	
14	Rent . . . . .	
15	Depreciation and depletion . . . . .	
16	Other expenditures (attach schedule) . . . . .	
17	Total expenditures . . . . .	

Balance Sheets		Enter dates ▶	Beginning date	Ending date
Assets				
19	Cash (a) interest bearing accounts . . . . .			
	(b) Other . . . . .			
20	Accounts receivable, net . . . . .			
21	Inventories . . . . .			
22	Bonds and notes (attach schedule) . . . . .			
23	Corporate stocks (attach schedule) . . . . .			
24	Mortgage loans (attach schedule) . . . . .			
25	Other investments (attach schedule) . . . . .			
26	Depreciable and depletable assets (attach schedule) . . . . .			
27	Land . . . . .			
28	Other assets (attach schedule) . . . . .			
29	Total assets . . . . .			
Liabilities				
30	Accounts payable . . . . .			
31	Contributions, gifts, grants, etc., payable . . . . .			
32	Mortgages and notes payable (attach schedule) . . . . .			
33	Other liabilities (attach schedule) . . . . .			
34	Total liabilities . . . . .			
Fund Balance or Net Worth				
35	Total fund balance or net worth . . . . .			
36	Total liabilities and fund balance or net worth (line 34 plus line 35) . . . . .			

Organizations described in sections 501(c)(5) (Labor, agricultural or horticultural organizations) and 501(c)(5) (Business leagues, chambers of commerce, etc.)

1 Describe any services you perform or plan to perform for members or others. These services include furnishing credit reports, collecting accounts, inspecting products, conducting advertising, purchasing or selling merchandise or other similar undertakings. (If the description of the services is contained in Part III (pages 2, 3, and 4), just make reference below to the page and item number.)

See Page 2, Item 3 and Page 4, Item 11

2 Submit representative copies of any publications (newsletters, trade journals, yearbooks, membership directories, etc.) distributed to members or other interested parties. No publications as such

3 Business leagues, chambers of commerce, etc., only.—If you receive income from a trade show or rental of display space at your meetings or conventions, furnish full details and attach representative copies of your contracts.

Not applicable. Communications equipment vendors wanting to display equipment at Chapter Conferences make their own arrangements with the Motel or Hotel where the conference is being held.

4 Labor organizations only.—If you are formed pursuant to a collective bargaining agreement, attach a copy of the latest agreement.

Organizations described in section 501(c)(7) (Social clubs)

1 Have you entered or do you plan to enter into any contract or agreement for the management or operation of your property and/or activities, such as restaurants, pro shops, lodges, etc? Yes No
If "Yes," attach a copy of the contract or agreement. If one has not been drawn up as yet, explain your plans below.

2 Do you solicit or plan to solicit public patronage of your facilities by advertisement or otherwise? Yes No
If "Yes," attach sample copies of such advertisements or other solicitations. If you have none as yet, explain your plans below.

3(a) Are nonmembers other than guests of members permitted or will they be permitted to use the club facilities or participate in or attend any functions or activities conducted by the organization? Yes No
If "Yes," describe the functions or activities in which there has been or will be nonmember participation or admittance. (Submit a copy of your house rules, if any.)

(b) State the amount of nonmember income included in lines 3 and 4 of Part IV, page 5

Empty rectangular box for reporting nonmember income.

1. EXPLANATION OF CONFORMED COPY OF CREATING DOCUMENT

If you are incorporated, this is a copy of your articles of incorporation signed by the secretary of state or judge of probate showing the date filed with the State.

If you are not incorporated, this is a copy of your constitution, trust instrument, or other document creating your organization, stating your aims and purposes. This should be signed by principal officers and give the date of actual adoption.

2. Please complete item(s) \_\_\_\_\_ of the application form.

3. Please have the application signed by a principal officer of the organization. The principal officers are usually set out in the bylaws.

4. Please submit a copy of your bylaws or similar internal rules of operation.

5. Please submit a complete statement of receipts and expenditures (showing the sources of receipts and the nature of expenditures for each of the past 4 completed accounting periods; if organized within the last 4 years, submit a statement for each completed accounting period since the date organized. Include a statement of assets and liabilities as of the end of each of the above year.

6. Please submit an itemized proposed budget for the next two full accounting periods. This budget should include both amounts and types of receipts and expenditures anticipated.

7. Please submit a detailed description of your past, present, and proposed activities.

8. Please submit copies of any pamphlets, brochures, newspaper articles, etc., concerning your organization.

9. Please furnish the name and telephone number of a principal officer who may be contacted during business hours if more information is needed.

10. Generally, the law requires that your annual accounting period end on the last day of any given month. Please state the month in which your annual accounting period will end.

