



OFFICERS MANUAL

August 1979

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OFFICERS 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 in these matters to officers at both the Chapter and National levels.

This manual will not substitute for interest, curiosity and dedication. An acquaintance with the Association's Constitution and Bylaws remains a requirement. As the introduction to a do-it-yourself kit states, "when in doubt read the instructions." This is not an instruction book. It is a guideline and reference manual. The C&B is the instruction book.

The table of contents reveals the outline of this manual. It constitutes a review of the Constitution and Bylaws in terms of those subjects determined to be of most importance. In addition, there is provided a profile of the Association and its Chapters whose purpose is to connect the indexed pieces together into a more understandable whole.

If this little manual relieves a bit of the burden from the Chapter Secretaries an important objective will have been attained. If it results in better Chapter programs and enlarged activities, its total goal will have been reached. And, if the manual assists in the chartering of a new chapter, why---BINGO!

Each of the Table of Content items has an additional introduction.

THE ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.

OFFICERS MANUAL

Table of Contents

<u>Part No.</u>	<u>Item</u>	<u>Page No.</u>
	Introduction	i
I	Table of Contents	ii thru iii
	<u>The Constitution and Bylaws</u>	I-1 thru I-18
II	<u>Syllabus:</u>	
	Constitution and Bylaws	II-1 thru II-6
III	<u>Synopsis:</u>	III-1 thru III-2
	The Association	III-3 thru III-7
	The Chapters	III-7 thru III-8
	Meetings	III-8 thru III-10
	Membership	III-10 thru III-12
IV	<u>Exhibits</u>	
	Chapter Geographical Locations	IV-1 thru IV-5
	Chapter Presidents and Secretaries	IV-6 thru IV-11
	Board of Officers	IV-12
	Executive Committee	IV-13 thru IV-16
	Association Organizational Charts	IV-17 thru IV-18
	Standing Committee Chairmen	IV-19
	Series Foundation Projects	IV-20
	BULLETIN Rate Card	IV-21 thru IV-22
	Corporate Statement	IV-23
	Tax Exempt Status	IV-24

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OFFICERS MANUAL

Table of Contents

<u>Part No.</u>	<u>Item</u>	<u>Page No.</u>
IV	Exhibits Continued	
	APCO Logos	IV-25
	Approved Model C & B	IV-26 thru IV-45
	Sample Chapter Charter Petition	IV-46
	APCO Publications List	IV-47
	APCO Information Service	IV-48 thru IV-49
	LIFELINE Brochure	IV-50
	APCO Story A/V Program	IV-51 thru IV-61
	Chapter Program Planning Guideline	IV-62 thru IV-68
	APCO FACTS	IV-69
	Application for Membership	IV-70
	Membership Classification Pert Chart	IV-71 thru IV-72
	Membership Certificates	IV-73 thru IV-79
	Membership Reporting Form Inst.	IV-80 thru IV-89
	Central Billing Program	IV-90
	Nomination Information Form	IV-91
	Frequency Coordinator Change Form	IV-92
	Bonds	IV-93
	Incorporation Assistance	IV-94
	Results of Chapter Election	IV-95

PART I

CONSTITUTION AND BYLAWS

THE UNIVERSITY OF CHICAGO

CONSTITUTION AND BYLAWS

A set of "laws", or a charter, is the beginning point for any organized group. There is a natural requirement for a set of operating principles, or ground rules, if order and direction are to be observed. The Association requires that it, and its Chapters, operate in accordance with both a Constitution and a Bylaws. The Constitution is considered to be the more enduring instrument which in essence says what we are; the Bylaws change more often with time and circumstance, and in effect 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 one segment of the Association, such as a Chapter, or a Committee, or the Board of Officers, etc., can change these laws. Only the quorum, which established the Constitution and Bylaws, can change them. The C and B requirements are applicable to all on an equitable basis.

The Constitution and Bylaws included in this manual are those of the National Association. It is reasonable to assume that Chapter officials are familiar with their own governing instruments, which are required to be in agreement with those of the Association.

The reference guideline to the National Constitution and Bylaws is the Syllabus in Part II.

CONSTITUTION AND BY LAWS



Adopted August 15, 1974
40th Annual Conference
San Diego, California
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Phoenix, Arizona

**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 a publication at such regular intervals as may be deemed necessary, reasonable and proper. This publication 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 charters 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 application 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 application 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 geographical 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 application.

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 Restrictions 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.

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. Requirement 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 application 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 the 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 the 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 which 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 a 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

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 the Association, required as a condition of affiliation to comply with the Constitution and Bylaws of the Association, but each such chapter is in all respects a separate and distinct association operating independently of the 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 Conference 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 of its ACTIVE members as its Regional Conference Committee Chairman, whose duties and authority will be prescribed by such Host Chapter.

ARTICLE II MEMBERSHIP

Section 1. Membership Designations

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 of this Association 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 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 install-

ing 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 vote and shall not hold office. ENGINEER/TECHNICIAN members may serve on the following specific standing committees: Emergency Preparedness and Disaster Service; Resolutions and Bylaws; Operating Procedure; Telecommunications; Historical; 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 period 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 vote and shall not hold office. OPERATOR members may serve on the following specific standing committees: Emergency Preparedness and Disaster Service, Resolutions and Bylaws; Operating Procedure; Telecommunications; and Historical.

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

4.2 Those persons who maintain their OPERATOR membership for a minimum period of two years are eligible, upon payment of proper dues, to be transferred into the ACTIVE member 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, but may not vote except as they may in such committees.

Section 6. Associate Member

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

Those persons not eligible for, nor restricted to, other classes of membership provided for in this Constitution.

6.1 ASSOCIATE members shall not vote except as they may in committee and shall not hold office, but may serve on the following specific standing committees: Emergency Preparedness and Disaster Service; Resolutions and Bylaws; Operating Procedure; Telecommunications; and Historical.

They may serve on special committees, and otherwise enjoy all 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; or

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 vote except as they may in committee, shall not hold office, and may serve only on special committees.

Section 10. Multiple Memberships

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

10.1 The following policies shall apply to the member:

- A. He shall be a paid-up member in his 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 a regular membership card(s) which is identical with and of the same type of classification as that which has been issued to him by his own 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; and
- 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 & 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, hereafter 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 as, enrolled as, pay dues as, 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 the Historical Committee and on special and ad hoc committees, but may not vote except as they may in such committees.

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 rate 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 only 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. 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 3 of this Article, or from nominations made from the floor at least twenty four (24) hours prior to balloting.

Election shall take place at a regularly scheduled business session, and shall be determined by a simple majority 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.

Officers must be eligible to hold office in accordance with Constitution Article II, Sections 2 and 16.

Section 3. 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(s) 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 (LOGOS) PROTECTION

Section 1. Statement of Policy

The APCO logos 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 logos for stationery purposes in the pursuit of their normal business activities.

1.2 The use of the logos 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 its 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 membership(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 local 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 Unchartered 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 application 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 offices 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 of 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 to the extent 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 designation.

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 Executive Director shall be kept informed and the President's approval shall be necessary for the expenditure of funds.

2.3 Authority — Vice Presidents(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 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, Resolutions and Bylaws, Operating Procedure, Telecommunication 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 and Law Enforcement Service 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 Section 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 member-

ship 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 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 members 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/or 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 convene at such time and place as may be determined upon the call of the President or as self-convened. Two weeks written notice shall be given members thereof except when this Association is in conference, or except when otherwise provided by a majority vote of the committee members.

Quorum

A majority of the members of the Executive Committee shall constitute a QUORUM.

1.2 (Reserved)

1.3 Regulatory Review Committee

Where feasible the membership of this committee shall be representative of each Public Safety Radio Service. The Chairman of the State Police Sub-committee shall be one member of this committee. The Chairman of the Frequency Advisory Committee shall be an ex-officio member of this committee. The Chairman of this Committee shall be an ex-officio member of the Frequency Advisory Committee.

This Committee shall keep abreast of technical, operational and regulatory policy proposals pertaining to public safety communications. It shall, in coordination with Counsel and the National Office, assist in preparing the positions of APCO in formal and informal proceedings before regulatory or other governmental authorities as may be required.

1.4 (Reserved)

1.5 (Reserved)

1.6 (Reserved)

1.7 Resolutions and Bylaws Committee

This committee shall, in accord with the requirements of Bylaws Article X, assist in matters concerned with amending the Constitution and/or Bylaws of this Association when they are referred to it by the Board of Officers. It shall also prepare other than amending type resolutions as may be requested of it and arrange for, but not provide, the means of quantity reproduction of all resolutions which are to be considered by the annual conference quorum.

It shall have resolutions made available to annual conference quorums and its chairman shall read to such quorums the title, the intent, and name of the

maker of each such resolution so made available. This procedure shall constitute a reading. A reading on each of three (3) consecutive days shall be made.

It shall rewrite the Constitution and/or Bylaws in accord with each amending resolution approved by an annual conference quorum, and it 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.

1.8 Operating Procedure Committee

This committee shall study, report and make recommendations on ideas, methods, and planning related to communications operating procedure, records, files, and training.

1.9 Telecommunication Management Committee

This committee whose members shall reflect a balance between state and local government levels is established to serve as a forum for those directly responsible to administrative and executive levels of state and local governments for the development and management of telecommunication programs. The duties of this committee shall be among others, to:

- (1) aggregate and serve the needs of such governments at state and local levels
- (2) enhance technology transfer between such governments
- (3) upon request suggest guidelines for the coordination of public safety telecommunication programs instituted by such governments
- (4) support spectrum management programs within such governments
- (5) recommend needed research and development programs
- (6) promote communication system interfaces for such governments
- (7) make recommendations pertaining to appropriate regulatory actions affecting such governments
- (8) identify needed training and educational programs for the telecommunication personnel of such governments

1.10 Commercial Advisory Committee

The members of this committee shall be representative of the commercial membership of APCO and, within the framework of applicable law and policy, shall study, recommend, and report in those matters which it feels are of interest to the Association's Commercial membership.

Subject to the prior approval of the President, the committee shall take such poll and make such surveys of the commercial membership as may be needed to

assure that its recommendations fully take into account the views of such membership.

Such recommendations and opinions shall be transmitted to the President of APCO for such action as may be appropriate by the President, the Board of Officers, the Executive Committee, or the Quorum.

1.11 Frequency Advisory Committee

The membership, duties and responsibilities of this Committee are those set forth in the Frequency Coordination System Manual of this Association which is part and parcel of these Bylaws, except such Manual may be amended by majority vote of the Board of Officers, subject to the approval of the Executive Committee according to the provisions of Bylaws Article IV, Section 3.2.

1.12 National Law Enforcement Emergency Channel Committee

This Committee shall minister to the needs of the users of the National Law Enforcement Emergency Channel for the purpose of promoting new network systems, offering assistance to interested users, reconciling issues continuing the development of administrative policies.

1.13 Nominating Committee

This committee shall include at least five past presidents of this Association if they are available and agree to serve. One of them shall be "at-large." The remaining four shall be selected one from each of the following geographical sections of the country:

REGION I — WEST COAST

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.

This committee shall report a slate of nominees for national office to the Conference, prior to the casting of ballots, to be considered along with any additional nominations which may be made from the floor of the Conference by the Quorum, in accordance with Constitution

Article III.

1.14 (Reserved)

1.15 (Reserved)

1.16 Emergency Medical Service Committee

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

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

1.17 Emergency Preparedness and Disaster Service Committee

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

1.18 Fire Service Committee

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

1.19 Forestry/Conservation Service Committee

This committee shall study and make recommendations in areas concerned with 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 Committee

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 communication, with particular emphasis being placed on the relationship of total public safety communication needs to the particular requirements of Law Enforcement 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.

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 Association's portion of dues shall be forwarded to the National Office within thirty (30) days of receipt of dues from a member.

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

Classification	Association's Portion of Dues
1.1 Active or Associate	\$25.00
1.2 Engineer/Technician	\$15.00
1.3 Operator	\$15.00
1.4 Commercial	\$35.00

1.5 Reserved

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 the current BULLETIN subscription fee.

1.9 MULTIPLE memberships in accordance with the provisions 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	\$5.00

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 I, 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	Association's Portion of Dues
Active	\$30.00
Operator	\$20.00
Engineer/Technician	\$20.00
Associate	\$30.00
Commercial	\$40.00
Retired	\$ 5.00

Section 3. Membership Certificates

Blank certificates for each membership classification shall be issued by the Executive Director to chartered groups of this Association. These certificates shall be issued by the chapter secretary in the name of the chartered group to its members according to membership classification.

Section 4. Dues Payment Schedule

(A) Membership dues are due and payable on November fifteenth for the calendar year beginning on the following January first; past due on March first; and, unless otherwise directed by the Executive Committee or the Board of Officers, delinquent members shall be dropped from the rolls as of the first of July of each current calendar year.

(B) Partial dues may be accepted from new members only, at one-half the estab-

lished dues rate, from July first to January first.

(C) Delinquent members are members who have been dropped as provided in (A) above, and may not be reinstated as new members within the meaning of (B) above.

**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 article or magazine bearing the endorsement of this Association without the approval of the Board of Officers.

Section 2. Publication Management

2.1 The BULLETIN and its publication shall be governed by the Board of Officers of this Association.

2.2 The Editor and Assistant Editor shall be required to be members of this Association of such class as their qualifications may permit.

Section 3. Subscription Rate

3.1 The annual subscription rate shall be in an amount which has been recommended by the Board of Officers and approved by the Executive Committee.

3.2 Fifty percent (50%) of the annual subscription rate shall be included in the cost of membership dues. This portion of the annual subscription amount shall be credited to The BULLETIN Fund from the GENERAL Fund between the 15th and 25th of June each calendar year, or as otherwise may be permitted by the Board of Officers upon each particular demonstrated showing of need.

**ARTICLE VIII
PRESIDENT'S EXPENSE**

Section 1. Authority

Reasonable and proper expense of the President during his term of office shall be paid by this Association.

**ARTICLE IX
VOTING BETWEEN
CONFERENCES**

Section 1. Procedure

Should six (6) or more chapter presidents, in regard to a common issue, petition the President in writing requesting action by this Association, other than amendment of the Constitution and/or

Bylaws, the President shall poll the Executive Committee.

Should a majority of the Executive Committee affirm the petition, the President shall carry out, or shall have carried out, the intent of the petition as a matter of administrative policy.

**ARTICLE X
PROCEDURE**

Section 1. Amendment Procedure

1.1 Statement of Restrictions

The Constitution and/or Bylaws of this Association may be amended only by a majority vote of an annual conference quorum in regular session, except as provided for in Bylaws Article XII, Section 2.

1.2 Requirements

A proposal to amend the Constitution and/or Bylaws of this Association shall be honored only when it is made in the name of Association chapters, quorums of Regional or Annual Conferences, Committees, or the Board of Officers.

An amending proposal shall be submitted by the maker in written form to the Executive Director, with a copy to the chairman of the Resolutions and Bylaws Committee, and its format shall in order:

- A. Indicate the INTENT of the proposal;
- B. Indicate the name of the maker of the proposal;
- C. Indicate the Annual Conference Quorum whose consideration is desired;
- D. Indicate the Article(s), Section(s), and Paragraph(s) of the Constitution and/or Bylaws proposed to be amended;
- E. State the deficiencies of present, or need of added, language of the current Constitution and/or Bylaws;
- F. State the gains and benefits of the proposed amendment; and
- G. Provide a short narrative of the suggested method and/or language for the proposed amendment.

1.3 Drafting of Resolutions to Amend

A resolution to amend the Constitution and/or Bylaws of this Association shall be based upon and faithfully follow the intent of the required amending proposal and, with the guidance of the Board of Officers, it shall be so devised and drafted by the Executive Director to the best of his ability.

Should, after two or more such draftings, the devised resolution not satisfy its maker, the resolution may be modified in final form by its maker to his own satisfaction, provided the publication thereof indicates such act.

Participation by the Board of Officers and the Executive Director in these mat-

ters shall not be construed to imply their support of the measures considered therein.

1.4 Required Publication

An amending resolution which has been processed in accord with the requirements of Sections 1.2 and 1.3 of this Article shall be submitted to the Editor of The BULLETIN who shall in accord with the publishing requirements of The BULLETIN have it published in an issue of The BULLETIN postmarked more than thirty days prior to the convening of the annual conference in which the amending resolution is requested to be considered.

1.5 Chairman of Resolutions and Bylaws Committee to be Notified

Resolutions proposing amendments to the Constitution and/or Bylaws shall be written in formal character, shall include the exact location of the affected part, shall include the exact substitute wording, if any, and shall be presented in duplicate to the Chairman of the Resolutions and Bylaws Committee by the Executive Director.

Resolutions and requests for drafting of resolutions shall be in writing and submitted to the Chairman of the Resolutions and Bylaws Committee in sufficient time for consideration and report prior to the casting of ballots.

1.6 Quorum Revision of Resolutions

Upon the taking up of the matter of a resolution by the Quorum and within its sovereign power as dictated by the best interests of this Association, a Conference Quorum may make amendments and revise language thereto with respect to the general subject matter thereof by means of a majority vote being taken upon each such proposed resolution amendment and/or revision.

1.7 Effective Date of Amendments

Resolutions passed and adopted by this Association in accord with other provisions of the Constitution and/or Bylaws shall be in force and effect upon the adjournment of the annual conference wherein considered and adopted, provided an exception to this effect is not otherwise contained in the language of the Resolution adopted.

Section 2. Ruling Body

The ACTIVE membership is the ruling body of this Association. Its presence shall be represented at a conference by a Quorum as defined in Bylaws Article XII, Section 1.

Section 3. Impeachment

A two-thirds majority vote of the Executive Committee shall be required for the removal from office of an officer of this Association.

Section 4. Parliamentary Procedure

Upon any question coming before this Association not otherwise specifically

provided for in the Constitution and/or Bylaws, the presiding officer shall be governed to the extent practicable by Roberts Rules of Order.

ARTICLE XI DISBURSEMENT OF ASSETS UPON DISSOLUTION

Section 1. Statement of Intent

Should APCO, Inc. be dissolved, all assets shall be distributed to an organization, or organizations, of similar purpose as selected by a two-thirds majority vote of an annual conference quorum, or by the Executive Committee if between annual conferences.

ARTICLE XII ANNUAL CONFERENCE

Section 1. Conference Quorum

The ACTIVE members attending a business session of an annual conference shall constitute a CONFERENCE QUORUM.

Section 2. Conference Rules

The CONFERENCE RULES shall be part and parcel of the Bylaws of this Association, provided the provisions of Constitution Article VI, and Bylaws Article X are herewith waived with respect to the CONFERENCE RULES only, which may be amended by a majority vote of an annual conference quorum, or by the Executive Committee or the Board of Officers between annual conferences.

ARTICLE XIII BONDS

Section 1. Requirement

The Executive Director shall be bonded in the minimum of one hundred thousand dollars (\$100,000.00) and/or as otherwise stipulated by the Board of Officers.

ARTICLE XIV EMPLOYMENT OF COUNSEL

Section 1. Employment Procedure

The Counselor 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. The Executive Committee shall stipulate the retainer fee.

Section 2. Purpose

The 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 interest of the Association, subject to such policy and direction as it may receive from the Executive Committee.

Section 3.

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 moneys owed to the Association and of expenditures 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 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.

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 di-

rection 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 as necessary to perform his duties;
- 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 member designated by him may make application to philanthropic organizations, corporations, agencies, groups or persons for grants or contributions of funds or property for carrying out general or specific purposes of the Association.

No application shall be made to, or contribution received from, any person or agency except after a determination by the Board of Officers that a grant or contribution to the Association would be motivated by the desire to further the purposes of the Association and not to derive personal benefit or privilege to the donor.

Section 2. Acceptance of Grant or Contribution

Any member who may be offered a grant, or contribution, or contract for this Association shall immediately notify the President, but no grant or contribution shall be finally accepted by the Association except upon approval of the Executive Committee. The terms of any such grant or contribution shall be set forth in writing and signed both on behalf of the Association and the donor.

Section 3. Administration of Funds

Any grant or contribution to the Association shall be credited to its general fund unless under the terms thereof a special fund is prescribed. The budgeting, receipt, custody and disbursement of any such grant or contribution shall follow the procedure defined for general funds of the Association, unless provided otherwise in the terms of the grant or contribution and agreed to by the Executive Committee.

ARTICLE XVII RETENTION OF PROPERTY INTEREST

Section 1. Retention of Title

All right, title, and interest, both legal and equitable, in and to property of this Association shall remain in the Association.

Section 2. Requirements for Return of Property

Any property of the Association in the possession or trust of a member or employee shall be returned immediately to the Association in the event of his death, resignation, suspension, or expulsion.

ARTICLE XVIII AWARDS

Section 1. Statement of Policy

In order that an award of this Association maintain integrity and stature in keeping with the original intent for such an award, the following shall be clearly outlined in this Article:

- A. A description of the award;
- B. Guidelines establishing the criteria to be set by nominees for the award and;
- C. Procedural steps to be followed in the bestowal of the award.

Section 2. The J. Rhett McMillian, Jr. Award

A. Description

The J. Rhett McMillian, Jr. Award is made in recognition of exceptional accomplishments on a national level in the field of public safety communications. This award is reserved to those few individuals whose activities on behalf of public safety communications have, over a period of not less than ten years, received national recognition from agencies both within and without the public safety communication service. The accomplishments meritorious of this Award should be of such widespread significance as to be common knowledge among the APCO membership.

B. Criteria To Be Met By Nominees

To receive this award the Nominee will normally be expected to have:

- (1) Been an active member of APCO in excess of 10 years, during which time he has served in numerous leadership capacities, and
- (2) Participated, over a several year period, in activities in connection with other associations, institutions and federal agencies that have made long-term technological, managerial and/or administrative contributions to the art and practice of public safety communications throughout the United States.

PUBLIC SAFETY TELECOMMUNICATIONS GOALS

Goal #1:

“Every citizen should have available a means of readily accessing public safety emergency resources from home, public place, and vehicle while in motion on public streets and highways.”

Goal #2:

“Every public safety employee engaged in high risk activities should have the capability to intercommunicate in his and in like systems of his community, and on an emergency basis with such systems in contiguous communities.”

Goal #3:

“Every law enforcement officer should, in accordance with established security requirements and in the proper discharge of his duties, have the capability to immediately access criminal justice and related data wherever stored within the United States.”

C. Procedure For Bestowal

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

- (1) Nomination for the J. Rhett McMillian, Jr. award shall be initiated by the unanimous vote of the Board of Officers. Upon such nomi-

nation, the Board of Officers will cause to be prepared a statement of particulars supporting this nomination, together with an accompanying citation.

- (2) The nomination shall be submitted to the members of the Executive Committee not less than 90 days

prior to the Annual Conference. A poll of votes taken by the President shall confirm the Award.

- (3) Presentation of the Award will be made to the nominee by the incoming President at the Annual Conference.

APCO FACTS

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

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

APCO publishes on a monthly basis the oldest public safety telecommunication journal, the APCO BULLETIN, for the benefit of those concerned with telecommunications in the Law Enforcement, Fire, Highway Maintenance, Civil Defense, Forestry-Conservation, Emergency Medical, and Local Government Radio Services.

APCO annually holds the largest public safety radio conference in the world. APCO's 40 chapters throughout the country meet regularly at the local level. Trade shows are held in conjunction with these meetings featuring seminars and workshops in areas of radio service and job function.

APCO is recognized by the FCC as frequency coordination body for the Police and Local Government Radio Services. APCO retains a Washington, D.C., legal firm which is licensed to appear before the FCC. APCO regularly participates in FCC proceedings having potential impact upon Public Safety Radio Services 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 among other such publications as *The Public Safety Standard Operating Procedure Manual*, *Police Telecommunication Systems*, *State Comprehensive Law Enforcement Planning for Telecommunications Manual*, and for the results of national surveys of public safety telecommunication systems. APCO is presently actively pursuing the second phase of a multi-year study into the effectiveness of automatic trunking techniques as they may be applied to Public Safety Radio Services systems. APCO has also embarked upon a program of technical assistance to state and local levels of government.

Ω



APPLICATION

FOR MEMBERSHIP

IN THE ASSOCIATED PUBLIC-SAFETY
COMMUNICATIONS OFFICERS, INC.

CHAPTER _____

NAME _____

MAILING ADDRESS _____

(City) _____ (State) _____ (Zip Code) _____

TELEPHONE _____
(Area Code) _____

OCCUPATION _____

TITLE _____

EMPLOYER _____

ADDRESS _____

(City) _____ (State) _____ (Zip Code) _____

NATURE OF DUTIES _____

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

Bill me () Bill dept. () Funds attached ()

CLASS OF MEMBERSHIP APPLIED FOR:

- | | | | |
|----------------|--------|---------------|--------|
| (1) Active | () \$ | (2) Eng/Tech | () \$ |
| (3) Operator | () \$ | (4) Retired | () \$ |
| (5) Commercial | () \$ | (6) Associate | () \$ |

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 _____

WHO RECOMMENDED APCO TO YOU? _____

DATE _____

Please send application to the Chapter named above, or to:
APCO, P.O. Box 669, New Smyrna Beach, Florida 32069
(904) 427-3461 or 427-3462

WELCOME!

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.

THANK YOU!

APCO PUBLICATIONS

The APCO National Office currently stocks the following APCO publications, available to the general two-way land mobile communications community.

1. The world renowned *APCO Public Safety Communications Standard Operating Procedure Manual* at \$5.75 per copy. All you need to know about dispatching and operating a communications system. Completely revised.
2. From the originator of Ten Signals, the famous *APCO Ten Signal Code Cards* at \$3.75 per pack of thirty cards. Fashioned to fit on vehicular sun visors for quick reference, these cards feature 39 codes, a definition of 2400 Hour Time and the International Phonetic Alphabet.
3. The effective *APCO Public Safety Standard Frequency Coordination Manual* at \$4.00 per copy. Everything you need to know about why and how to apply for frequency coordination. A must for users, coordinators and suppliers.
4. The *APCO Police Telecommunications Systems* text at \$4.50 per copy. A reference for the non-technical department administrator and for his personnel who need criteria for measuring the present effectiveness of his department's communications capability, and for use as a means for looking toward such future needs.
5. The informative *Introduction to the Theory of Waiting Times* at \$5.00 per copy. This is a useful bridge from mathematical theory to applied system use in land mobile radio services.
6. *900 MHz Trunked Communications System Functional Requirements Development* identifies specific operational capabilities that should be included in a demonstration trunked communications system for law enforcement agencies. \$10 per copy.
7. **LIFELINE** is APCO's first multimedia telecommunicator training program consisting of a 17-minute, 16 mm color/sound motion picture showing a typical, medium sized department's dispatcher responding to a concentrated series of realistic calls. Other components include four audio cassettes with a 76-page Training Manual, 12-page workbook and *The APCO Public Safety Communications Standard Operating Procedure Manual*.

APCO member price	\$439*
Film alone	\$389*
(Membership card number required)	
Non-member price	\$485*
Film alone	\$435*
Multimedia kit: four tapes, student workbook, instructor's guide, APCO manuals and binder (to all)	\$70
Additional student workbooks (to all)	\$1
*plus handling and shipping charges	

These publications are available postpaid upon receipt of check, money order or formal departmental purchase order form. APCO members receive 15% discount on books (Items 1 through 6.) Please include membership card number. Sorry, no refunds.

**P. O. BOX 669
NEW SMYRNA BEACH, FLORIDA 32069**



PART II

CONSTITUTION AND BYLAWS

SYLLABUS

11 1940

ANALYSIS OF POLYMERIZATION

RESULTS

SYLLABUS

A syllabus is a tabular listing of the more important elements of a subject. In this instance, the syllabus constitutes a guideline which points out where to find desired information by topic in the Constitution and Bylaws. Discourses on these subjects will be found in Part III. Examples (exhibits) will be found in Part IV.

The syllabus has four main headings: Association, Chapters, Meetings, and Membership. These are believed to be the subjects most often needed to be researched. These major headings are further broken down in an alphabetical order.

Some subjects are 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

SYLLABUS

<u>TITLE</u>	<u>PROVISION</u>
1) Association:	
Amendments	BL, A-X
Assets	Bl, A-X1
Authority	C, A-1; BL, A-XVI
Awards	BL, A-XVII1
<u>Committees:</u>	
Appointment	BL, A-V, S-1
Duties	BL, A-V, S-1
Terms:	
Commercial Advisory	BL, A-5, S-3
EMS	BL, A-V, S-1.10
EPDS	BL, A-V, S-1.16
Executive	BL, A-V, S-1.17
Fire Service	BL, A-V, S-1.1
Forestry	BL, A-V, S-1.18
Frequency Advisory	BL, A-V, S-1.19
General Governmental Service	BL, A-V, S-1-11
Highway Maintenance Service	BL, A-V, S-1-20
Law Enforcement Service	BL, A-V, S-1-21
NLEEC	BL, A-V, S-1-22
Nominating	BL, A-V, S-1.12
Operating	BL, A-V, S-1.13
Regulatory Review	BL, A-V, S-1.8
Resolutions and Bylaws	BL, A-V, S-1.3
Special	BL, A-V, S-1.7
Telecom	BL, A-V, S-2
	BL, A-V, S-1.9

<u>TITLE</u>	<u>PROVISION</u>
<u>Dues:</u>	BL, A-VI
Schedule	BL, A-VI, S-4
<u>Executive Director</u>	BL, A-XV
Authority	BL, A-XV, S-5
Bond	BL, A-X111
Duties	BL, A-XV, S-4
Employment	BL, A-XV, S-1
Removal	BL, A-XV, S-3
Supervision	BL, A-XV, S-2
Grants	BL, A-XV1
Logos	C, A-V
Meetings	C, A-IV; BL, A-X11
Members	C, A-1, S-5 Par-1; BL, A-VI, S-2
Name	C, A-1, S-1
Office	C, A-1, S-20
<u>Officers:</u>	C, A-111, S-1
Board	BL, A-1V, S-3
<u>Duties, Authority</u>	BL, A-1V
President	BL, A-1V, S-1
P/E, VP, S	BL, A-14, S-2
Election	C, A-111, S-2
Impeachment	BL, A-10, S-3
Terms	BL, A-111, S-1
Vacancies	BL, A-111, S-2
Publication	BL, A-V11
Purpose	C, A-1, S-2

TITLE

PROVISION

Voting:

C, A-1, S-2, C, A-II, S-16;
BL, A-1X

Limitations

C, A-11, S-16

2) Chapters:

C, A-1, S-13

Areas

C, A-1, S-4

Bylaws

C, A1, S-6

Charters

C, A-1, S3 - 13

Dues

C, A-II, S-15; BL, A-VI

Meetings

C, A-1, Section II - Par2

Memberships:

C, A-1, S-2E; C, A1, S-7,
10; BL, A-1

Active

C, A-II, S-2

Associate

C, A-II, S-6

At-Large

BL, A-VI, S-2

Citizenship

C, A-I, S-I

Certificates

BL, A-VI, S-3

Commercial

C, A-II, S-5

Continuing

C, A-1, S10

Engr/Tech

C, A-II, S3

Governmental

C, A-II, S-11

Honorary

C, A-II, S-8

Life

C, A-II, S-7

Multiple

C, A-II, S-10

Number

C, A-I, S-7

Operator

C, A-II, S-4

Restrictions

C, A-I, S-7

Supporting

C, A-II, S-12

Sustaining

C, A-II, S-9

<u>TITLE</u>	<u>PROVISION</u>
Names	C, A-1, S8
New	C, A-1, S-3-13
Public Safety	C, A-II, S-14
Reporting	C, A-I, S-9
Responsibility	C, A-I, S-13
Voting	C, A-I, S-1; C, A-II, S-16; BL, A-IX
3) <u>Meetings:</u>	
Association	C, A-IV; BL, A-XII
Chapters	C, A-I, S-11-Par2
Regional	C, A-I, S-14; BL, A-V, S-1.13 par 2-5
4) <u>Membership:</u>	
Citizenship	C, A-1, S-1
Classes	C, A-II; BL, A-I, S-3.2; BL, A-VI, S-2
Continuing	C, A-I, S-10
Dues	C, A-II, S-15; BL, A-VI
Number	C, A-I, S-7
Privileges	C, A-I, S-2E, S-5
Qualifications	C, A-I, S-2E; C, A-11
Restrictions	C, A-I, S-7
Voting	C, A-I, S-1; C, A-II, S-16; BL, A-IX



PART III

CONSTITUTION AND BYLAWS

SYNOPSIS

THE

OF THE

THE

SYNOPSIS

The purpose of this synopsis is to provide a condensed statement giving a comprehensive view of the topics included in the prior sections of the manual in order to "bring together" these separate pieces into a more understandable whole.

This may be the most valuable section of the manual. It is intended to provide a clear overview of the Association's functions.

SYNOPSIS

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 individual persons. There is no "national chapter".

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 rescue and-or medical services, civil defense, forestry-conservation, and the various related activities of state and local government".

Members of the Association are grouped geographically into local Chapters (Exhibits Nos. 1 and 2). 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.

Membership in the Association is limited to citizens of the United States and its possessions.

Voting membership and eligibility to hold office is limited to Active members.

The Association meets once each calendar year. The meeting is known as the Annual National Conference. The business of the Association is conducted at such Conferences.

Association officers are elected at the Annual National Conferences. The elected officers constitute the Board of Officers of the Association (Exhibit No. 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 (Exhibit No. 4). The national officers are also members of the Executive Committee, as well as the two immediately preceding 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. The Executive Committee by a two thirds vote confirms Board of Officers action to employ legal counsel and the Executive Director and to accept or reject grants to the Association.

The Quorum of a National Conference is the number of Active (voting) members attending a business session.

In summation, the Association is governed by its membership responding to petition (s) as individuals 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 (Exhibit No. 5)

Membership certificates are issued by the Association and distributed by the Chapters, except, dues may be collected and certificates distributed by the National Office when so authorized on an individual Chapter by Chapter basis (see Part III-Membership).

APCO is recognized by the Federal Communications Commission as a frequency advisory body for the Police Radio Service. The Association is also authorized by the FCC to coordinate frequency requests in the Local Government Radio Service.

The Association annually appoints national standing committees (Exhibit No. 6).

APCO has a Project Series Foundation function which seeks national telecommunication grants and awards to attain public safety services objectives. The Association regularly conducts such projects in management, research and study in the public safety telecommunication field (Exhibit No. 7).

APCO publishes a monthly publication titled The APCO BULLETIN - Journal of Public Safety Communications (Exhibit No. 8).

From time to time the Association issues statements of corporate policy for the benefit of the Chapters and others with an interest in such matters (Exhibits Nos. 9 and 10).

The Association also from time to time issues public statements of policy regarding national telecommunication goals (Exhibit No. 11).

APCO consistently appears before the Federal Communications Commission and the Houses of Congress in matters of telecommunication policy and administration.

The Association has a registered corporate logos (Exhibit No. 12).

During intervening periods between National Conferences the connecting links between the Association and the individual Chapters are their own elected National Executive Committeemen. A Chapter National Executive Committeeman is an important official. He should represent the best qualities of his Chapter. He should be able to attend National Conferences and participate in the interim business activities of the Association.

As a means of attaining effective representation, the Association intends that there be a Chapter in each state and major possession of the United States. Since effective representation is the goal, and because geographical size does not necessarily assure the attainment of this 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 Constitutions and Bylaws of Chapters may not be inconsistent or in conflict with the Constitution and Bylaws of the Association (Exhibit No. 13).