11. Please submit copies of all leases or contracts to which you are a party.

12. Attach a list showing the name of and amount contributed by each donor who, for the last 4 complete years (or since your inception if in existence for less than 4 years), contributed more than 2 percent of your total receipts for the period.

13. Your organizational instrument does not include a proper provision for the distribution of your assets upon dissolution.

Unless an organization dedicates its assets to an exempt purpose as required by section 1.501(c)(3)-1(b)(4) of the Income Tax Regulations, it does not meet the organizational test prescribed by the Regulations for organizations applying for exempt status under section 501(c)(3) of the Internal Revenue Code. The assets must be so dedicated in the organizational instrument, which would be the articles of incorporation, charter, articles of association, or other instrument creating the organization. An example of a proper dedication of assets is shown on the attached agreement form, which you may wish to complete and return to expedite processing of your case.

14. Your organizational instrument does not limit your powers to those within the scope of section 501(c)(3) of the Code.

Unless an organization limits its powers as required by section 1.501(c)(3)-1(b)(1)(ii) of the Income Tax Regulations, it does not meet the organizational test prescribed by the Regulations for organizations applying for exempt status under section 501(c)(3) of the Internal Revenue Code. The powers must be so limited in the organizational instrument, which would be the articles of incorporation, charter, articles of association or other instrument creating the organization. An example of the necessary limitation is shown on the attached agreement form, which you may wish to execute and return to expedite processing of your case.

15.

13. Your organizational instrument does not include a proper provision for the distribution of your assets upon dissolution. Unless an organization's assets are properly disposed of as required by section 1.501(c)(3)-1(b)(4) of the Income Tax Regulations, it does not meet the organizational test prescribed by the Regulations for organizations applying for exempt status under section 501(c)(3) of the Internal Revenue Code. The assets must be so disposed in the organizational instrument, which would be the articles of incorporation, charter, articles of association, or other instrument creating the organization. An example of a proper disposition of assets is shown on the attached agreement form, which you may wish to complete and return to expedite processing of your case.

Associated Public Safety  
Communications Officers

N. C. CHAPTER

7 January 1977

District Director  
Internal Revenue Service  
Department of the Treasury  
Post Office Box 632  
Atlanta, Georgia 30301

Dear Sir:

This is an explanation of the application for Recognition of Exemption for the North Carolina Chapter of APCO which was returned to me for more information, as indicated on the Exemption Application Checklist.

- Item 1. We are not as yet incorporated in the State of North Carolina. I am sending a copy of the Chapter Charter, dated August 11, 1962; copies of the Constitution and ByLaws bearing the signatures of the present officers of the chapter.
- Item 5. The attached financial reports for the years 1973, 1974, 1975, and 1976 are the complete statements of receipts and expenditures.
- Item 8. I am enclosing a copy of the latest edition (December 1976) of the APCO BULLETIN, published by the National parent organization, Associated Public-Safety Communications Officers, Incorporated. This chapter does not publish any periodicals.
- Item 10. As stated on the application; the accounting year will end on the last day of October.

I trust you will find the application now complete. Thank you very much.

Sincerely,

*Charles F. English*

Charles F. English, Sec-Treas  
N. C. Chapter of APCO

District Director  
Internal Revenue Service

Date: MAR - 2 1977 In reply refer to: EP/EO 7201:CDR:01

▷ North Carolina Chapter of APCO  
(Associated Public-Safety  
Communications Officers, Inc.)  
P. O. Box 205  
Swannanoa, N. C. 26778

Internal Revenue Code: Section 501(c) (6)  
Form 990 Required:  Yes  No  
Accounting Period Ending: October 31

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$50 or more to each of your employees during a calendar quarter. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act on remuneration of \$50 or more to each of your employees during a calendar quarter if, during the current or preceding calendar year, you have one or more employees at any time in each of 20 calendar weeks or pay wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to this office.

If your purposes, character, or method of operation is changed, you must let us know so we can consider the effect of the change on your exempt-status. Also, you must inform us of all changes in your name or address.

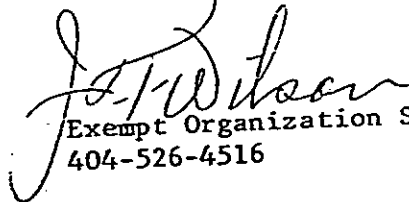
The block checked at the top of this letter shows whether you must file Form 990, Return of Organization Exempt From Income Tax. If the Yes box is checked, you are only required to file Form 990 if your gross receipts each year are normally more than \$5,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file the return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated-business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

Sincerely yours,

  
Exempt Organization Specialist  
404-526-4516

CHAPTER OF APCO

BY -LAWS

Article 1

Membership

Section 1 Application

Application for membership shall be made in writing and signed by the applicant upon forms as provided by National APCO, and processed in accordance with the National Bylaws, Article I, Section 2.