Chapters are chartered by the Association. Chapter charters can be revoked by the Association (Exhibit No. 14).

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 and the rights and privileges of individual members in their appropriate classifications are the same in all Chapters.

APCO regularly writes and distributes public safety telecommunication training aids and manuals (Exhibits Nos. 15 and 16).

The Association operates a national corporate office managed by an Executive Director (Exhibit No. 17).

The Association distributes an audiovisual APCO STORY package which explains the workings of the Association and its Chapters in a forceful and interesting manner (Exhibit No. 18).

The Association retains legal counsel in Washington, D.C. to provide counsel with regard to regulatory, legislative and other legal matters affecting the organization. The firm members are licensed to appear before the Federal Communications Commission.

APCO is a charter member of the Land Mobile Communications Council and of the Public Safety Communications Council.

2) Chapters:

Chapters are local groups which decentralize the national functions of the Association. The Association is not constructed of Chapters, but of individual members who belong to Chapters in chartered areas.

Chapters, therefore, are an effective means of carrying out the purposes and objectives of the Association under the management officers who have local interests but are accountable to the Association.

"Local interest management" is a most important aspect of a Chapter. Chapters are self-governing within the intent of the Association's C&B. They elect their own leaders. 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. The Association profits from the concensus opinions of geographically homogenous groups of members. Local concerns are more properly considered and brought to the attention of the Association. 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 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 individual persons rather than of chartered groups.

3) Meetings:

The National Association meets once each year. Traditionally, APCO meets in August of each calendar year.

The business of the Association is conducted during such meetings. In form, the conferences are a series of meetings which consider matters such as: annual reports; future objectives; amendments to the Constitution and Bylaws; workshops in technology, training, management and planning; equipment exhibits; election of officers; appointments of committees 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 Board of Officers. 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 limited to six (6) days. One day is for Board meetings, one day for Executive Committee meetings, and four (4) days are set aside for general conference sessions.

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

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 Conference. Meetings are held at the pleasure of the voting membership.

Only Active members of a Chapter may vote during a meeting of such Chapter or at any other time as may be designated according to Chapter procedures.

Chapter meetings are information exchange forums. They have five major objectives.

They are to:

- 1) acquaint the membership with current telecommunication matters originating within the Chapter chartered area;
- 2) acquaint the membership with current telecommunication matters which originate at the National level;
- 3) enhance the professional skills of the individual members;
- 4) maintain an awareness of the state of the art; and
- 5) as a result of such knowledge gained, take specific and timely action in those matters requiring resolution at both local and national levels (business session).

Exhibit No. 19 provides a guideline for Chapter programs which will assist the Chapter meeting planner to reach these objectives.

Regional Meetings are authorized in the Association's Constitution and Bylaws.

Such meetings may or may not be held at the pleasure of the Chapters in appropriate geographical areas as designated in the C&B. They are held "arm's length" from the Association than are the Chapter meetings. The major requirements of the Association are that Regional Meetings, their time and place, be known to the Association before such events take place, and that the meetings, in order to qualify as regional events, be agreed to beforehand in writing by a majority of the Chapters within a given Region. The Association otherwise has no obligation to or responsibility for a Regional Conference, except as might be established as the result of the permitted use of the Association's name and logos, etc.

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 should not necessarily be imitations of National Conferences; one should not detract from the other. Basically, Association representatives should present the national issues information; the remainder of the program should have a "regional" context, particularly with regard to information transfer and attracting smaller suppliers of goods and services.

The Annual Conference Chairman's Manual will prove valuable to the Regional Conference Chairman. Exhibit No. 19 will also be of interest.

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 Chapters and in the Association are limited to Active members. Voting members are required to be citizens of the United States and its territories and possessions.

Membership is not limited other than by classification and good character and has such rights and privileges as are set forth in the Association's C&B.

Members of Chapters are members of the Association and recognized in accordance with their Chapter membership classifications. Rights with respect to Chapter and Association matters provided by each class of membership is the same in all chapters.

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 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 limitations set forth in BL, A-II, S-10.

The above statement requires that it be understood that there are actually only eight (8) membership classifications, which are: Active, Engineer-Technician, Operator, Commercial, Associate, Chapter Honorary, Sustaining, and Retired. The remaining designations are aspects of such memberships (Multiple and Life). See Exhibit No. 20.

For example, a Life member has to be a Life "something", i.e., "Life" is an honorary designation which is added to such member's existing basic (one of eight) membership class (Life, Active, Operator, etc.). The "Multiple" designation has been previously explained - such a member is still required to first belong to one of the eight basic membership classes. Life and Sustaining membership certificates 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 Chapter Honorary membership at the Association level.

The collection of dues and timely and accurate certification of members is an Association imperative. Please refer to the membership processing chart (Exhibit No. 21) and the membership reporting form and instructions in the Exhibits. (Exhibit No. 22)

Also, please remember that 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 other areas of activity. Administrators are those persons responsible for the activity of one or more supervisors.

Regarding dues and membership certificates, membership rolls, etc. any Chapter wishing the National Association to perform these functions as a Chapter agent can do so by application to the Executive Director.

The National Office retains a computer service which handles the distribution and billing functions of the APCO BULLETIN. The program for this computer function has been written in a manner that permits it to perform other Association functions. Most Chapters now have the National Office handle dues billing, collection and issuance of membership cards. There is no charge for this service.

See Exhibit No. 23 for an example of a Chapter computer program readout, and Exhibit No. 24 for the details of this service.



PART IV

EXHIBITS

1911

1912

1913

EXHIBITS

Exhibits constitute aids to understanding a complex subject or area of consideration. Some manuals suggest that the exhibits be examined before the text is read. Having a picture of a meaning, however faint it may be, does help while reading the explanatory words and phrases.

The exhibits are as valuable to a Chapter official who is researching some Association issue as they are to a person who is interested in the formation of a new Chapter.

In particular, the exhibits are extremely useful to a meeting planner who uses them as a check list in order to assure himself that he has covered the most timely and appropriate of all of the possible subjects that his membership would like, and needs, to know more about.

This list will change rather often. Be sure to check the revision date on the front cover of the manual as a means of knowing you have the latest information available.

EXHIBITS

<u>NUMBER</u>	<u>TOPIC</u>	<u>PAGE</u>
1	Chapter Geographical Locations	IV-1 thru IV-5
2	Chapter Presidents and Secretaries	IV6 thru IV-11
3	Board of Officers	IV-12
4	Executive Committee	IV-13 thru IV-16
5	Association Organizational Charts	IV-17 thru IV-18
6	Standing Committee Chairmen	IV-19
7	Series Foundation Projects	IV-20
8	BULLETIN Rate Card	IV-21 thru IV-22
9	Corporate Statement	IV-23
10	Tax Exempt Status	IV-24
11	APCO Logos	IV-25
12	Approved Model C & B	IV-26 thru IV-45
13	Sample Chapter Charter Petition	IV-46
14	APCO Publications List	IV-47
15	APCO Information Service	IV-48 thru IV-49
16	LIFELINE Brochure	IV-50
17	APCO Story A/V Program Manual	IV-51 thru IV-61
18	Chapter Program Planning Guideline	IV-62 thru IV-68
19	APCO FACTS	IV-69
20	Application for Membership	IV-70
21	Membership Classification Pert Charts	IV-71 thru IV-72
22	Membership Certificates	IV-73 thru IV-79
23	Membership Reporting Form Instructions	IV-80 thru IV-89
24	Central Billing Program	IV-90
25	Nomination Information Form	IV-91
26	Frequency Coordinator Change Form	IV-92

EXHIBITS (CONTINUED)

<u>NUMBER</u>	<u>TOPIC</u>	<u>PAGE</u>
27	Bonds	IV-93
28	Incorporation Assistance	IV-94
29	Results of Chapter Election	IV-95



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- North Central Region Chartered Chapter
- East Coast Region Chartered Chapter
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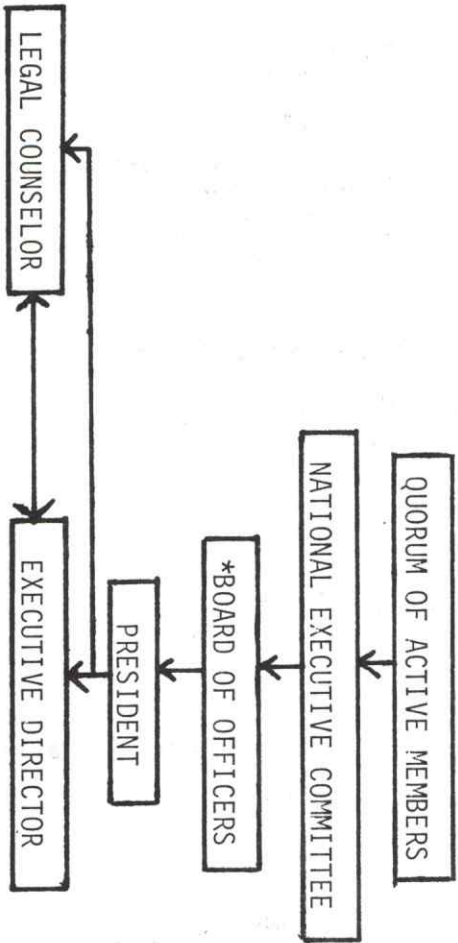
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- Emergency Medical Service Committee
- Nominating Committee
- Regulatory Review Committee
- Resolutions and Bylaws Committee

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- Operating Procedures Committee
- Frequency Advisory Committee
- National Law Enforcement Emergency Channel Committee
- Telecommunications Management

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- Forestry/Conservation Service Committee
- General Governmental Service
- Highway Maintenance Service Committee
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- *4. Emergency Medical Services
- *5. Emergency Preparedness and Disaster

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2. Operating Procedures
3. Frequency Advisory
4. National Law Enforcement Channel
5. Telecommunications Management

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3. General Governmental
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- PROJECT 1 Film "The Little We Have" Completed. Available on loan basis.
- PROJECT 2 Public Safety Standard Operating Manual. 16th edition now available.
- PROJECT 3 Chicago Police Communications Study. Completed. Text available.
- PROJECT 4 Official Ten Signal List. 9th edition now available.
- PROJECT 5 Frequency Coordinator's Manual. Completed. Manual available.
- PROJECT 6 Conference Video Tape. Deleted. Project number now open.
- PROJECT 7 Procurement Guideline. Deferred.
- PROJECT 8 * Conference Rules Manual. Accepted 1974. Revised 1979.
- PROJECT 9 * Chapter Secretaries Manual. Accepted 1974. Superseded.
- PROJECT 10 Technical Home Study Course. Deferred.
- PROJECT 11 Operator/Dispatcher National Training Institute. Under study.
- PROJECT 13 SPA Study. Completed.
- PROJECT 13A Kansas SCLEP-TEL. Completed.
- PROJECT 14 * Aural Brevity Code Study. Completed 1974. Manual available.
- PROJECT 15 * Contract with IACP. Study of interconnecting channel. Completed 1974.
- PROJECT 16 Applicability of 900 MHz for Law Enforcement Systems.
- PROJECT 16A 900 MHz Trunked Communications System Functional Requirements Dev.
- PROJECT 16B Implementation Planning for 900 MHz Trunked Communications System.
- PROJECT 17 Technical Assistance Program. (Completed)



ABOUT OUR MEMBERSHIP

APCO's membership represents all Public Safety Radio Service users. Over 39 chapters across the United States provide a local forum for the interchange of ideas and technology, highlighted by an annual National Conference which features the world's largest public safety communications exhibit.

A recent survey by radio service indicates APCO's membership is comprised of:

Police	71%
Local Government	55%
Fire	45%
EMS	35%
Special Emergency	28%
Highway Maintenance	23%
Forestry/Conservation	13%
Federal	4%

(NOTE: The above results total more than 100% because of the increased trend toward consolidated communications centers licensed in a number of different services.)

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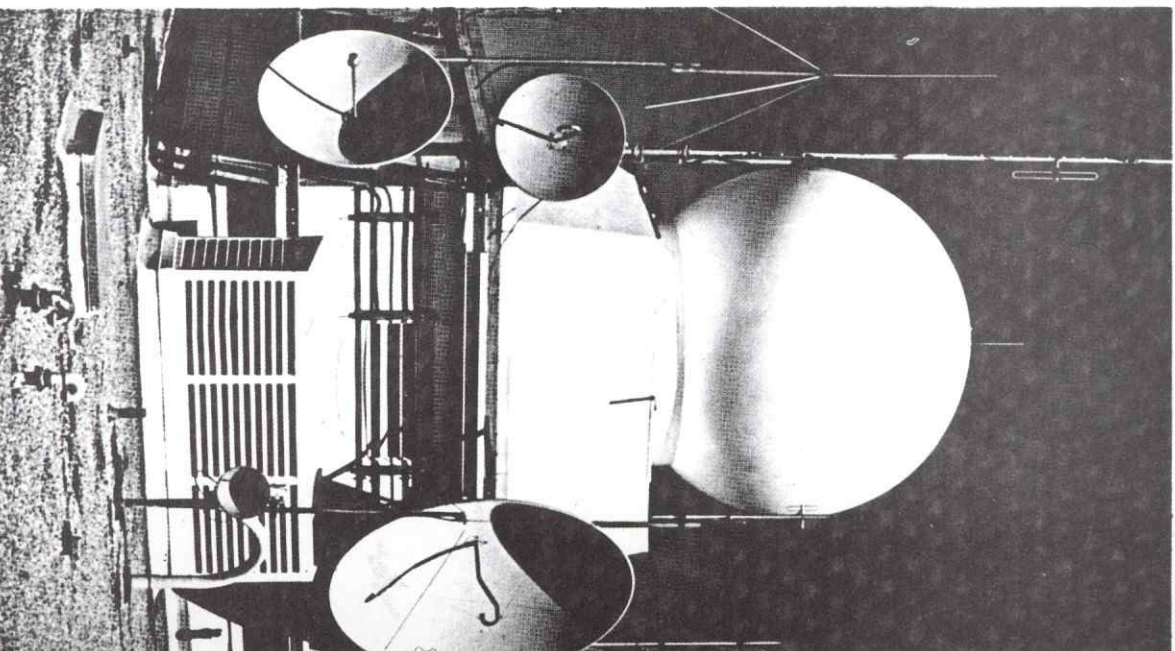
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JOURNAL OF PUBLIC-SAFETY
COMMUNICATIONS SINCE 1935



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Associated Public-Safety Communications Officers, Inc.

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

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1981 NATIONAL CONFERENCE CHAIRMAN

WILLIAM D. WILDER

3528 GENTIAN BOULEVARD, APT. B-3
COLUMBUS, GEORGIA 31907

1982 NATIONAL CONFERENCE CHAIRMAN

THOMAS P. POMEROY

14104 S.W. 42nd TERRACE
MIAMI, FLORIDA 33175

April 30, 1981

TO: Chapter Secretaries

FROM: The Executive Director

SUBJECT: 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 these requirements, the attached two (2) public statements have been approved by the Board of Officers and are offered for your use. These statements are 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 stationary, which in effect states "Thank you for your membership request of _____. In response to your inquiry, attached please find copies of public statements 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."

This is an example of the need for the National Office to have current copies of all Chapter C and B's. Is your Chapter C and B current, and on file in our office?

Associated Public-Safety Communications Officers, Inc.

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MIAMI, FLORIDA 33175

April 30, 1981

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 between 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

APCO LOGOS



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

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

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

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

NORTH CAROLINA CHAPTER OF APCO
CHARTERED AUGUST 11, 1962
BY THE NATIONAL PARENT ORGANIZATION
ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.

CONSTITUTION

AS
REVISED NOVEMBER 27, 1973

AND
LAST AMENDED
NOVEMBER 3, 1977

AND
JULY 9, 1979
(Dropping South Carolina
from Charter)

NORTH CAROLINA CHAPTER OF APCO

CONSTITUTION

ARTICLE I

NAME, CHARTER LIMITS AND PURPOSE

Section 1. NAME

This organization shall be known as the NORTH CAROLINA CHAPTER OF APCO (Associated Public-Safety Communications Officers, Inc.)

Section 2. CHARTER LIMITS

This Chapter is chartered by National APCO (APCO, Inc.) and covers the state of North Carolina.

Section 3. PURPOSE

The purpose of this organization shall be as follows:

- 3.1 To lend support to, create interest in, and foster expansion of, the national parent organization, Associated Public-Safety Communications Officers, Inc. (APCO);
- 3.2 To foster the development and progress of the art of public safety communications and inter-communications, and to promote, through example and active effort, greater cooperation in the correlation of the work and activities of the several town, city, county, state and federal public safety agencies, and of the communications units thereof, as well as to promote harmonious cooperation between these agencies of the United States of America and other such agencies upon the North American Continent, to the end that the safety of human lives, the protection of property, and the general welfare of all people may be benefitted to the highest degree;
- 3.3 To aid in the development of channels, methods, systems, and all other media for the rapid and accurate collections, exchange, and dissemination of information relating to crime and criminals, emergencies, and other vitally important information of public safety nature;
- 3.4 To further, by active effort and example, the cooperation between APCO and the Federal Communications Commission;
- 3.5 To provide technical and operational expertise to public safety organizations by assisting them in the matter of requirements relative to communications equipment and the operation thereof;

- 3.6 To participate before appropriate agencies, in the framing of legislation, regulatory rules and measures pertaining to public safety communications policy;
- 3.7 To provide for membership in the Chapter in accordance with the language of its Constitution and By Laws now and which may later be provided and in effect. Memberships in this Chapter shall be of such classification and having such rights, requirements, privileges and restrictions so as to be in keeping with the purposes and intents of National APCO;
- 3.8 To make formal petitions, by way of resolutions in proper format, and following established requirements, at such time as it is felt that changes are needed in the Constitution and/or By Laws of National APCO;
- 3.9 To encourage participation in the affairs of National APCO by the authorized Chapter delegate to the National Executive Committee through financial assistance to off-set part of his expenses involved in attending the National APCO Conferences;
- 3.10 To abide by the provisions and requirements of the Constitution and By Laws of National APCO, which shall take precedence in all matters and questions in this Chapter.

ARTICLE II

MEMBERSHIP

Section 1. CLASSIFICATIONS

The membership of this Chapter shall be divided into the following classes: ACTIVE; ENGINEER/TECHNICIAN; OPERATOR; COMMERCIAL; ASSOCIATE; CHAPTER HONORARY; RETIRED; and MULTIPLE.

This Chapter also recognizes LIFE; GOVERNMENTAL; SUSTAINING; and SUPPORTING members as defined herein and in the Constitution of National APCO.

Section 2. DESCRIPTION

By meeting the requirements established here, and in accordance with By Laws, Article I, and in keeping with the requirements of National APCO, the following are descriptions of the various classes of membership in this Chapter.

2.1 ACTIVE MEMBER

Administrative and supervisory persons with responsibilities 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 the federal, state, county, or municipal government.

Administrative and supervisory personnel responsible for communications in volunteer, or non-governmentally salaried organizations which are public safety oriented, specifically Emergency Medical Service, Civil Defense, and/or Volunteer Fire Department agencies, provided no other employment of such personnel violates the commercial restrictions of this Section.

Active members, only, may vote or hold elective office, and shall be the ruling body of this Chapter.

Any person who has maintained an Engineer/Technician or Operator membership, or combination thereof, for a minimum period of two years shall be eligible to upgrade his membership to Active class by paying the required increase in dues.

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

2.2 ENGINEER/TECHNICIAN MEMBER

Non-supervisory persons who are employed full time by public safety organizations for the purpose of designing and constructing communications systems, and for installing and/or maintaining communications equipment.

Non-supervisory persons responsible for the designing, constructing, installing and/or maintaining communications equipment in volunteer, or non-governmentally salaried organizations which are public safety oriented, specifically Emergency Medical Service, Civil Defense, and/or Volunteer Fire Department agencies, provided no other employment of such personnel violates the commercial restrictions of this Section.

Engineer/Technician members may not vote and may not hold office, but may serve on special committees, and on certain standing committees as may be permitted in accordance with the intent for this class of membership in the National APCO Constitution and By Laws. They may otherwise enjoy all benefits of this Chapter.

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

Those persons who maintain their Engineer/Technician membership for a minimum period of two years are eligible to be transferred into the Active membership classification upon payment of Active member dues.

2.3 OPERATOR MEMBER

Non-supervisory persons who are employed full time by public safety organizations to operate communications equipment for the purpose of dispatching information; and

Non-supervisory persons responsible for the operation of communications equipment in volunteer, or non-governmentally salaried organizations which are public safety oriented, specifically Emergency Medical Service, Civil Defense, and/or Volunteer Fire Department agencies, such personnel violates the commercial restrictions of this Section.

Operator members may not vote and may not hold office, but may serve on special committees, and on certain standing committees as may be permitted in accordance with the intent for this class of membership in the National APCO Constitution and By Laws. They may otherwise enjoy all benefits of this Chapter.

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

Those persons who maintain their Operator membership for a minimum period of two years are eligible to be transferred into the Active membership classification upon payment of Active member dues.

2.4 COMMERCIAL MEMBER

An individual who, or employee of a company which, receives 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 related items which are used or can potentially be used by public safety entities; and

An individual who, or employee of a company which, engages in writing, publishing, advising, or consulting in the land mobile communications field.

Commercial members may not vote and may not hold office, but may serve on special committees.

2.5 Those persons not eligible for, nor restricted to, other classes of membership provided for in this Constitution.

Associate members may not vote and may not hold office, but may serve on special committees.

2.6 CHAPTER HONORARY MEMBER

This honorary designation is reserved for those persons who are not

otherwise members of this Association, including those who have retired due to age or physical disability, who have made significant contribution toward the objectives of this Chapter. This honor shall be bestowed upon such a person in the following manner:

- A. The Chapter Executive Committee shall make a recommendation to the Chapter Quorum at the Fall Conference that such honor be bestowed; and
- B. The Chapter Quorum, during the same Fall Conference, shall approve the recommendation by a majority vote.

The term of this recognition shall be for a period of one year, but may thereafter be reinstated year by year at the pleasure of the Quorum.

Persons so honored shall not accrue any additional benefits or privileges, provided the Chapter shall pay the regular member annual subscription fee for THE BULLETIN in accordance with the requirements of National APCO.

2.7 RETIRED MEMBER

Any former member of APCO, in any class, who has fully retired from his former, regular occupation position and is no longer gainfully employed or otherwise compensated for current services provided in any manner to the general field of commercial, private, or public communications.

Retired members may not vote and may not hold office, but may serve on special committees.

2.8 MULTIPLE MEMBER

A paid up member of another chapter, in any class, who wishes to affiliate with this Chapter as provided for by National APCO.

His membership in this Chapter shall be in the same classification as that held in his home chapter and he shall be issued a membership card identical to the one issued by his home chapter, except that the word MULTIPLE shall be entered as a prefix to the membership classification.

His membership in the Chapter shall not be reported to National APCO. Only this Chapter's portion of dues shall be collected and it shall be retained by this Chapter as provided for by National APCO.

Multiple members of this Chapter may not vote and may not hold office, but may serve on special committees.

2.9 LIFE MEMBER

Any regular member of APCO who has made significant contribution beyond the normal call of duty toward the successful attainment of the objectives of APCO at the National level shall be eligible for LIFE membership.

This honor may only be bestowed upon nomination by the National Executive Committee, following recommendation by a Chapter in accordance with the requirements for this class as outlined in the Constitution of National APCO, and the subsequent confirmation by a majority vote of the quorum of an annual National Conference.

The title of LIFE, when bestowed, shall be in addition to the regular membership title of the member, and he shall enjoy all of the privileges of his regular membership classification and shall be exempt from the payment of any dues at the Chapter or National levels.

This Chapter shall recognize any member(s) within its chartered area so designated by National APCO, and shall welcome such member(s) into full membership privileges in keeping with the regular membership classification(s) of the member(s).

2.10 GOVERNMENTAL MEMBER .

This classification is defined in the Constitution of National APCO.

The individual members of an applicant group qualifying for Governmental membership shall be classified and governed in this Chapter, according to their individual qualifications, in the ACTIVE, ENGINEER/TECHNICIAN, or OPERATOR classes, but shall be granted all the additional benefits specified for Governmental memberships by National APCO.

2.11 SUSTAINING MEMBER

This classification is defined in the Constitution of National APCO and may be bestowed only by the National Board of Officers.

This Chapter shall recognize and extend hospitality to any such member(s) so designated by National APCO.

Sustaining members may not vote and may not hold office, but may serve on special committees.

2.12 SUPPORTING MEMBER

This classification is defined in the Constitution of National APCO.

The individual members of an applicant group qualifying as a Supporting member shall be classified and governed as COMMERCIAL members of this Chapter, but shall receive all additional benefits pertaining to this class as provided for by National APCO.

The individual members of a Supporting membership group may not vote and may not hold office, but may serve on special committees.

Section 3. MULTIPLE MEMBERSHIPS

A member of this Chapter may affiliate with other chapters of this Association, and this Chapter shall offer reciprocity to members of other chapters in accordance with the provisions of the Constitution of National APCO pertaining to this classification.

Section 4. MILITARY MEMBER

A member of this Chapter in good standing who enters the Armed Forces of the United States of America during a declared war, or who is drafted involuntarily for military duty, shall be exempt from dues and shall be carried as a paid-up member in good standing for the period of such service plus six months thereafter.

Section 5. OTHER MEMBERSHIPS

In addition to the classes of membership outlined in this Article, this Chapter shall recognize any other membership classification(s) as may be provided for by National APCO in a manner in keeping with the intent of National APCO for such classifications(s).

Section 6. CHANGES IN MEMBERSHIP QUALIFICATIONS

Should the status of any member change so as to affect his membership qualification, he shall automatically have his membership classification changed to conform to his new qualifications.

ARTICLE III

BOARD OF OFFICERS

Section 1. DESIGNATION

The Board of Officers of this Chapter shall consist of the following: Chapter President, First Vice President (President-Elect), Second Vice President, and Secretary-Treasurer.

Section 2. HOW ELECTED

The Officers of this Chapter shall be elected by ballot in accordance with By Laws Article III.

Section 3. VACANCIES

Should any of the Presidential offices of this Chapter become vacant for any reason, the office shall be filled by advancement in rank, leaving the office of Second Vice President unoccupied until the next regular annual election of officers.

Should the office of Secretary-Treasurer become vacant for any reason it shall immediately be filled by a temporary appointment by the President. Such appointee shall serve until the next regular annual election of officers. The President shall also immediately notify the Executive Director of National APCO of such a temporary appointment as the Secretary-Treasurer of this Chapter is automatically its delegate to the National Executive Committee.

ARTICLE IV
CONFERENCES

Section 1. REQUIREMENTS

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

Section 2. QUALIFYING MEETINGS

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

2.1 The Fall Conference. The main annual conference, known as the Fall Conference, shall be the last scheduled conference of the calendar year. This shall be the conference when the President shall give his annual report for the Board of Officers and Executive Committee; Committee reports made; Minutes read and approved or amended; Elections held; and General Business conducted.

2.2 The special meeting called by the newly seated Chapter President between July 1 and the time of the National Conference shall qualify as one of the required Chapter Conferences.

At this Conference, the President shall announce his appointments to Standing and Special committees; outline objectives for the year; and chair a discussion on any proposed resolutions to be presented to the National APCO Conference Quorum as published in THE BULLETIN.

2.3 A meeting of the Chapter members held while in attendance at a Regional APCO Conference will qualify as one of the two required annual meetings

Section 3. CONFERENCE QUORUM

A Conference Quorum shall consist of the Active members present and voting at a regular Chapter Conference.

Section 4. VOTING MAJORITY

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

ARTICLE V

AMENDMENTS

Section 1. PROVISIONS FOR AMENDMENTS

The Constitution and/or By Laws of this Chapter may normally be amended only by a two-thirds majority vote at the Fall Conference in accordance with By Laws Article VI, Section 2.

If, in the interest of time in an effort to comply with the intent of National APCO, or if deemed in the best interest of this Chapter, it is desirable to make amendments during a Fall Conference only, the procedure outlined in By Laws Article VI, Section 3 shall be followed.

NORTH CAROLINA CHAPTER OF APCO
CHARTERED AUGUST 11, 1962
BY THE NATIONAL PARENT ORGANIZATION
ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.

BY-LAWS

AS

REVISED NOVEMBER 27, 1973

AND

LAST AMENDED

NOVEMBER 6, 1980

NORTH CAROLINA CHAPTER OF APCO

BY-LAWS

ARTICLE I
MEMBERSHIP PROCEDURE

Section 1. APPLICATION

Application for membership shall be made in writing and signed by the applicant upon forms as provided by National APCO. Completed applications shall be submitted to the National Office for processing.

Section 2. CLASSIFICATION

Upon receipt of an application for membership, the Executive Director shall determine the qualifications and eligibility of the applicant for membership. When eligibility has been determined, the Executive Director shall notify the applicant of his appropriate membership classification and dues structure for that class.

Section 3. EFFECTIVE DATE OF MEMBERSHIP

Upon receipt of dues for membership, the Executive Director shall issue the appropriate membership certificate, pocket card, and receipt for dues. At this time, the applicant becomes a full member in his particular class.

ARTICLE II

DUES

Section 1. ANNUAL MEMBERSHIP DUES

Dues for Chapter membership, over and above National dues, per calendar year for the various classes of membership shall be according to the following schedule:

MEMBERSHIP CLASSIFICATION	CHAPTER'S PORTION OF DUES
ACTIVE	\$10.00
ENGINEER/TECHNICIAN	5.00
OPERATOR	5.00
COMMERCIAL	10.00
ASSOCIATE	10.00
MULTIPLE	10.00
RETIRED	5.00
CHAPTER HONORARY	NONE

For new members, only, who qualify for one-half year dues rate by National APCO, the Chapter levy becomes one-half the rate scheduled above for the appropriate membership classification.

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 in the amount of the subscription fee for THE BULLETIN so these members may maintain interest in the affairs of APCO.

Section 2. COLLECTION OF DUES

National membership dues shall be designated by National APCO for each particular class of membership.

- 2.1 When memberships and dues are processed by the National Office, a check in the amount of the Chapter's portion of dues shall be forwarded to the Chapter Secretary-Treasurer at the time the memberships are reported.

ARTICLE III

CHAPTER ELECTIONS

Section 1. ELIGIBILITY

Only members who hold ACTIVE membership status in this Chapter 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 one member-at-large delegate to the Chapter Executive Committee shall be elected annually at the Fall Conference. The Chapter Executive Committee delegate, only, shall be elected for a two year term, and may succeed himself.

Section 3. HOW FILLED

All elective positions in this Chapter shall be elected by ballot from nominations submitted by the nominating committee in accordance with By Laws Article V, Section 2.4, or from nominations from the floor. Such balloting shall be done at the last scheduled business session at the Fall Conference.

Section 4. DATE FOR TAKING OFFICE

Candidates elected at the Fall Conference shall automatically take office the first day of the following July.

ARTICLE IV
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 call a special one-day, workshop type conference at which time he shall announce his appointments to Standing and Special committees; outline objectives for the year; and chair a discussion on any proposed resolutions to be presented to the National APCO Conference Quorum in accordance with Constitution Article IV, Section 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 conferences.

It shall be his duty to see that the conduct of all conferences is in keeping with the purposes of this Chapter as outlined in Constitution Article I, Section 3.

Section 3. FIRST VICE-PRESIDENT (PRESIDENT-ELECT)

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

He shall serve as Chairman of the Activities and Membership Committee.

He shall, during his term of office, screen the Chapter membership, contact his prospective committee chairmen for the following year, and have his appointments ready for presentation when he takes office as President.

He shall participate in Board of Officers and Executive Committee responsibilities.

Section 4. SECOND VICE-PRESIDENT

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

He shall serve as Vice-Chairman of the Activities and Membership Committee.

He shall participate in Board of Officers and Executive Committee responsibilities.

Section 5. SECRETARY-TREASURER

The Secretary and Treasurer responsibilities are customarily, but not necessarily, combined into one office. In the event of separation of offices, responsibilities will be divided and delegated by the Chapter Executive Committee. For purposes of simplicity, this Section is written assuming the offices are combined.

- 5.1 He shall serve as Secretary to the Board of Officers, the Executive Committee, and the Chapter Conference business sessions.
- 5.2 He shall keep a complete roll of the membership of this Chapter, furnishing up-dating listings at frequent intervals to the Chapter President, First Vice-President, and Fall Conference Chairman.
- 5.3 He shall receive all general funds belonging to the Chapter, and shall maintain a bank account for the orderly processing of all funds. He shall pay from this account all Chapter obligations as prescribed by the Chapter Quorum, or upon orders from the Board of Officers and/or Executive Committee during intervals between Chapter conferences.
- 5.4 He shall receive from National APCO the Chapter's prescribed portion of membership dues.
- 5.5 He shall prepare a financial report and present it at the Fall Conference, and shall make his financial records available to the Executive Committee for auditing purposes.
- 5.6 He shall automatically be the Chapter's delegate to the National Executive Committee. In this capacity he 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.

In so far as is financially feasible, assistance for his attendance at National Conferences shall be considered a Chapter expense to the extent of first class air fare (whether he elects to fly or not), per diem at the current State Governmental per diem rate for those days he is in attendance, and the Conference registration fee.

- 5.7 He shall promptly deliver all moneys and records to his successor in office or to whomsoever the Chapter Executive Committee may designate to receive them.

ARTICLE V
COMMITTEES

Section 1. DESIGNATION

Committees formed in this Chapter shall be classified as:

(1) STANDING COMMITTEES Perennial or annual type committees which are assigned prescribed duties and responsibilities of a permanent nature

or

(2) SPECIAL COMMITTEES Ad-hoc type committees which are assigned specific duties and responsibilities in matters of a temporary but significant nature.

Section 2. STANDING COMMITTEES

Only ACTIVE class members may serve as chairmen of standing committees.

2.1 EXECUTIVE COMMITTEE

The Chapter President shall be the Chairman of this Committee, and its members shall consist of all elected officers, the immediate Past President, and two members-at-large who have been elected in accordance with By Laws Article III. The elected members-at-large may succeed themselves on the Executive Committee.

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

The President may call this committee into session whenever the need arises, and shall call it into session at the Fall Conference prior to the general business session for the purpose of examining the Secretary-Treasurer's financial report and to decide on recommendations to make to the business session Quorum that would advance and effect objectives of the Chapter and National APCO.

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

This committee may be called into special session on the written request bearing the signatures of four (4) 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.

2.2 ACTIVITIES AND MEMBERSHIP COMMITTEE

The First Vice-President shall be the chairman of this Committee, and the Second Vice-President shall be the Vice chairman. In addition to its chairmen, this Committee shall consist of at least two Chapter members who shall be 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.

This Committee shall offer its assistance to the Fall Conference Chairman in planning a well-rounded program agenda, and shall assist with social arrangements.

2.3 RESOLUTIONS AND BY-LAWS COMMITTEE

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

2.4 NOMINATING COMMITTEE

This Committee shall have as its Chairman 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 in an effort 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 Fall Conference Quorum, in the form of candidates for the offices of Second Vice-President, Secretary-Treasurer, and one member-at-large delegate to the Chapter Executive Committee in accordance with By Laws Article III.

2.5 HISTORICAL COMMITTEE

The appointed chairman of this Committee shall be the Chapter's representative to the National Historical Committee.