Article 2

Dues

Section 1 Annual Membership Dues

Dues for all membership classifications except Chapter Honorary shall be five dollars (\$5.00) over and above the National dues per calendar year.

Chapter Honorary members shall not pay any chapter or National dues. The Secretary-Treasurer shall forward to the National Executive Director a listing of such members along with a check for the Bulletin subscription fee so these members may maintain interest in the affairs of APCO.

Section 2 Dues Payment Schedule

A. Membership dues are due and payable 60 days prior to the anniversary date of each Membership Certificate and members shall be so billed.

B. Dues are past due 30 days after the anniversary date of the Membership Certificate. Non-paying members are in arrears after such date and shall be notified at that time they have been removed from membership and the benefits thereof.

C. Members who have been dropped from the membership roll in accordance with (B) above shall be placed in a pending status with no benefits, for a period of three

Section 2. (continued)

months. If, during that three (3) months period they pay proper dues they shall be reinstated to full membership but shall retain their original Membership Certificate date. After such pending periods, such persons who elect to rejoin shall be required to apply as new members and shall be assigned new Membership Certificate dates.

Section 3. Billing and Collecting Dues

- A. The National Office shall bill and collect dues from all members.
- B. The National Office shall, within each 30 day calendar period, remand to the Chapter its portion of dues received.
- C. The National Office shall, in like manner, notify the Chapter when its members are billed and when membership status is changed.

Article 3

Chapter Elections

Section 1. Eligibility

Only members who hold ACTIVE membership status in this Chapter as defined in the National APCO Constitution and ByLaws may be considered for any elective position in this Chapter.

Section 2. Positions To Be Filled

The offices of Chapter President and First Vice-President shall normally be filled by advancement in rank. The Second Vice-President, Secretary-Treasurer, and the National Executive Committee delegate shall be elected annually (or biannually) at the \_\_\_\_\_ meeting. The elected members may succeed themselves.

Section 3. How Filled

Positions in this Chapter shall be elected by ballot from nominations submitted by the Nominating Committee in accordance with ByLaws Article 5, Section 5.2.4, or from nominations from the floor. Balloting shall be done at the last scheduled business session at the \_\_\_\_\_ meeting.

## Article 4

### Officers - Authority and Duties

#### Section 1. Authority

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

#### Section 2. President

As soon as practical after taking office, the President shall announce his appointments to standing and special committees; outline objectives for the year; and discuss any proposed resolutions to be presented to the National APCO Conference Quorum in accordance with Constitution Article 4, Section 4.2.2.

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

It shall be the president's duty to see that the conduct of all meetings is in keeping with the purpose of this Chapter as outlined in Constitution Article 1, Section 1.3.

#### Section 3. First Vice-President (President-Elect)

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

The First Vice-President shall serve as Chairman of the Activities and Membership Committee.

The First Vice-President shall, during the term of office, screen the Chapter membership, contact prospective committee Chairman and members for the following year, and have the appointments ready for presentation after taking office as President.

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

Section 4. Second Vice-President

The Second Vice-President shall perform all the duties of the First Vice-President in the First Vice-President's absence.

The Second Vice-President shall serve as Vice-Chairman of the Activities and Membership Committee.

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

Section 5. Secretary-Treasurer

A. The Secretary-Treasurer shall serve as Secretary to the Board of Officers, the Executive Committee, and the Chapter meeting business sessions.

B. The Secretary-Treasurer shall keep a complete membership roll of the Chapter, furnishing up-dated listings at frequent intervals to National APCO, the President, First Vice-President, and meeting Chairman.

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

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

E. In this capacity the Secretary-Treasurer shall strive for harmonious relationship between the Chapter and National APCO, and shall make recommendations to insure that Chapter purposes are in accord with those set forth by National APCO.

Financial assistance for the Secretary-Treasurer attendance at National Conferences shall be determined by the Executive Committee after the financial status of the Chapter is taken into consideration.

F. The Secretary-Treasurer shall promptly deliver all monies and active records as described in the following section to the Secretary-Treasurer successor or to whom-ever the Chapter Executive Committee may designate to receive them.

Section 5. (continued)

G. The Secretary-Treasurer shall maintain all the financial records and minutes of all meetings of the Chapter in their original form for two years. Copies of the minutes shall be submitted to National APCO within thirty (30) days as required by National APCO Constitution Article I, Section 9.