This Committee shall actively research, compile, and maintain a file on the records and history of the Chapter. It should include in its membership someone who is interested in photography and who will give of his talents (or get it done) in providing the Secretary with pictures to send to the National Executive Director as well as providing pictures for the National Historical Committee and for the Chapter Historical File.

2.6 OPERATING PROCEDURE COMMITTEE

This Committee shall consist of not less than four, and preferably six, members whose interests are primarily in the operations 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 Fall Conference Chairman so he may include in the conference agenda information slanted toward meeting needs of these interested people.

This Committee shall work closely within the Inter-Agency Communications Committee in making recommendations regarding good operating procedures and techniques and net **discipline**.

2.7 INTER-AGENCY COMMUNICATIONS COMMITTEE

This Committee should include both technical and operational types in its membership.

It shall study problems involved in inter-agency type communications networks such as Inter-City, Mutual Aid, PIN, and other related systems. It shall make itself available for recommendations as to operational procedures, technical applications, and net discipline to those agencies which seek its guidance.

2.8 FREQUENCY ADVISORY COMMITTEE

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

This chairman shall have powers broad enough to make decisions on his own due to normal time limitations. He also shall have the power to appoint ad hoc sub-committees to study any special or individual situations as he deems necessary. In essence, it shall be a one-man committee with power to call for ad hoc assistance.

Section 3. SPECIAL COMMITTEES

The President shall appoint 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 VI

AMENDMENTS

Section 1. AUTHORITY FOR AMENDMENT

The Constitution and/or By Laws of this Chapter may normally be amended only by a two-thirds majority vote at the Fall Conference during a regular business session in accordance with Section 2 of this Article, or in the event of waiver of the requirements of said Section 2, amending procedure will be in accordance with Section 3 of this Article.

Section 2. NORMAL PROCEDURE FOR AMENDMENT

The Constitution and/or By Laws of this Chapter may normally be amended by presenting a resolution in writing to the Chapter President who shall have the Secretary-Treasurer notify, in writing, each Chapter member qualified to vote, of the proposed change at least thirty days prior to the Fall Conference. The actual amending vote shall take place at the Fall Conference and a two-thirds majority vote by Active members in attendance shall determine the issue.

Section 3. WAIVER OF REQUIREMENTS OF SECTION 2

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

- 3.1 An announcement shall be made by the President of the request for waiver, and an outline of issues involved in such amending request(s);
- 3.2 A motion and a second to waive normal amending procedures with sufficient time for discussion to determine the need for waiver;
- 3.3 A three-fourths majority vote to waive the requirements of Section 2 of this Article;
- 3.4 A two-thirds majority vote to determine each amending issue voted on separately.

Section 4. EFFECTIVE DATE OF AMENDMENTS AND RESOLUTIONS

All resolutions passed and adopted by this Chapter in accordance with the rules set forth in this Constitution and By Laws shall be in force and effect upon the adjournment of the conference wherein considered and adopted, provided an exception to this effect is not otherwise contained in the language of the resolution itself.

ARTICLE VII

RESOLUTIONS

Section 1. PROCEDURE

Every resolution, unless of a formal character or involving amendments to the Constitution and By Laws requiring handling in accordance with By Laws Article VI, shall be in writing and presented to the Executive Committee for consideration and report prior to the last day of the Fall Conference. Any resolution considered by the Executive Committee shall be presented to the Quorum, along with the recommendation of the Executive Committee, in sufficient time for consideration prior to voting on the resolution.

Section 2. RULES FOR ORDER

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

ARTICLE VIII

EXPENSES

Section 1. SPECIFIED EXPENSES

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

Section 2. UN-SPECIFIED EXPENSES

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

Resolution No. _____

TITLE: Petition For Chapter Charter

INTENT: To Form A(n) _____ Chapter of APCO
(state)

MAKER(s): Pro Tem Officers of Proposed Chapter

TO: Board of Officers, APCO

WHEREAS: The attached list of persons include those who are, or are qualified to be, Active members of the Associated Public-Safety Communications Officers (APCO) Inc., and

WHEREAS: Such list numbers more than ten (10) such qualified persons who live and/or work in the State of _____, and

WHEREAS: Said qualified persons desire to form a(n) (state) _____ Chapter of APCO, and

WHEREAS: Said qualified persons on _____, 197____, formed a temporary group to prepare its proposed Chapter, and this Petition for Chapter Charter, now therefore be it

RESOLVED: That five (5) copies of this Petition and its attachments be forwarded to the Executive Director of the Associated Public Safety Communications Officers, Inc., requesting that he present this application to the APCO Board of Officers forthwith, and that said Board be asked to act favorably with regard to this Petition at the Board's earliest convenience.

Signed _____
(President Pro Tem)

Date _____

Signed _____
(Secretary Pro Tem)

Date _____

APCO PUBLICATIONS

The APCO National Office currently stocks the following APCO publications, available to the general two-way land mobile communications community.

1. The world renowned *APCO Public Safety Communications Standard Operating Procedure Manual* at \$5.75 per copy. All you need to know about dispatching and operating a communications system. Completely revised.
2. From the originator of Ten Signals, the famous *APCO Ten Signal Code Cards* at \$3.75 per pack of thirty cards. Fashioned to fit on vehicular sun visors for quick reference, these cards feature 39 codes, a definition of 2400 Hour Time and the International Phonetic Alphabet.
3. The effective *APCO Public Safety Standard Frequency Coordination Manual* at \$4.00 per copy. Everything you need to know about why and how to apply for frequency coordination. A must for users, coordinators and suppliers.
4. The *APCO Police Telecommunications Systems* text at \$4.50 per copy. A reference for the non-technical department administrator and for his personnel who need criteria for measuring the present effectiveness of his department's communications capability, and for use as a means for looking toward such future needs.
5. The informative *Introduction to the Theory of Waiting Times* at \$5.00 per copy. This is a useful bridge from mathematical theory to applied system use in land mobile radio services.
6. *900 MHz Trunked Communications System Functional Requirements Development* identifies specific operational capabilities that should be included in a demonstration trunked communications system for law enforcement agencies. \$10 per copy.
7. LIFELINE is APCO's first multimedia telecommunicator training program consisting of a 17-minute, 16 mm color/sound motion picture showing a typical, medium sized department's dispatcher responding to a concentrated series of realistic calls. Other components include four audio cassettes with a 76-page Training Manual, 12-page workbook and *The APCO Public Safety Communications Standard Operating Procedure Manual*.

APCO member price	\$439*
Film alone	\$389*
(Membership card number required)	
Non-member price	\$485*
Film alone	\$435*
Multimedia kit: four tapes, student workbook, instructor's guide, APCO manuals and binder (to all)	\$70
Additional student workbooks (to all)	\$1
*plus handling and shipping charges	

These publications are available postpaid upon receipt of check, money order or formal departmental purchase order form. APCO members receive 15% discount on books (Items 1 through 6.) Please include membership card number. Sorry, no refunds.

**P. O. BOX 669
NEW SMYRNA BEACH, FLORIDA 32069**



INFORMATION SERVICE



This is the 1981 revised catalog of the APCO Information Service (APCO-IS) to provide you with an easier method of accessing National APCO's informational resources.

Handling charges to cover the cost of materials, reproduction and postage will be \$1 for each document of five pages or less. There will be \$1 charge for each additional five pages or any portion thereof on more lengthy documents. Preprinted documents are available at cost plus postage.

Please order by letter and number. Enclose check, money order or formal departmental purchase order form with your request.

Address all correspondence to: APCO-IS, P.O. Box 669, New Smyrna Beach, Florida 32069

A. CITIZENS BAND USE IN PUBLIC SAFETY SYSTEMS

- A2 RUSH CB Training Program, GA (\$5.00)
- A3 NEAR Report: June 1979 (\$1.00)

B. CIVILIANIZATION IN PUBLIC SAFETY SYSTEMS

- B1 Police Department, City of Coronado, CA (\$1.00)
- B2 Police Department, City of Gainesville, FL (\$1.00)
- B3 "The Use of Civilians in Police Work" by James J. Hennessy (article from *The Police Chief*, April 1976) (\$1.00)

C. CONSULTANT SERVICES TO PUBLIC SAFETY

- C1 (under revision)

D. DISPATCHERS — ADMINISTRATIVE MATTERS, TESTS AND POSITION DESCRIPTIONS

- D1 Alliance, NB, Department of Police: dispatch test (\$3.00)
- D2 City of Greensboro, NC: standard salary schedule (\$1.00)
- D3 City of Greensboro: communications operations organizational chart (\$1.00)
- D4 City of Greensboro: telecommunicator trainee applicant interview evaluation form (\$1.00)
- D6 City of Greensboro: justification of employment criteria and training program (\$1.00)

- D7 Town of Hamburg, NY: examination for fire dispatcher by Frederick Wood, PE (\$4.00)
- D8 City of Pensacola, FL: Civil Service, fringe benefits a salary of police and fire dispatchers (\$1.00)
- D9 Pima County, AZ, Communications: testing for communications operator clerk, includes verbal, mathematics, locations and maps, voice and hearing (\$8.00)
- D10 Police Department, City of Monmouth, IL: duties Chief Dispatcher (\$1.00)
- D11 City of Portland, OR: civilian police dispatch complaint operator and report taker function (\$1.00)
- D12 City of Portland, OR: questionnaire used to develop Civil Service test for dispatcher and report taker positions (\$5.00)
- D13 City of Portland, OR: police comm. operator and operator trainee position descriptions and examination information (\$2.00)
- D14 Sherriff's Department, Volusia County, FL: position description for Civil Defense/Communications Division Telecommunicator I and Civil Defense/Communications Div. Telecommunicator II (\$1.00)
- D15 Sheriff's Department, Volusia County, FL: position description for Deputy Sheriff-Sergeant-Communications/C.D.-Warning Officer (\$1.00)
- D16 State of New Mexico Police Dispatcher Certification Act (\$2.00)
- D17 City of Greensboro, NC: public safety communications operations evaluation standards (\$6.00)
- D18 City of Greensboro: telecommunicator trainee job description (\$1.00)

E. DISPATCHER TRAINING

- E1 Georgia Peace Officer Standards and Training Council communications/dispatcher training (\$2.00)
- E2 North Carolina Highway Patrol: telecommunication training course (\$28.00)
- E3 Overland Park, KA, Department of Police: training and recruiting for police radio dispatchers by James C. Lee (\$1.00)
- E5 City of Durham, NC: vocal effectiveness training (\$1.00)
- E6 Brooklyn Center, MN, Police Department: explain demonstrate, perform training format (\$2.00)
- E8 Wisconsin Dept. of Justice, Madison, WI: material related to the WI Training and Standards Bureau "Public Safety Dispatcher" course (\$10.00)
- E9 New York State Police: Basic Course for Communicators (\$6.00)
- E10 City of Greensboro: outline of employment criteria and training program (\$1.00)
- E11 Oklahoma Law Enforcement Telecommunications Systems: Operator Certification Program (\$7.00)

- E12 Georgia DPS Communications Manual: Rules & Regulations Covering Radio Operating Procedure and Computer Terminals (\$42.00)
- E13 Oregon — Law Enforcement Data System (LEDS) — System Training Guide (\$22.00)
- E14 Iowa — Associate in Arts Degree — Public Safety Communications Management (\$2.00)
- E15 Texas DPS Communications Training Manual (\$35.00)
- E16 Texas DPS Abridged Training Manual (as printed in four issues of APCO BULLETIN) (\$4.00)
- E17 Texas DPS Operating Procedure (\$14.00)
- E18 Volusia County, Florida: Eighty-Hour Basic Telecommunications Course for Public-Safety (Police, Fire, EMS and Civil Defense) (\$3.00)
- E19 Milwaukee County, WI: A Guide to the Use of the Milwaukee County Sheriffs Communications System "Two-Way Communications — Your Bionic Partner" (\$2.00)

F. DISPATCHER SCHEDULES

- F1 Butler County, PA, Communications Center (\$1.00)
- F2 Cleveland, OH, EMS Dispatch Center (\$1.00)
- F3 County of Fairfax, VA (\$1.00)
- F4 City of Flint, MI, Communications Bureau (\$1.00)
- F5 City of Greensboro, NC, Communications Center (\$3.00)
- F6 Lycoming County, PA, Department of Emergency Services (\$1.00)
- F7 Montgomery County, MD (\$1.00)
- F8 Newton, NC, Police Department (\$1.00)
- F9 County of Orange, CA, General Services Agency (\$2.00)
- F11 Sacramento, CA, Office of Emergency Services (\$1.00)
- F12 Spartanburg, SC, City/County Department of Communications
- F13 Texas DPS, Bryan (\$1.00)
- F14 U.S. Department of Labor (\$1.00)
- F16 City of Lumberton, NC Communications Dept.: schedule for seven full-time operators (\$1.00)

G. EMERGENCY MEDICAL SYSTEMS

- G1 State of New Jersey Department of Health: guidelines for EMS and fire central dispatch centers (\$3.00)
- G2 U.S. DOT NHTSA Training Program for Emergency Medical Technical Dispatcher Course Guide, October 1975 (\$1.00)

H. EQUIPMENT MANUFACTURERS AND SUPPLIERS

- H1 List of companies and addresses (under revision)

J. LEGISLATION AFFECTING PUBLIC SAFETY

- J1 FL Chapter 287, Part III: status, powers and duties of Div. of Communications
FL Chapter 72-296 Law Enforcement Communications Act of 1972
FL Chapter 401 Statutes — 1975 — Emergency Medical Services; General Provisions Part I Emergency Telecommunication Systems
FL Chapter 74-357 — Emergency Telephone Act of 1974 (\$2.00)
- J2 GA Chapter 40-37 Telecommunications Consolidation Act of 1973
GA Chapter 40-37A Public Safety Radio Services Act of 1975 (\$2.00)
- J3 Indianapolis, IN, Police Department: Legal Bulletin #3, possession of a police portable radio (\$1.00)

L. 911 SYSTEM DEVELOPMENT

- L1 911 in Florida: a system concept (\$5.00)
- L3 National Criminal Justice Reference Service: 911 Emergency Telephone Number Document List (\$8.00)

M. ALARM CONNECTION RATES

- M1 Town of Colonie, NY: alarm ordinance (\$1.00)
- M2 City of Overland Park, KA: sample contracts required to be signed before alarms are hooked up (\$1.00)
- M3 City of Shaker Heights, OH: security alarms (\$6.00)
- M4 Vancouver, WA: Clark Regional Communications Agency alarm system agreement and alarm application (\$1.00)
- M5 City of Portland, OR: alarm, ordinance, permit and permit renewal application (\$6.00)
- M6 Township of Edgewater Park, NJ: revised alarm ordinance including penalties for false alarms (\$2.00)

N. OPERATIONS PROCEDURE MANUAL

- N1 Iowa Department of Public Safety (\$20.00)
- N2 Volusia County, FL (\$12.00)
- N3 Vancouver, WA: Clark Regional Communications Agency (\$4.00)
- N4 Orland Park, IL Police Department: Communications Manual (\$12.00)

O. PLANNING AND PROGRAM MANAGEMENT

- O1 Kentucky Guideline for Grant Management (\$7.00)
- O2 Kentucky Procurement Plan (\$2.00)
- O3 Contra Costa County, CA: Communications Consolidation 911 Study (Executive Summary of the Phase One Report) (\$9.00)
- O4 Comparative Survey of State Police Communications Services — G. Gilbert Texas Dept. of Public Service (\$3.00)

P. INTER-AGENCY COMMUNICATIONS

- P1 National Law Enforcement Emergency Channel: APCO's recommendations for development of state-wide plans (\$1.00)
- P2 Colorado Nationwide Police Radio Network Plan (\$2.00)
- P3 State of Georgia Police Radio Communications Plan (\$12.00)

S. SYSTEM CONSIDERATIONS

- S1 Satellite Communications Systems Considerations: P.Y. Byrd 8/18/78 (\$6.00)
- S2 City of Peoria, IL: equipment service agreement and letter re: rate adjustments (\$1.00)
- S3 City of Peoria, IL: agreement used for a second party's use of control point (\$1.00)
- S4 Communications Systems Management — B. H. Flood — article from August 1975 APCO BULLETIN (\$2.00)
- S5 System Cost Analysis — Charles McMorrow (\$2.00)
- S6 California Parks and Recreation System Study (\$5.00)

T. TEST AND TROUBLE SHOOTING

- T1 Receiver Module Testing — Dade County, FL (\$5.00)

U. COMPUTER AIDED DISPATCHER

(being developed)

V. CONSOLIDATED DISPATCH CENTERS

(being developed)

LIFELINE — DISPATCHER COMMUNICATION

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

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One Week Rental \$80 (Applicable toward purchase price).

Member Price: Film \$439

Additional Student Workbooks

Price: \$1.00 each

Additional Multi-media Packages (less film)

Price: \$70

LIFELINE Film and Leader's Guide

Price: Film \$435/Video \$395

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

Produced for MTI by The Filmmakers, Inc. and

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Instructor Guide and Student Workbook authored by J. Rhett McMillian, Jr., former Executive Director, APCO.

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Associated Public Safety
Communications Officers, Inc.

THE APCO STORY

AUDIO VISUAL PROGRAM

An Automated Audiovisual Association Profile

INSTRUCTION MANUAL

EXECUTIVE SUMMARY

The automated APCO Story Program is a fast-moving audiovisual presentation package consisting of photographic slides, audio/vue slide sync player, recorded tape cassette, associated components and a shipping case. The package is available at no cost on a loan basis in accordance with a set of prescribed requirements which are set forth herein.

The purpose of the program is to explain in a colorful and interesting manner who APCO is, what the Association does, why it is concerned about such things and what difference these activities make to the public safety communication community, to the public in general, and in particular, to the APCO member and his Chapter. Suggestions for using this program as source material for audience discussions on significant program issues are included in this manual.