H. The Secretary-Treasurer shall be bonded, at the Chapter's expense, and the bond maintained, at the Chapter's expense, throughout the Secretary-Treasurer's term of office. The bond for the Secretary-Treasurer must be renewed or applied for as soon as possible following each \_\_\_\_\_ meeting. If an elected Secretary-Treasurer cannot obtain a bond, the individual must resign, and the President shall fill the resulting vacancy in accordance with Section 3.3 of the Constitution. The arrangement for the required bond will be made by the newly-elected or re-elected Secretary-Treasurer and must be approved by the President before the Chapter will be obligated to pay for the bond.

Article 5

Committees

Section 1 Disignation

Committees formed in this Chapter shall be classified as:

Standing Committtees which are assigned prescribed duties and responsibilities of a permanent nature.

or

Special Committees which are assigned specific duties and responsibilities in matters of a temporary but significant natures.

Section 2 Standing Committees

Only ACTIVE members may chair standing committees.

A. Executive Committee

The Chapter President shall chair this Committee, and its members shall consist of all elected officers and the immediate Past President, who have been elected in accordance with BayLaws, Article 3.

Section 2. (Continued)

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

The President may call this committee into session whenever the need arises, and shall call it into session at the \_\_\_\_\_ meeting, prior to the general business session for the purpose of examining the Secretary-Treasurer's financial report and auditing the books or other documents maintained by the Secretary-Treasurer and to decide on recommendations to make to the Chapter that would advance the effect objectives of the Chapter and APCO.

The President may poll this committee on special matters by written communication in lieu of calling special sessions.

This committee shall be called into special session by the President on the written request of three (3) of its members.

A simple majority of this committee 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.

B. Activities and Membership Committee

The First Vice-President shall chair this Committee, and the Second Vice-President shall be the Vice-Chairman. This Committee shall consist of at least two additional Chapter members appointed by the President.

This Committee shall actively explore ways to reach new members for APCO and, just as importantly, to keep the members already enrolled.

The Committee shall assist the host agency meeting Chairman in planning a well rounded program agenda for the meetings.

C Constitution and Bylaws Committee

This Committee should actively keep a finger on the pulse of the needs of the Chapter as pertains to the Constitution and Bylaws, and shall draw, or assist in drawing, resolutions to effect provisions of these needs.

Section 2. (Continued)

D. Nominating Committee

This Committee shall be chaired by the immediate Past President and, if possible, shall include two additional Past Presidents as members.

This Committee shall actively study the Chapter membership, observing individuals to evaluate interest in, and willingness to work at, promoting the goals of APCO, both at the Chapter and National levels.

This Committee shall bring its recommendations to the \_\_\_\_\_ meeting, in the form of candidates for the elective offices in accordance with Article 3 of the ByLaws.

E. Training Committee

This Committee shall consist of not less than four, and preferably six, members whose interests are primarily in the operation area.

This Committee shall actively study the needs of all levels (administrative, supervisory, and operational) of personnel who are involved or interested in systems operations. Recommendations should be made to the Meeting chairman so the meeting agenda may include information meeting the needs of interested people.

F. Frequency Advisory Committee

This Committee shall have as its Chairman the Chapter Frequency Coordinator.

This Chairman is hereby granted powers to make independent decisions due to time limitations in the coordination process. The Chairman shall also have the power to appoint ad hoc sub-committees to study any special or individual situations as deemed necessary by the Chairman.

The Chapter President shall appoint the Chapter Frequency Coordinator. When considering individuals for appointment to this position, the President shall carefully consider the unique and significant responsibilities assigned the Frequency Coordinator, and choose a person who possesses exceptional skills in the administration and coordination of the radio spectrum, as well as significant experience in the design, installation, use and maintenance of complex radio networks. The Chapter President shall further consider the duties and responsibilities described for the Frequency Coordinator in the APCO Frequency Coordination System Manual.

Section 2. (Continued)

The Chapter Frequency Coordinator shall fairly and impartially discharge the duties of office, and shall be entitled to receive reimbursement for the actual and necessary expenses incurred within limits set by the Chapter.

The Chapter President shall also appoint an alternate Chapter Frequency Coordinator, who shall serve as the Vice-Chairman of the Frequency Advisory Committee. When appointing a person to this position, the President is admonished to consult with the Chapter Frequency Coordinator as to qualifications of person being considered.

The Chapter President shall provide the Chapter Frequency Coordinator and the Alternate Chapter Frequency Coordinator with proper written credentials as soon as possible following their appointment.

In the event the Chapter Frequency Coordinator position, or the alternate position, should become vacant, the Chapter President will make every effort to fill the vacancy as promptly as possible.

The Frequency Coordinator shall carefully maintain the necessary records for this office and shall promptly deliver them to any successor.

Section 3. Special Committees

The President shall appoint special committees as the need arises. 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.

Section 4. Duties of Committees

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

## ARTICLE 6

### AMENDMENTS

#### Section 1. Authority for Amendment

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

#### Section 2. Normal Procedure For Amendment

The Constitution and/or ByLaws of this Chapter may be amended by presenting a resolution in writing to the Chapter President who shall have the Secretary-Treasurer mail to each Chapter member qualified to vote, the proposed change at least thirty days prior to the meeting. The actual amending vote shall take place at the meeting.

#### Section 3. Effective Date Of Amendments

All amendments passed and adopted by this Chapter in accordance with the Constitution and ByLaws shall be in force and effect upon the adjournment of the meeting wherein considered and adopted, provided an exception to this effect is not otherwise contained in the language of the amending resolution itself.

## ARTICLE 7

### RESOLUTIONS

#### Section 1. Procedure

Every resolution, unless of a formal character or involving amendments to the Constitution and ByLaws requiring handling in accordance with ByLaws Article 7, shall be made in writing and presented to the Executive Committee for consideration and report prior to the last day of the meeting. Every resolution considered by the Executive Committee shall be presented to the Chapter, along with the recommendation of the Executive Committee, in sufficient time for consideration prior to voting on the resolution.

#### Section 2. Rules Of Order

Upon any question coming before any meeting of this Chapter, which is not specifically provided for by the Constitution and/or ByLaws, the presiding officer shall be governed by Roberts Rules of Order, revised.

## ARTICLE 8

### Expenses

#### Section 1. Specified Expenses

The Secretary-Treasurer and Chapter Frequency Coordinator shall be authorized the actual and necessary funds to fulfill the requirements of their offices as outlined in the Constitution and/or ByLaws of this Chapter.

Reasonable and proper expense of the President, Secretary-Treasurer, and National Executive Committeeman during their term of office; including reasonable expenses for the attendance of the President, Secretary-Treasurer, and National Executive Committeeman to the National APCO Conference, may be paid by this Chapter.

The financial status of the Chapter shall be taken into consideration before any travel expenses are paid.

#### Section 2. Un-specified Expenses

The Executive Committee shall be authorized to approve all other expenses not specifically prohibited in the Constitution and/or ByLaws of this Chapter.

#### Section 3. Significant Property

The Executive Committee shall have full power and authority, upon an affirmative vote by two-thirds of the committee members, to dispose of Chapter property.

## ARTICLE 9

### Disbursement Of Assets Upon Dissolution

#### Section 1. Statement Of Intent

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

APPENDIX 13

CHAPTER INCORPORATION

## CHAPTER INCORPORATION

Those Chapters wishing to incorporate, or to consider the merits of incorporation, should request the APCO CHAPTER INCORPORATION INFORMATION document. The document, as a membership benefit is free. It examines the pros and cons of incorporation, the position the Association occupies in such matters, and explains some of the more important requirements which have to be met in the writing of Articles of Incorporation, and related matters.

It is recommended that the services of a local attorney be retained for purposes of incorporation. The incorporation information document should prove useful to the Chapter and may reduce the amount of time an attorney applies to the task. It may also minimize complications in the application process.

Legal fees vary considerably from State to State. The Chapter Incorporation Information Document may aid in keeping your costs at a reasonable level.

APPENDIX 14

THE APCO STORY



## THE APCO STORY

The Associated Public-Safety Communications Officers, Inc. (APCO) is a not-for-profit association which was founded in January of 1935. APCO is the oldest and largest public safety radio users group in the world. Its membership is divided into administrative, engineer/technician, operator/dispatcher and commercial categories of membership.

APCO's purpose is to foster the application and advancement of communications technology and to promote communications management and operational effectiveness in all levels of government.

APCO publishes the oldest public safety telecommunications journal, the APCO BULLETIN, for the benefit of all concerned with telecommunications in the fields of Law Enforcement, Fire, Highway Maintenance, Emergency Preparedness, Forestry/Conservation, Emergency Medical and Local Government Radio services.

APCO also publishes a monthly newsletter, the APCO Reports, which includes news of regulatory initiatives by the FCC and other governmental agencies which affect public safety communications; APCO's responses; and other information of interest to APCO members and the people who supply them products and services.

APCO's Annual Conference is the largest public safety radio conference in the world. APCO's 41 chapters throughout the United States meet regularly at the local level. Trade shows and telecommunicator training programs are held in conjunction with these meetings which also feature seminars and workshops in areas of radio communications services and job functions. In addition to its Annual Conference, three Regional Conferences are held each year, where APCO members and prospective members meet to share ideas and learn from each other.