The goal of the program is to aid in making APCO better known, to increase its membership and to enhance Association effectiveness.

The program is in two Parts. Part 1 is historical in nature. It depicts the founding causes of the Association which spring directly from the impact mobile communications made on early police procedures and on the subsequently emerging other public safety radio services. It shows how the land mobile radio industry began with early APCO pioneers. It takes the viewer through the initial struggles in a confused regulatory environment, impresses him with the startling technological innovations made and the difficult changing operational requirements encountered, deposits him in current time facing today's problems and concerned about the future.

Part 2 of the program dives directly into the Association's organization and explains its functioning in terms of today's public safety telecommunication issues of concern to agencies involved in providing law enforcement, fire, forestry-conservation, EMS, highway safety, civil defense and other such tax supported public services.

APCO contributions to technological transfer forums and national projects are illustrated. The Association's regular work in publishing a monthly periodical; supplying training aides, technical books and planning manuals; and engaging in regulatory activities before the Federal Communications Commission and the Congress are depicted. APCO's non-political nature is stressed.

The program concludes by summarizing the contributions APCO has made down through the years to the public safety telecommunication community. It plants a hook into the future, and emphasizes that past accomplishments cannot be echoed in the days to come without a greater effort on the part of an enlarged Association membership. Benefits to be accrued from APCO, the world's largest public safety telecommunication organization, will depend upon the continued dedication of all concerned.

Part 1 runs for 10 minutes. Part 2 requires 17 minutes running time. The two Parts may be run separately or consecutively, depending upon time limitations, type of audience and media application.

INSTRUCTION MANUAL INDEX

Section No.	Topic	Page No.
1	Program Objectives, Goals	1
2	Program Components	1
3	Component Descriptions	1
	a) Shipping case (key)	1
	b) Audio-Vue slide sync unit	1
	c) Tape Cassette	1
	d) Part One carousel slide tray	1
	e) Part Two carousel slide tray	2
	f) Script for Part One	2
	g) Script for Part Two	2
	h) Audio patch cord	2
	i) Instruction manual index	2
	j) Data Collection Sheets (DCS)	2
	k) Shipping labels	2
	NOTE: Compatible projectors	2
4	Eligibility to use program	2
5	Program requirements:	2
	a) Ordering	2
	b) Intended audience information	2
	c) Shipping date and carrier	2
	d) Time limitation	3
	e) Manner of shipping	3
	f) Non-commercial limitation	3
	g) Sale and duplication limitations	3
	h) Handling DCSs	3
6	Liabilities	3
7	Use of program components, presentation notes:	3
	a) Projector stand	3
	b) Slide sync player	3
	c) Projector/player connecting cable	3
	d) Player set up	3
	e) Setting tape counter	3
	f) Tone and volume controls	3
	g) Sync button	3
	h) External audio system	3
	i) Carousel slide trays	3
	k) Activating player	4
	l) Focusing projector	4
	m) Automatic tape stops	4
	n) Changing carousel slide trays	4
	o) Program end, rewind	4
8	Program discussion points	4 - 5
9	Updates	5
10	Data Collection Sheets (again)	5

1. PROGRAM OBJECTIVES, GOALS

THE APCO STORY PROGRAM is a profile of the Association.

Its objectives are to explain how APCO began, narrate its founding causes, illustrate what it has accomplished in the past, indicate where it is in terms of activities in the present and show what current issues portend for the future.

Its goals are to instill a sense of pride in the member, motivate him to become more active in his Chapter, provide a means to pass that motivation to his employers, arouse interest in eligible member candidates and other organizations, aid Chapter meeting programs and in the final sense, contribute to the well-being and strength of the Association.

2. PROGRAM COMPONENTS

The APCO Story Program is an in-house produced audiovisual package containing the following components:

- a) 1 each lockable shipping case and key (see 3a)
- b) 1 each Model C-140 Telex audio/vue slide sync player
- c) 1 each 60 minute audio tape cassette recorded on Side 1 only (30 minute tape duration)
- d) 1 each Part 1 carousel package with slide tray containing 91 slides
- e) 1 each Part 2 carousel package with slide tray containing 101 slides
- f) 1 each Part 1 script
- g) 1 each Part 2 script
- h) 1 each 25 ft. audio patch cord
- i) 1 each instruction manual
- j) 6 each Data Collection Sheets
- k) 6 each shipping labels
- l) 1 each Model C-140 Telex audio/vue slide sync player connecting cord

Please check the shipment when unpacking the case in order to make sure the above-mentioned components are accounted for. In event of error or shortage, call the APCO National Office (904-427-3461) if the discrepancy causes you a problem in program presentation. In addition, or otherwise, please note the discrepancy on a Data Collection Sheet.

When repacking the case for program shipment, please inventory the program components again to make sure all items are accounted for and included.

3. COMPONENT DESCRIPTIONS

- a) The shipping case key has been mailed to you under separate cover. It is attached to the notice previously sent to you that confirmed that the program was being shipped to you by a given date from a certain place via a particular means of transportation. Use the key to unlock the shipping case. Replace the key in its mail container and KEEP IT WITH YOU.

DO NOT LOCK THE KEY IN THE SHIPPING CASE!

- b) The model C-140 Telex audio/vue slide sync unit is a special tape cassette player. It is a playback unit only. IT WILL NOT MAKE RECORDINGS. The prerecorded program is on the left-hand channel, Track 1. The sync pulses are on the right-hand channel, track 2. The sync pulses are inaudible. The unit will accept external 1000 Hz and 50 Hz cue tones. Audio power output is 10 watts. Detailed instructions for using the sync player are fastened inside the lid of the player. They are simple and straight-forward. Please familiarize yourself with the instructions before using the player in an actual presentation. Then after reading this instruction manual, run the entire program through at least once in private before making the presentation.

- c) The audio tape cassette is recorded on Side 1 only. It may be used directly in any type of automated projection equipment employing such cassettes and the above indicated tone cues.

Part 1 of the program begins at 002 on the player tape counter. Part 1 ends at 097 on the tape counter and the tape will automatically stop at 099 on the tape counter. All counter numberings are approximations.

Part 2 begins at 102 on the tape counter, and ends at 320 on the tape counter. The tape automatically stops at 322 on the tape counter.

DO NOT PLACE THIS TAPE IN A RECORDING UNIT!!! Leave the tape in the player unit at all times. There is no reason to ever remove the tape from the player, except when packing the equipment for shipment.

- d) The Part 1 carousel slide tray is for use in an appropriate slide projector (see K below). DO NOT REMOVE the lock ring which holds the slides in the tray. The tray is labeled PART ONE.

- e) The Part 2 carousel slide tray is for use in an appropriate slide projector. DO NOT REMOVE the lock ring which holds the slides in the tray. The tray is labeled PART TWO.
- f) A script for Part 1 is included in the package. The presenter is urged to read the script in order to have a better knowledge of the program material in the event questions are asked after the presentation. The script contains a sound log which identifies the background music, and a slide log which identifies the subject matter of each slide. A slide index column in the script indicates when each numbered slide is shown in context with the narration.
- g) A script for Part 2 is also included in the package. As above, the presenter is urged to read this material.
- h) A 25 foot audio patch cord, with standard male phone plugs on each end is furnished in the package. This cord may be used for narration/slide relationships.
- j) 6 each Data Collection Sheets will be found in the package when shipped from the National Office. Only one is normally to be used by each presenter. The additional sheets are to be used by subsequent presenters in the event the program is shipped directly from one presenter to another before the program is returned to the APCO National Office.
- k) 6 each shipping labels are in the package. Only one is to be used by each presenter. One of the labels is self-addressed and is to be used to return the program to the APCO National Office. If the program is to be shipped by you directly to a subsequent presenter, a second label already so addressed may be found among the six. If there is no second presenter-addressed label, but after your receipt of the program you are advised to ship the program to a newly assigned subsequent presenter, please fill in a blank address label as advised for such continuing shipment.

NOTE: The above components do not constitute all those required to make a presentation. A projector, projector stand, projector screen, and power extension cord, are also necessary. These components are to be furnished by the presenter. Projectors that can be operated by the APCO Story program components are: Kodak Carousel 650, 650H, 750, 750H, 760, 760H, 800, 800H, 850, 850H, 860, 860H and Ektagraphic.

4. APCO MEMBERS OF ANY CLASS ARE ELIGIBLE TO USE THE PROGRAM in accordance with the following priorities:
- a) National Board members for stated Association purposes
 - b) National Office staff members for stated Association purposes
 - c) Chapter Presidents and Secretaries for stated Chapter and Regional meetings and membership drive purposes
 - d) Chapter Presidents and Secretaries in behalf of individual Chapter members for their stated purposes (individual member orders are to be approved by and forwarded through appropriate Chapter)
 - e) Other organizations and agencies as may be approved by the National Office

5. THE FOLLOWING REQUIREMENTS shall be met by eligible persons/agencies as defined above:

- a) Request to use the APCO STORY program must be made in writing to:

APCO
Post Office Box 669
New Smyrna Beach, Florida 32069

Telephone: 904-427-3461

- b) The request must provide the name of the applicant, the intended audience, anticipated size of the audience, purpose in presenting the program to such audience, and shall indicate where and when the program will be presented. Application forms are available from the National Office.
- c) The request must provide the name of the carrier to be used in returning the program to the National Office, and the exact date such shipment will be made.

- d) In any event, the applicant must include the statement that the program will be shipped to the National Office within ten (10) days from date of shipment from the National Office (notice of shipping date and shipping case key will be furnished under separate cover from the National Office) unless other arrangements have been previously approved.
 - e) Shipment to the applicant from the National Office will be made prepaid, by UPS when possible and appropriate, and insured in the amount of \$700. Shipping case key will be mailed under separate cover.

Shipment from the applicant back to the National Office, or when transshipped to a subsequent destination as may be directed by the National Office, shall be made prepaid and insured in the same manner by the applicant.
 - f) The program is to be used only for non-commercial purposes as determined by Association policy.
 - g) The program may not be sold or duplicated without prior permission of APCO.
 - h) A Data Collection Sheet (DCS) shall be filled out by the applicant and mailed to the National Office within 5 days after the program presentation. Shipping case key will be attached to and mailed with the DCS, provided, if shipment is made directly to a subsequent presenter the key will be mailed to such presenter and the DCS alone mailed to the National Office.
6. NO MONETARY LIABILITIES ARE EXPRESSED regarding the use of this program. However, any unwarranted loss, misuse, damage, and/or failure to adhere to the requirements expressed within this document on the part of a user shall make such user, his Chapter, regional conference, department or agency, susceptible to future refusal of permission to use this program and possible loss of other Association benefits.
7. THE PROGRAM COMPONENTS AND NON-FURNISHED UNITS are used in the following manner:
- a) Projector stand (not furnished) should be a regular stand designed for such use. If a table is used it should be high enough to permit the projector lens to be level with the center of the screen. If the projector (not furnished) is appreciably lower than the screen (not furnished) the projected images will suffer vertical distortion.
 - b) Place the C-140 Telex audio/vue slide sync player on the stand shelf below the projector. If a table is used, place the sync player behind the projector with speaker grille toward audience. The projector and player should be placed in the center and forward of the audience, while still obtaining as large a picture as possible.
 - c) Attach the furnished connector cable between the sync player and the projector. This connecting cable has a multipin male plug on one end and a multipin female plug on the other end. The black male plug goes into the jack in the rear of the projector. The white dot on the plug should be up (12 o'clock). The female plug inserts in the jack in the side of the sync player. The plug shell has a keying slot. Use care; the pins are easily bent.
 - d) Make sure that Side I of the tape cassette is properly placed in the player tape well. Turn the player on. Press the rewind key to make certain the tape is fully rewound. If the rewind key is held down for a few seconds after the tape has rewound to its end the tape drive motor will stop automatically, or, if the tape is already fully rewound, the motor will not run. Release the rewind key.
 - e) Push down the tape counter reset pin to make the counter read "000".
 - f) Turn tone control knob to 12 o'clock position. Turn volume control knob to 12 o'clock position.
 - g) Push "sync" button down. Button will lock down and be illuminated in yellow.
 - h) If external audio system is to be used, plug one end of furnished 25' audio patch cable into the "Audio Out" or "Headset" jack at top left on the sync player. Plug other end into the external audio system. Most hotel audio systems use headphone jacks for connecting microphones, tape players, etc. However, it is recommended the external system inputs be checked beforehand.

The sync player audio output power is itself sufficient to cover 100 to 125 persons in a room designed to seat such a number of people.

It is assumed the presenter, or an associate in the presentation, is familiar with projector operation.
 - i) Remove both Part 1 and Part 2 carousel slide trays from their containers and place them on stand handy to projector. Part 1 carousel should have 91 slides. Part 2 carousel should be 101 slides. If the number of slides are incorrect, do not attempt to make the presentation; the sync will be out of sequence. Contact the National Office in this event, or, the previous presenter if the program was shipped directly to you from a location other than the National Office. Place Part 1 carousel slide tray in the projector. Have Part 2 carousel handy.

- j) Turn projector on. Using "advance" button on either the player or on the projector, advance the slide tray until Slide 1 shows on the screen. This is a focus slide. Use it while moving the projector and the focus controls on the player or on the projector until the projected image is sharp and fills the screen. Now, advance the slide tray to Slide 2. This is the cueing slide, which darkens the screen. The program is now properly synced and ready to be shown. All of the above should be done before the audience is in the room. The equipment may be shut down at this point until you are ready to make the presentation.
 - k) Press the "play" key on the sync player. The tape will turn in its cassette. The sound will begin at approximately 002 on the tape counter. From this point on, the projector is under the control of the sync player. The slides will automatically advance on cue as the program progresses on the tape. Make appropriate sound level adjustment as the taped introduction begins. Check the Part script as the program progresses. Should a non-sync fault inadvertently occur, advance or reverse the slide tray as necessary, by means of projector or player controls, to regain sync.
 - l) Slight refocusing of the projector may be required as the projector heats up if the projector does not have an automatic focusing feature. Should a slide jam, stop the sync player. After the problem is resolved, refer to the Part script for the projection of the proper slide, by number, in accordance with the associated narration at the point the tape player was shut off. Re-start tape.
 - m) The screen will go dark at the end of Part 1 (approximately 099 on the tape counter). DO NOT stop the tape player. It will stop itself automatically. This will be seen when the red light comes on under the "start" button on the player.
 - n) Remove the Part 1 slide tray. Install the Part 2 slide tray. Advance slides 1 and 2 as for Part 1. Start Part 2 by depressing the red "stop" key. The red light will go out and the tape will again turn. The sound introduction for Part 2 will begin at approximately 102 on the tape player.
 - o) The screen will go dark the the end of Part 2, which will be at approximately 321 on the tape counter. The tape will again shut itself off automatically, at which time the rewind key should be depressed, allowing the tape to be ready for the next showing.
8. This is a prime time to discuss the program. Suggested issues and activities that should be pursued are:
- a) Discuss how the APCO STORY Program can be used to solicit new memberships in the Chapter. Ask members to list organizations and agencies whose members might be interested in seeing the program. Ask for volunteers to make such presentations.
 - b) Ascertain the number of members who might want to show the program to their fellow department members and supervisors; particularly with respect to those experiencing difficulty in obtaining time and finances to attend Chapter, Regional and National meetings and having dues paid.
 - c) If your Chapter is hosting an oncoming Regional Conference, plan to use the program during that activity.
 - d) If your Chapter has training workshops, consider using the program as background material during those meetings.
 - e) With respect to the above suggestions, organize any adopted proposals by forming a "presentation" committee whose members will agree to assist in scheduling and making the program presentation.
 - f) Does your membership think the membership classifications, voting privileges, etc. in the Association are adequate? If not, a firm proposal complete ith reasons for any proposed changes should be drawn up for consideration by the Board of Officers.
 - g) Can the meeting suggest additional membership benefits that should be available from the Association?
 - h) Does your membership know and really understand the duties and work performed by the Chapter Frequency Coordinator? Consider having your coordinator speak at your next meeting and tell you some of the trials and tribulations of his job. Chances are he will have some excellent stories to relate.
 - i) Appoint a "Project Review" committee. Have its chairman contact the National Office and obtain literature regarding the APCO projects that have been undertaken. Discuss the aims, objectives and results of at least one of these projects at each of your next meetings.
 - j) Issues to discuss in Project 13 are: why is there a trend toward centralization of communication effort as might be illustrated by your members experiencing such change? Have a seminar or workshop on "planning" with references to Projects 13 and 13-A.

- k) Would your Chapter be willing to work on a state-wide SCLEPTEL communication plan in your state? If so, contact the National Office and begin negotiations on that subject in order to discover the possibilities of obtaining assistance — possibly under the guidelines of Project 17, the Technical Assistance Program.
- l) Are the members of your group acquainted with the pros and cons of the use of the 800 MHz band, including the digital address system possibilities set forth in Project 16-A? APCO meetings are technological transfer forums — contact the National Office for assistance, including possible speakers that can be attracted to such meetings.
- m) Consider having seminars featuring the APCO training aids, such as the SUPERVISORY SKILLS a/v program. A copy of this program is available from the National Office on a loan basis. The LIFELINE program is also available on a loan basis from the National Office. Including the APCO STORY PROGRAM along with these training aids will make an outstanding workshop or seminar program.
- n) Don't forget the POLICE TELECOMMUNICATIONS SYSTEM TEXT. It makes a fine reference resource for technical and operator training workshops. Copies of the manual are available at a very low price for these particular purposes.
- o) Institute workshops to study the implications and ideas expressed in the three APCO NATIONAL TELECOMMUNICATION GOALS. See how many objectives can be extracted from them. You might be surprised to find ideas that the Chapter, or individual members, want to explore as "rally round the flag" local projects.
- p) What about the National Law Enforcement Emergency Channel instituted by APCO? Is this channel (155.475 MHz) used for this purpose in YOUR state? If not, why not? Don't be left out of a concept that is becoming a reality in all parts of the country. Order the Guidelines for the channel and make a Chapter project out of the concept (check with your state police — if this channel is now being used by them a grandfather period is still in effect). But — the time is coming when the channel will have to be released for national emergency purposes.