The APCO Information Service (APCO-IS), is a collection of resource materials on topics of interest to public safety agencies and officials. The service is available to promote education and knowledge of public safety communications concerns.

APCO is recognized by the Federal Communications Commission as an official frequency coordination body for Police and Local Government Radio services. APCO retains a Washington, D.C. legal firm to appear before the FCC. APCO is a leader in addressing issues before the FCC which have potential impact upon Public Safety Radio users. APCO is a member of the Public Safety Communications Council and the Land Mobile Communications Council.

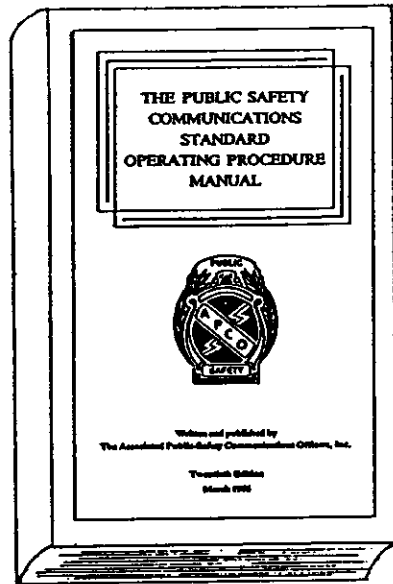
APCO is recognized worldwide for the products of its PROJECT SERIES FOUNDATION, which includes publications used as the standard for training and operating procedures, including THE PUBLIC SAFETY STANDARD OPERATING PROCEDURE MANUAL, and for publishing the results of national surveys of public safety telecommunications systems. One of the most important and widely-used Project Publications is the three-phase Project 16 series, a multi-year study of the effectiveness of automatic trunking techniques as they are applied to Public Safety Radio Service Systems.

APPENDIX 15

APCO INFORMATION SERVICE AND PUBLICATIONS CATALOG

The Most Important Book For Any Emergency Communications Center:

# APCO Public Safety Communications Standard Operating Procedure Manual



**Price: \$13.50**

Plus \$1.50 for first class postage for one book,  
plus 75¢ per book after the first \$1.50.  
Orders of 6 or more will be billed UPS charges.

This new revised edition of the APCO SOP covers everything a telecommuni-  
cator needs to know. Sections of the book are devoted to:

- 9-1-1
- NCIC and NLETS
- Telecommunicator Qualifications
- Radio Systems and Techniques
- EMS Dispatching
- Communications Administration
- Computer Aided Dispatch
- FCC Rules and Regulations
- Telephone Systems and Techniques
- Fire Dispatching
- Law Enforcement Dispatching

## ORDER YOURS TODAY!

No public safety communications personnel should be without this book!

Yes, send me \_\_\_\_\_ copies of the new APCO SOP Manual.

I have enclosed \$ \_\_\_\_\_ to cover the cost of the books, plus postage.

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE/ZIP \_\_\_\_\_

### PRICE BREAKDOWN

1-5: \$13.50 ea.

6-15: \$12.75 ea.

16-35: \$12.00 ea.

36-100: \$11.50 ea.

101 or more: \$11.00 ea.

(Plus shipping and postage cost)

Call 904-428-8700

for shipping prices.

Send your order to:

**APCO SOP MANUAL**

P.O. Box 669 • New Smyrna Beach, FL 32069

*Fourth Class Delivery is Available To Save Money on Postage, But Allow 6-8 Weeks for Delivery.*

APPENDIX 16

LIFELINE

# LIFELINE — DISPATCHER COMMUNICATIONS

## MTI Presents A Multi-media Training Program For Improving Complaint-taking And Dispatching Skills, Training Law Enforcement And Other Public Safety Officers, And Educating The Public About Police Response

Today's public safety agencies have a wide range of communications equipment and policies. Regardless of department size or sophistication, the key to faster response time and more effective community service lies with the complaint taker and dispatcher's communication with the public and field officers.

LIFELINE is a flexible training program designed in association with the Associated Public Safety Communications Officers, Inc. (APCO) to train and educate all 3 participants in law enforcement and public safety communications: complaint taker/dispatcher, all patrol officers, and the general public. Over 400 LIFELINE programs are in use by agencies of all sizes across the country.

The LIFELINE program consists of six inter-related components designed to help train today's communications personnel. The complainant calls involve law enforcement action as well as cooperation with fire and EMS. The on-camera officers use techniques which your personnel can study and integrate into their program.