Should there be such common emergency channels in other bands in your states? Work on the idea.

- q) What about the possibility that a new Communications Act might well require public safety users and applicants to pay license and spectrum use fees? How much does your Chapter know about this threat? What is your Chapter doing about it? If you want your Chapter to look good, help the Association fight this challenge. Write the National Office and ask how you can help.
9. The APCO STORY PROGRAM will be updated as sufficient interim significant events warrant. The BULLETIN magazine will keep the membership informed in this regard. These updates may occur within a period of one or two years.

Also, thoughts are being given to the merits of producing additional audiovisual programs, probably aimed mostly at providing aids which will enhance Chapter meeting programs. Your suggestions along these lines are solicited on the DCS. Even if unchanged within a period of a year or eighteen months, the APCO STORY PROGRAM will retain its appeal, especially to new members, and for the purpose of soliciting membership among eligible persons or groups.

Keep the APCO STORY PROGRAM scheduled in your future activities.

10. Remember, it is absolutely imperative for you to execute the Data Collection Sheet. You will understand the importance of this as you fill in the blanks. Mail the executed DATA Collection Sheet within five (5) days to the National Office. Include the key to the PROGRAM shipping case if it is being returned to the National Office.

THANK YOU FOR USING THE APCO STORY PROGRAM

APPLICATION TO USE THE APCO A/V STORY PROGRAM

Name: Telephone:
Address: APCO Member?
City: Chapter
State: Zip Position (member, officer)
Intended audience (group, etc. name/description) Estimated number
Purpose of presentation
Location of presentation:
Date of presentation:
PROGRAM will be returned via: Date:

I, the undersigned, state that the program requested will not be sold or reproduced, that it will be returned freight prepaid, and insured in the amount of \$700 to the APCO National Office within ten (10) days from date of shipment from such office, that the program will be used for non-commercial purposes (not associated with the sale of goods or services), and used and handled in a responsible manner.

SIGNED: DATE:

This application must be signed by an APCO Chapter President or Secretary, and forwarded to the National Office.

CHAPTER OFFICIAL

Signed: Chapter:
Title: Date:

Return to: National APCO, Post Office Box 669, New Smyrna Beach, Florida 32069.

NOTICE OF PROGRAM SHIPMENT

The APCO STORY A/V PROGRAM is being shipped via:
Shipment Date: Approx. Delivery Date:
To: From:

The shipment will be prepaid, and insured in the amount of \$700.

Please find the key to the PROGRAM shipping case attached to this NOTICE.
Keep the key separate from the shipping case

A blank NOTICE is attached for your use when shipping the PROGRAM.
You will ship the PROGRAM to a subsequent presenter (in which case you will be notified by the National Office) or to the National Office ONLY.

SIGNED: DATE:

THE APCO STORY PROGRAM
DATA COLLECTION SHEET

Name: Title:

Address: Telephone:

City: APCO Member?

State: Zip Chapter:

PROGRAM received from: Date:

Condition:

PROGRAM presented to (group, etc. name/description):

Place presented (bldg., city, etc.)

Purpose of Presentation:

.....

Number in audience: Reaction: () poor () good () enthusiastic

Results achieved:

.....

Were PROGRAM issues/acitvities discussed by audience? () YES () NO

List any actions taken as a result of discussion (if none, so state)

.....

Problems encountered in presenting this program (if any):

.....

Do you anticipate using program again within 18 months? () YES () NO

Your own critique of the program:

.....

.....

We desire to update the program. Did any persons in the audience agree to send the National Office, on a loan basis,

any slides, pictures, film and/or tape clips, etc., that might improve the program? () YES — number () NO

List suggestions for additional A/V programs:

.....

THANK YOU!

Please mail this executed DCS to the APCO National Office within 5 days after date of program presentation. If program is being returned to the National Office (you will have been notified otherwise) be sure to INCLUDE THE SHIPPING CASE KEY in the envelope with this DCS.

Data Collection Sheet prepared by: Date:

A GUIDELINE FOR CHAPTER MEETING PROGRAMS

This Guideline is structured on the five (5) Chapter program objectives set forth under Section 3 of this Manual (Meetings). The Guideline's own objective is to aid in preventing Chapter meetings from being meat and eat and nuts and bolts sessions.

- I. Meeting Objective No. 1 is to acquaint the membership with current telecommunications matters which originate within the Chapter chartered area.
 - 1) Status Reports. This is a general orientation session which is participated in by the total membership. Included are 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, chapter activities, etc.
 - a) Contact persons whom you have reason to believe may have some significant information in one or more of the above subjects. Have one or two such persons make a report as a special feature of your program. Choose a controversial subject in order to get the membership in fighting trim for the rest of the meeting.
 - b) A basic human craving has been satisfied by "show and tell" sessions since kindergarden days. Encourage members to reveal what they have encountered or done since the last meeting. But be sure you have a strong moderator in the chair! Things could get out of hand and your meeting schedule ruined.
 - c) Include the disposition of the minutes of your last meeting. Make it short and to the point. If previously distributed, waive the rules and have them accepted as written. Be sure to record the fact that the minutes were sent to the National Office within the required time frame (C, A-I, S-9). Reserve discussions on the minutes for the later business session (Objective No. 5).

- 2) 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.
- a) This subject is too important, complex and specialized to be included as a part of the Status Report. Sadly enough, it is a subject seldom brought up in a meeting of an average APCO Chapter. If APCO is to responsibly represent safety telecommunications for public safety entities and their related interests these matters must be given adequate consideration.
 - b) State government departments responsible for planning and for operation of wide area systems are good sources for program speakers. Don't forget dominant carrier companies, and the new specialized carrier providers.

- 3) Spectrum Management. Frequency as well as system planning coordination are included in this subject. And, don't forget the activities of the local FCC Radio Inspector. Have the Chapter Frequency Coordinator highlight any unusual difficulties he has experienced since his last report. If the Chapter area borders an international boundary find out what problems this may present and allocate them to further study sessions.
- What effects have recent FCC rules changes had 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, etc.?

- a) Some Chapters require frequency coordination applicants to attend Chapter meetings wherein the coordination decisions are made. Other Chapters permit their frequency coordinators to act on such applications as authorized committees of one or more members. Frequency coordination is but a tool of spectrum management, but it is an important tool. The Chapter is responsible for this function and should manage it wisely.
 - b) The Chapters can provide an additional service to its members if it entered upon a course of voluntarily supplying an inter-user system planning coordination function, particularly in the Special Industrial Services channels (EMS).
- 4) Other. Naturally, there are a raft of other telecommunication matters that can be presented and which cannot possibly be included in as sparse a vessel as a guideline. The operating principle to be used in selecting and discussing a subject relating to Objective No. 1 is that its origin be within the chartered area of the Chapter. Providing assistance to its own members in solving their local problems is the most important obligation of a Chapter.

II. Meeting Objective No. 2 is to acquaint the membership with current telecommunication matters which originate at the national level.

- 1) The elements of this objective are handled as are those in Objective No. 1 except that the issues to be considered originate outside of the Chapter chartered area.
- 2) It is here that the resources of the National Association should be brought into play. A beginning point is the Chapter's elected National Executive Committeeman. He is the first point of contact for information about happenings at the Association level. He attends Annual Conferences, he receives copies of the minutes of the Board of Officers and the Executive Committee which report actions taken between meetings, his vote affects decisions regarding grants and studies, appointment of Counsel and Executive Director, etc. Be sure to have him read these minutes at every meeting, and offer his comments on their meanings and worth.

- 3) If your Chapter has a member who belongs to a National Standing Committee, ask him for an activity report. If no actions have been taken or reported, perhaps this is an area to be studied by the Chapter.
- 4) Ask the National Office for information in this Objective category. The Board of Officers, commensurate with financial and time limitations, attempts to send its members as to as many Chapter meetings as possible just for the purpose of making reports on Association activities and participating in Chapter discussions. You never know what you can achieve without making an effort.

III. Meeting Objective No. 3 is to enhance the professional skills of the individual members.

- 1) 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 rather clear cut divisions it can be readily seen that the subjects are probably more suitable for workshop presentations than for general session subjects. Workshops allow the membership to attend those sessions which are of particular interest to the individual.
- 2) There is one particular skill that has an enduring need for enhancement - that of interpersonal communications, or, how to say what you mean and mean what you say, or, how to get the message across. Every opportunity should be explored to have someone expert in these matters address the membership - at general sessions rather than in workshops. Colleges and universities are good sources of speakers. Graduate students will usually appear without remuneration.
- 3) The National Office is a prime source for material which can be used as references in planning and training sessions. It is suggested that the Exhibits section of this manual be examined closely as a means of identifying such material. The APCO planning manuals are particularly recommended. Assign portions of these manuals to members who work in these areas and have them give a series of lectures on the principles of planning. The project office of the National Office will assist you in making this effort.

- 4) Ask the National Office about the details of the APCO Technical Assistance Program. It is possible you can get some direct assistance through these facilities for training of all sorts. Ask for information about how the Kentucky Chapter of APCO developed and implemented a statewide telecommunication plan - at no cost to the Chapter. This is the sort of activity that stimulates a Chapter into an appealing and dynamic force in its area.

IV. Meeting Objective No. 4 is to maintain an awareness of the state of the art.

- 1) The accent in this area is in industry, design, and maintenance.
 - a) Issue a call for technical papers. Select one or two of these which have innovative messages with regard to hardware, design, and application. Ask for presentations which speak to maintenance costs and how such costs are derived, etc. Engineers and technicians deserve equal program time, particularly in the areas of system configurations, tests, implementations, trouble shooting, etc.
 - b) Encourage your hardware and consultant representatives to exhibit their wares and services at your conference. Make special efforts to have smaller suppliers who headquarter in your Chapter area participate in your exhibit and other activities.

V. Meeting Objective No. 5 is to take specific and timely action on these issues requiring resolution.

- 1) Now we get to the business session of the meeting. If the instant meeting program guideline is followed there will without doubt be a number of issues discussed which will require further attention. If answers are found, take action on such judgements - APCO exists to serve, and it can't serve standing still.
- 2) If answers cannot be found, and if more data and consideration are needed, take action by advising the National Office of the circumstances. The Association cannot serve, or learn, if it isn't kept advised. That is why it exists, to provide assistance in matters which are beyond the resources of the Chapters and their members.

3) In particular, if the issue is national in character, let the National Office in on the matter before the Chapter may decide 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, in the long run, if the Association is already working to act in the matter and assures you that your concern will be expressed, then you have saved a lot of time and effort and assist the Association in speaking for you in a more knowledgeable and effective manner.

Chapters are encouraged to obtain copies of the Kentucky Chapter SCLEPTEL plan for all telecommunications within that state. Included in their objectives are training and grant management under authority of an administrative order by the Governor. The Kentucky Chapter now had the power and ability to prove the worth of APCO membership. Contact Mr. Jack Sharp, EOSS, State Office Bldg. Annex - 2nd Floor, Frankfort, KY 40601 for more information, or write to the National Office. The Association can definitely assist you, through its Technical Assistance program and its management capabilities, to aid your members individually and the Chapter as a whole in these important matters.

APCO FACTS

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

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

APCO publishes on a monthly basis the oldest public safety telecommunication journal, the APCO BULLETIN, for the benefit of those concerned with telecommunications in the Law Enforcement, Fire, Highway Maintenance, Civil Defense, Forestry-Conservation, Emergency Medical, and Local Government Radio Services.

APCO annually holds the largest public safety radio conference in the world. APCO's 33 chapters throughout the country meet regularly at the local level. Trade shows are held in conjunction with these meetings featuring seminars and workshops in areas of radio service and job function.

APCO is recognized by the FCC as frequency coordination body for the Police and Local Government Radio Services. APCO retains a Washington, D.C., legal firm which is licensed to appear before the FCC. APCO regularly participates in FCC proceedings having potential impact upon Public Safety Radio Services 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 among other such publications as *The Public Safety Standard Operating Procedure Manual*, *Police Telecommunication Systems*, *State Comprehensive Law Enforcement Planning for Telecommunications Manual*, and for the results of national surveys of public safety telecommunication systems. APCO is presently actively pursuing the second phase of a multi-year study into the effectiveness of automatic trunking techniques as they may be applied to Public Safety Radio Services systems. APCO has also embarked upon a program of technical assistance to state and local levels of government.

Ω



**APPLICATION
FOR MEMBERSHIP
IN THE ASSOCIATED PUBLIC-SAFETY
COMMUNICATIONS OFFICERS, INC.**

CHAPTER _____

NAME _____

MAILING ADDRESS _____

(City) _____ (State) _____ (Zip Code) _____

TELEPHONE _____
(Area Code) _____

OCCUPATION _____

TITLE _____

EMPLOYER _____

ADDRESS _____

(City) _____ (State) _____ (Zip Code) _____

NATURE OF DUTIES _____

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

Bill me () Bill dept. () Funds attached ()

CLASS OF MEMBERSHIP APPLIED FOR:

- | | |
|--------------------|-------------------|
| (1) Active () | (2) Eng/Tech () |
| (3) Operator () | (4) Retired () |
| (5) Commercial () | (6) Associate () |

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 _____

WHO RECOMMENDED APCO TO YOU? _____

DATE _____

—◆◆◆—
Please send application to the Chapter named above, or to:
APCO, P.O. Box 669, New Smyrna Beach, Florida 32069
(904) 427-3461 or 427-3462

WELCOME!

**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.

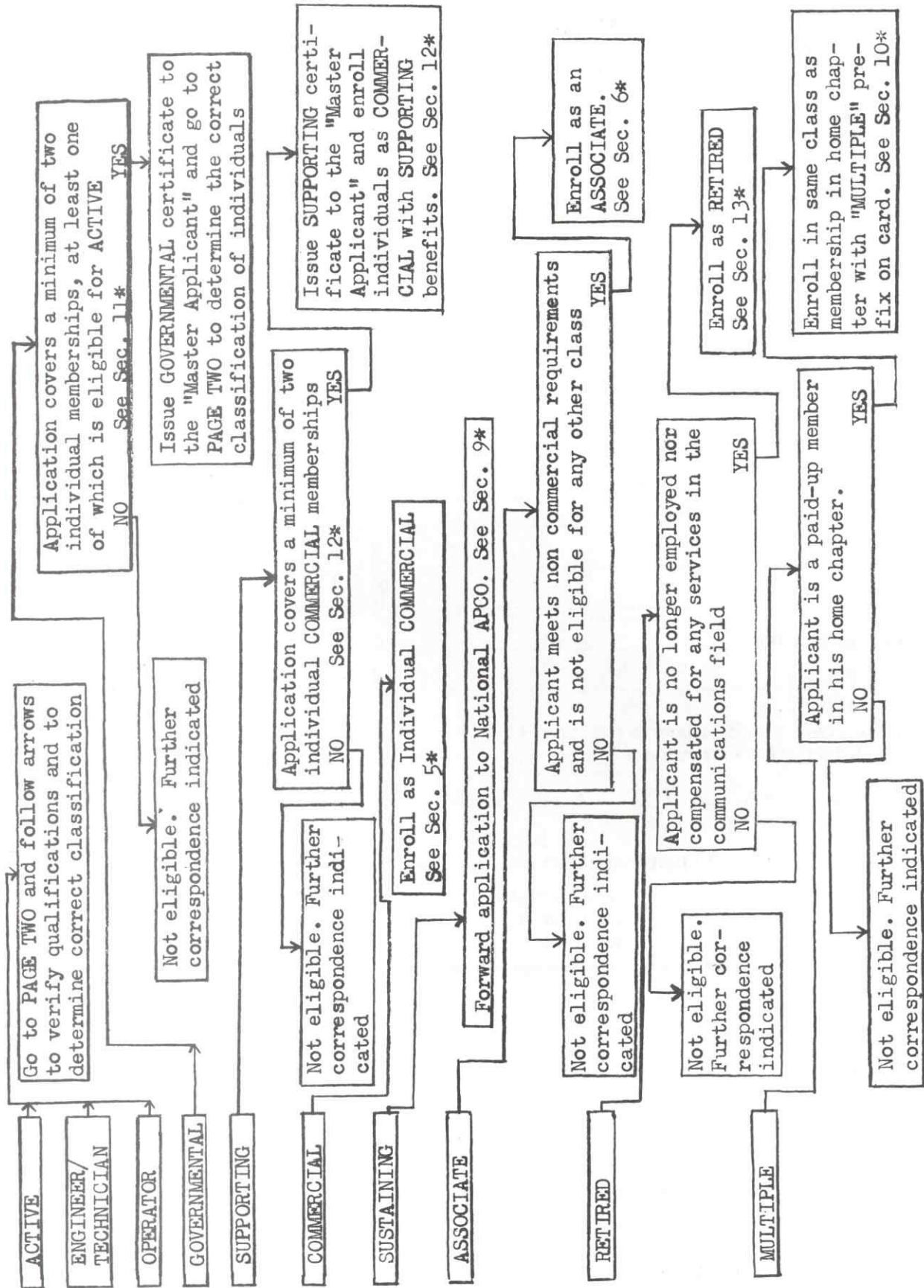
(4) **RETIRED:** Those former members of this Association of any class who have fully retired from their former occupational positions and are no longer in any manner compensated for current services of any type in the field of commercial, private or public communications.

(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.

THANK YOU!