### THE SIX MULTI-MEDIA TRAINING COMPONENTS OF LIFELINE ARE:

- Seventeen minute 16mm sound/color motion picture showing situations encountered by a typical department.
- Four audio cassettes which guide both instructor and student through the program's 11 stages. Cassette Side 4 provides a comprehensive student quiz consisting of the film's soundtrack plus 42 quiz questions to assess current knowledge and develop decision-making skills.
- The 76-page Training Manual containing an easy-to-follow guide on how to design and conduct successful dispatcher training courses according to your particular needs.
- The 12-page Student Workbook which enhances student involvement in the learning process.
- The APCO Public Safety Communications Standard Operating Procedures Manual.
- The APCO Aural Brevity Code for Public Safety Communications.



LIFELINE Total Multi-media Program  
List Price: Film \$535/Video \$490  
One Week Rental \$100 (applicable towards purchase).  
Member Price: Film \$489  
Additional Student Workbooks  
Price: \$1.00 each  
Additional Multi-media Packages (less film)  
Price: \$100.00  
LIFELINE Film and Leader's Guide  
Price: Film \$485/Video \$445

Researched and developed by APCO and MTI Teleprograms Inc.,  
the leading producer of law enforcement films.

Produced for MTI by The Filmmakers, Inc. and  
Universal Training Systems Co., Inc.  
Instructor Guide and Student Workbook authored by  
J. Rhett McMillian, Jr., former Executive Director, APCO.

Formats:  
16mm color/sound motion picture or video cassette

Length:  
17 minutes

Terms of Payment:  
Net 30 days, FOB Chicago

Copyright:  
The film and publications described in this brochure are  
covered by copyright and may not be reproduced, broadcast,  
or duplicated in any way — in part or in whole — without  
prior written approval from MTI.

How to Order:  
Send Purchase Order or payment to:  
APCO  
P.O. Box 669  
New Smyrna Beach, Florida 32069  
or call:  
904/427-3461  
Prices subject to change without prior notice



Associated Public Safety  
Communications Officers, Inc.  
1986

APPENDIX 17

MASTER LIST OF MEMBERSHIP FORMS

APCO

MASTER LIST OF MEMBERSHIP FORMS

- M- 1 New Member/Renewal Report
- M- 2 Membership Information Change
- M -3 Chapter Officers List
- M- 4 Chapter Committee Chairmen
- M- 5 Agreement Between APCO National Office and Chapter (Program A)
- M- 6 Agreement Between APCO National Office and Chapter (Program B)
- M- 7 Agreement Between APCO National Office and Chapter (Program C)
- M- 8 Note for Billing Code - sent with bills
- M- 9 Billing Code Set-up Form
- M-11 Request for New Member Approval
- M-12 Dues Schedule
- M-13 Chapter Dues Structure
- M-14 Chapter Meeting Information
- M-15 APCO Membership Notes - sent to Chapter Presidents/Secretaries
- M-16 Nomination Information for APCO Officers

PLEASE MAKE COPIES OF THESE FORMS IN ORDER TO COMPLETE THE INFORMATION FOR SUBMITTING TO THE NATIONAL OFFICE. KEEP THESE ORIGINAL IN YOUR MANUAL IN ORDER TO MAKE ADDITIONAL COPIES AND FOR FUTURE REFERENCE.

APPENDIX 18

FREQUENCY COORDINATORS CHANGE FORM

6/25/86

ASSOCIATED PUBLIC SAFETY COMMUNICATIONS OFFICERS, INC.

NOTICE OF FREQUENCY COORDINATOR CHANGE OR ADDITION

DATE: \_\_\_\_\_

Please list the following as \_\_\_\_\_ Coordinator  
(Regular, Alternate)

for the \_\_\_\_\_ of APCO. This appointee will be  
(Chapter or area)

concerned primarily with the \_\_\_\_\_  
State, States, or other geographical  
area description

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

MAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Zip Code)

TELEPHONE: \_\_\_\_\_  
(area)

SIGNED: \_\_\_\_\_  
Chapter President/Secretary

The National Office will forward original letter to FCC.  
The National Office will forward a copy of letter to: National  
Frequency Advisory Committee Chairman, to person forwarding notice;  
to new Coordinator and to, the APCO Board of Officers.

APPENDIX 19

SUGGESTED FORMAT FOR INSTALLATION OF CHAPTER OFFICERS

## SUGGESTED FORMAT FOR THE INSTALLATION OF CHAPTER OFFICERS

President:

We will now have the installation of Officers. (takes his/her seat)

Installing Officer:

Will the Officers-Elect please raise their right hands.

You have been duly elected to the office in which you are about to enter by vote of the \_\_\_\_\_ Chapter Quorum here assembled. By this vote the Quorum would invest in you the power of the \_\_\_\_\_ Chapter of APCO. It bestows upon you its confidence, trust, and places in your hands the duties of your office as written in the Constitution of this Chapter.

Do you, under God, under country, and before these witnesses here assembled, each and every one of you, hereby accept this power, this responsibility, this confidence, this trust, this establishment of duties, and solemnly swear to uphold, protect, and execute to the best of your abilities the aims and objectives of the Associated Public Safety Communications Officers, Inc.? (Installing Officer calls each officer by name, from President on down, who respond with "I do").

So be it. I now pronounce each and every one of you duly established in your new office. (All new officers except the new President take seats).

### THE RETIREMENT

Retiring President:

(calls new President to the lectern). Mr. President, on behalf of the Quorum of this Chapter, I hereby present to you and your officers, your seal of office. (Surrenders the gavel, gives congratulations, and remains standing to accept awards of recognition of service).

New President:

Makes awards to the Immediate Past President (who then takes seat).

Makes their acceptance speech. Makes any announcements. Adjourns the meeting of the \_\_\_\_\_ Chapter.

APPENDIX 20

SAMPLE MEMBERSHIP CERTIFICATE



*Associated Public-Safety Communications Officers, Inc.*

*This certifies that*

*is a duly enrolled \_\_\_\_\_ member  
of the Associated Public-Safety Communications Officers, Inc.,  
dedicated to the furtherance of the art of public-safety  
communications, and is entitled to all the rights and  
privileges of the APCO Constitution & Bylaws.*

*Witness the signature of the authorized officer of the  
\_\_\_\_\_ Chapter*

*This \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.*

\_\_\_\_\_  
*Secretary*

APPENDIX 21

APPLICATION FORM



# APPLICATION FOR MEMBERSHIP

IN THE ASSOCIATED PUBLIC-SAFETY  
COMMUNICATIONS OFFICERS, INC.

NAME \_\_\_\_\_

AGENCY/COMPANY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

BUSINESS TELEPHONE: (    ) \_\_\_\_\_

OCCUPATION \_\_\_\_\_

TITLE \_\_\_\_\_

EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

NATURE OF DUTIES \_\_\_\_\_

Do you receive a regular salary from a City, County, State or Federal agency for your services?                      Yes (    ) No (    )

*For Further Information and  
Annual Dues Amount*

*Please Call:  
1-800-824-1850*

**CLASS OF MEMBERSHIP APPLIED FOR:**

Active	(    )	Eng./Tech	(    )
Operator	(    )	Retired	(    )
Commercial	(    )	Associate	(    )

Funds Attached \$ \_\_\_\_\_

Having personally executed this application, I hereby apply for membership of the appropriate class in the ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC. I agree to abide by the Bylaws of the Association and to cooperate with its membership in the attainment of its objectives.

SIGNED \_\_\_\_\_

How did you learn about APCO? \_\_\_\_\_

DATE \_\_\_\_\_

Please send application to:  
APCO, P.O. Box 669, New Smyrna Beach, Florida 32070  
(904) 427-3461 or (800) 824-1850

# QUALIFICATIONS FOR MEMBERSHIP

(1) **ACTIVE:** Administrative and supervisory personnel responsible for planning, organizing, staffing, directing, and controlling functions required in the design, construction, installation, maintenance, command and/or operation of public safety communications systems who are full time employed and salaried by a federal, state, or local governmental agency; provided however that such administrative or supervisory personnel in Emergency Medical Service, Civil Defense, and/or volunteer fire department communications systems need not be full time employed and salaried by a federal, state or local government.

(2) **ENGINEER/TECHNICIAN\*:** Those non-supervisory persons who are employed full time by public safety organizations for the purpose of designing and constructing communications components and systems, and for installing and/or maintaining communications equipment; provided however that such described personnel in Emergency Medical Service, Civil Defense, and/or volunteer fire department communications systems need not be full time salaried by a federal, state, or local government.

(3) **OPERATOR\*:** Those non-supervisory persons who are employed full time by public safety organizations to operate communications equipment for the purpose of dispatching information; provided however that such described personnel in Emergency Medical Service, Civil Defense, and/or volunteer fire department communications systems need not be full time employed and salaried by a federal, state, or local government.

**NOTE\*:** After two years in Engineer-Technician and in Operator membership classification these members become eligible for Active Membership.

(4) **RETIRED:** Those former members of this Association of any class who have fully retired from their former occupational positions and are no longer in any manner compensated for current services of any type in the field of commercial, private or public communications.

(5) **COMMERCIAL:** Those persons who receive compensation derived from the design, manufacture, sale, service, maintenance, lease, rental or promotion of components, equipment, systems or other such configurations and those persons engaged in writing, publishing, advising and consulting in the mobile communications field.

(6) **ASSOCIATE:** Those persons not eligible for, or restricted to, other classes of membership.