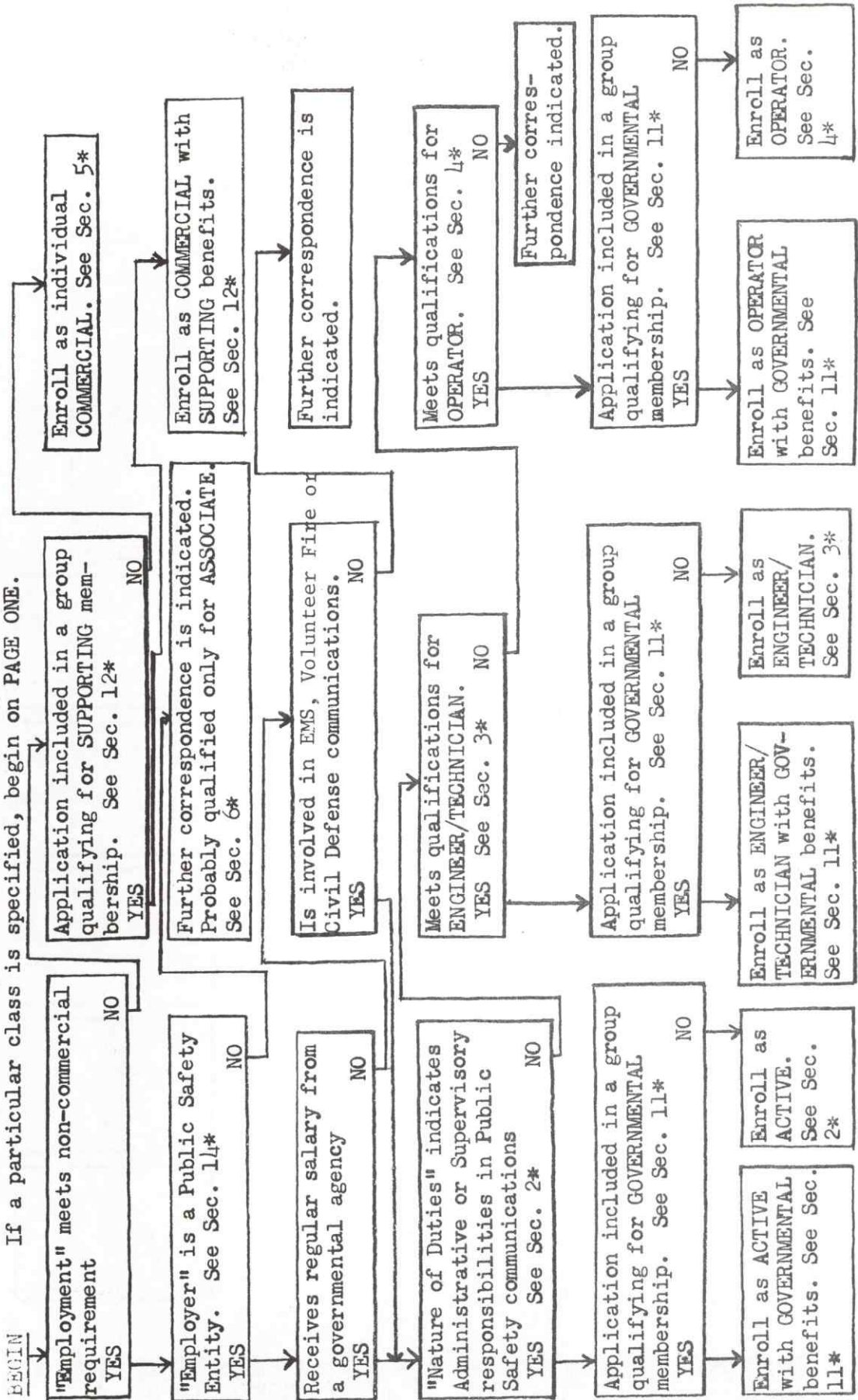
If a particular class of membership is applied for, begin at appropriate block in left hand column. If class not specified, begin on PAGE TWO.



* indicates reference to appropriate Section of Article II of National APCO Constitution

MEMBERSHIP CLASSIFICATION PERT CHART - PAGE TWO

If class of membership is not specified, begin at top block in left hand column.
 If a particular class is specified, begin on PAGE ONE.



* indicates reference to appropriate Section of Article II of National APCO Constitution.



Associated Public-Safety Communications Officers, Inc.

CHAPTER _____

This Certifies that _____ is a duly enrolled

ACTIVE MEMBER

of the Associated Public-Safety Communications Officers, Incorporated, dedicated to the furtherance of the Art of Public-Safety Communications, and is entitled to all the rights and privileges of the Constitution and By-laws for the years validated below

--	--	--	--	--

APCO, Inc.

Secretary



Associated Public-Safety Communications Officers, Inc.

CHAPTER _____

This Certifies that _____ is a duly enrolled

OPERATOR MEMBER

of the Associated Public-Safety Communications Officers, Incorporated, dedicated to the furtherance of the Art of Public-Safety Communications, and is entitled to all the rights and privileges of the Constitution and By-laws for the years validated below

--	--	--	--	--

APCO, Inc.

Secretary



Associated Public-Safety Communications Officers, Inc.

CHAPTER

This Certifies that _____ is a duly enrolled

COMMERCIAL MEMBER

of the Associated Public-Safety Communications Officers, Incorporated, dedicated to the furtherance of the Art of Public-Safety Communications, and is entitled to all the rights and privileges of the Constitution and By-laws for the years validated below

--	--	--	--	--

APCO, Inc.

Secretary



Associated Public-Safety Communications Officers, Inc.

CHAPTER _____

This Certifies that _____ is a duly enrolled

ENGR/TECH MEMBER

of the Associated Public-Safety Communications Officers, Incorporated, dedicated to the furtherance of the Art of Public-Safety Communications, and is entitled to all the rights and privileges of the Constitution and By-laws for the years validated below

APCO, Inc.

Secretary _____



Associated Public-Safety Communications Officers, Inc.

CHAPTER _____

This Certifies that _____ is a duly enrolled

RETIRED MEMBER

of the Associated Public-Safety Communications Officers, Incorporated, dedicated to the furtherance of the Art of Public-Safety Communications, and is entitled to all the rights and privileges of the Constitution and By-laws for the years validated below

--	--	--	--	--

APCO, Inc.

Secretary _____



Associated Public-Safety Communications Officers, Inc.

CHAPTER

This Certifies that _____ is a duly enrolled

ASSOCIATE MEMBER

of the Associated Public-Safety Communications Officers, Incorporated, dedicated to the furtherance of the Art of Public-Safety Communications, and is entitled to all the rights and privileges of the Constitution and By-laws for the years validated below

--	--	--	--	--

APCO, Inc.

Secretary



Associated Public-Safety Communications Officers, Inc.

CHAPTER

This Certifies that _____ is a duly enrolled

CHAPTER HONORARY MEMBER

of the Associated Public-Safety Communications Officers, Incorporated, dedicated to the furtherance of the Art of Public-Safety Communications, and is entitled to all the rights and privileges of the Constitution and By-laws for the years validated below

--	--	--	--	--

APCO, Inc.

Secretary

Associated Public-Safety Communications Officers, Inc.

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

PRESIDENT
HENRY L. CRUTCHER

TELECOMMUNICATIONS SYSTEMS MANAGER
POST OFFICE BOX 2390
SACRAMENTO, CALIFORNIA 95811

PRESIDENT-ELECT
RUSSELL V. ROBINSON

1300 BEAUBIEN STREET
DETROIT, MICHIGAN 48226

FIRST VICE-PRESIDENT
JOSEPH W. GALLELLI

NEW YORK STATE POLICE
STATE CAMPUS BUILDING NO. 22
ALBANY, NEW YORK 12226

ERNEST J. LANDREVILLE

EXECUTIVE DIRECTOR

POST OFFICE BOX 669
105½ CANAL STREET
NEW SMYRNA BEACH, FLORIDA 32069
904-427-3461

SECOND VICE-PRESIDENT
CRAIG M. JORGENSEN

TELECOMMUNICATIONS COORDINATOR
DEPARTMENT OF TRANSPORTATION
DEPARTMENT OF PUBLIC SAFETY
505 STATE OFFICE BUILDING
SALT LAKE CITY, UTAH 84114

1981 NATIONAL CONFERENCE CHAIRMAN

WILLIAM D. WILDER

3528 GENTIAN BOULEVARD, APT. B-3
COLUMBUS, GEORGIA 31907

1982 NATIONAL CONFERENCE CHAIRMAN

THOMAS P. POMEROY

14104 S.W. 42nd TERRACE
MIAMI, FLORIDA 33175

September 22, 1980

M E M O

TO: Chapter Presidents and Secretaries

FROM: *dm* Donald H. Moore, Comptroller

SUBJECT: New Member Processing by National Office

In the Chapter Officers Workshop at the National Conference, it was proposed that the National Office process new memberships for those Chapters that would like this service.

Accordingly, we are offering to process all new memberships for your Chapter for the dues year 1981. This will include billing and mailing membership cards and certificates directly to the member. Since some Chapters do not accept new members until they are approved either at a Chapter meeting, by committee or in some other manner, we are offering a choice of the two following programs:

PROGRAM A - All new applications will be reviewed by National Office staff. If the information contained in the application indicates qualification for membership, the application will be processed and the member will be properly notified.

PROGRAM B - For those Chapters that desire to approve new applications before they are processed, a copy of the application will be mailed to the Chapter Secretary and Chapter President. The application will then be processed after receiving approval from the Chapter or after a period of time has elapsed, such as two weeks, if notification of disapproval is not received.

The above information is presented as the simple basics and further information and instructions will be forwarded later. In all cases the original application will be sent to the Chapter Secretary after processing.

IV-80

Chapter Presidents and Secretaries
Page 2
September 22, 1980

So that we will have some idea of what to plan for, would you please indicate your Chapter's preference by signing on the appropriate line below, and returning this form as soon as possible. Whatever the choice, it will not be binding and can be changed at any time upon notification.

_____ Chapter chooses Program A - signed _____
_____ Chapter chooses Program B - signed _____
_____ Chapter does not wish to participate - Signed _____

Associated Public-Safety Communications Officers, Inc.

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

PRESIDENT

HENRY L. CRUTCHER

TELECOMMUNICATIONS SYSTEMS MANAGER
POST OFFICE BOX 2390
SACRAMENTO, CALIFORNIA 95811

PRESIDENT-ELECT

RUSSELL V. ROBINSON

1300 BEAUBIEN STREET
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EXECUTIVE DIRECTOR

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105 1/2 CANAL STREET
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904-427-3461

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3528 GENTIAN BOULEVARD, APT. B-3
COLUMBUS, GEORGIA 31907

1982 NATIONAL CONFERENCE CHAIRMAN

THOMAS P. POMEROY

14104 S.W. 42nd TERRACE
MIAMI, FLORIDA 33175

Your Chapter has chosen to have new membership applications for 1981 processed by the National Office under Program A as presented in our memo dated September 22, 1980. Under this program qualified members will be processed without prior approval from the Chapter and the following procedures will be used.

Applications received with dues payment will be processed immediately, with notification being sent to the member. Applications received without payment will be invoiced and processed upon receipt of payment. Membership cards will be computer printed on a monthly basis, and the card and membership certificate will be mailed directly to the new member.

The Chapter portion of dues for both new and renewal payments will be sent to the Chapter Secretary with the collection report each month. All original applications for the new members will also accompany this report.

Enclosed is a supply of membership certificates. Please sign and return these certificates as soon as possible so that they will be available for distribution to the new members of your Chapter.

Any applications received by you should be sent to this office for processing as soon as possible.

Please call if you should have any questions.

Sincerely,



Donald H. Moore
Comotroller

cc: Chapter President

Enclosure

IV-82

Associated Public-Safety Communications Officers, Inc.

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

PRESIDENT

HENRY L. CRUTCHER

TELECOMMUNICATIONS SYSTEMS MANAGER
POST OFFICE BOX 2390
SACRAMENTO, CALIFORNIA 95811

PRESIDENT-ELECT

RUSSELL V. ROBINSON

1300 BEAUBIEN STREET
DETROIT, MICHIGAN 48226

FIRST VICE-PRESIDENT

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ERNEST J. LANDREVILLE

EXECUTIVE DIRECTOR

POST OFFICE BOX 669
105 1/2 CANAL STREET
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904-427-3461

SECOND VICE-PRESIDENT

CRAIG M. JORGENSEN

TELECOMMUNICATIONS COORDINATOR
DEPARTMENT OF TRANSPORTATION
DEPARTMENT OF PUBLIC SAFETY
505 STATE OFFICE BUILDING
SALT LAKE CITY, UTAH 84114

1981 NATIONAL CONFERENCE CHAIRMAN

WILLIAM D. WILDER

3528 GENTIAN BOULEVARD, APT. B-3
COLUMBUS, GEORGIA 31907

1982 NATIONAL CONFERENCE CHAIRMAN

THOMAS P. POMEROY

14104 S.W. 42nd TERRACE
MIAMI, FLORIDA 33175

Your Chapter has chosen to have the new membership applications for 1981 processed by the National Office under Program B as presented in our memo dated September 22, 1980. Under this program, applications for membership will be processed after receiving notice of approval from your Chapter or after a period of time if no notice is received. The following procedures will be used in this program.

Copies of applications received at this office will be sent to both the Chapter Secretary and the Chapter President with a request for notice of approval or disapproval. After receiving approval from either officer, the applicant will be placed on the membership roster, if dues payment accompanied the application, or an invoice will be mailed and the membership will be processed upon receipt of payment. If, within thirty days from the date the application was sent to the Chapter officers, no notice of approval or disapproval has been received the application will be processed.

Membership cards will be computer printed on a monthly basis, and the card and membership certificate will be mailed directly to the new member.

The Chapter portion of dues for both new and renewal payments will be sent to the Chapter Secretary with the collection report each month. All original applications for the new members will also accompany this report.

Enclosed is a supply of membership certificates. Please sign and return these certificates as soon as possible so that they will be available for distribution to the new members of your Chapter.

Please call if you should have any questions.

Sincerely,



Donald H. Moore
Comptroller

cc: Chapter President

IV-83

INSTRUCTIONS FOR NEW MEMBER REPORTS

(FORM M-1)

This form is to be used by those Chapters not participating in the National Office new member Processing Program.

After completing the heading with Chapter name, date, report number, and page number of this report, the following information should be listed:

1. Name and Address - List name and address to which the BULLETIN is to be mailed. Please limit the address portion to no more than 3 lines. Zip codes are especially important.
2. Membership Code - This is the seven-character code which indicates region, Chapter, membership class, and year dues paid. Refer to your computer printout code. Example: a new active member for Atlantic Chapter in 1981 would be coded EC-AT-AC-1. The letters "EC" indicate East Coast region, "AT" indicates Atlantic Chapter; "AC" indicates Active Member; "1" indicates member paid for dues year 1981.
3. Billing Information:
 - (A) National Dues - List the amount of the National Association portion of the total annual dues for each member. Example: if your Chapter charges \$30.00 for Active Members, the Association portion of \$25.00 will be written in this column.
 - (B) Chapter Dues - List the amount of the Chapter portion of the total annual dues for each member. Example: if your Chapter charges \$30.00 for Active Members, the Chapter portion of \$5.00 will be written in this column.
 - (C) Bill To Code - This information should be noted only if the membership dues are to be billed to an agency or address other than that listed in Item #1. If this Bill To address has not been previously submitted, assign the next Bill To number of your Chapter to this address and attach this information to the report.
4. Dues Remitted to National Office - List the amount of dues enclosed for the member with this report.
5. Remarks - List any information which you feel might be pertinent.
6. Total Dues This Page - List the total dues enclosed for members listed on this page of the report.
7. Total Dues This Report - List on the last page of this report the total dues enclosed for all pages of this report.
8. Submitted By - List the name of the person who submitted this report.

NEW MEMBER REPORT

Chapter Date Report No. Page No.

Name and Address	Membership Code	Billing Information			Dues remitted to N.O.			Remarks
		National Dues	Chapter Dues	Bill to Code	Nat'l Portion	Chapter Portion	Total Amount	
	(2)	(A)	(B)	(C)				(5)
Report submitted by: (8)								
Total dues this page (6)								
Total dues this report (7)								

INSTRUCTIONS FOR
MEMBER INFORMATION CHANGE REPORT

(FORM M-2)

After completing the heading with Chapter name, date, and name of person submitting the report, complete the form with the following information as it applies:

- A. Items #1 and #2 must be completed on all change reports.
1. Member Number - List the complete account number assigned to the member on the Chapter membership roster.
 2. Name - List the member's full name.
- B. Complete only those items in #3 through #5 in which a change is to be made, listing the present information on the Chapter membership roster in the "From" column, and the new information in the "To" column.
3. Membership code - This is to be used for a correction or change in the membership code.
 4. Name - This is to be used only if the member name on the Chapter membership roster is incorrect. For a transfer of membership, the present name should be deleted or made inactive, as instructed in Items #6 and #7. The new member should then be reported on Form #M-1, "New Member Report."
 5. Address - List the complete old address in the "From" column, and the complete new address in the "To" column. ZIP CODES ARE VERY IMPORTANT.
- C. To remove the member's name from the Chapter membership roster, check the box in either Item #6 or #7.
6. Delete - If this box is checked, the member information will be deleted from the computer, and will not appear on any future reports of any kind.
 7. Change to Inactive - If this box is checked, the member will be removed from the Chapter membership roster and from the BULLETIN mailing list, but will be available for any special purposes such as Conference mailings.
 8. Billing Information - To change or add information for dues invoicing, merely list the new information under the proper headings. It is not necessary to list the old information if there was any.
 9. Remarks - List any information which you feel might be pertinent.

MEMBER INFORMATION CHANGE

Chapter _____ Date _____ Submitted by _____

Member Number (1) Name (2)

CHANGE	FROM	TO	Change Status
Membership Code	(3)		Delete
Name	(4)		(6) <input type="checkbox"/>
Address	(5)		Change to Inactive
			(7) <input type="checkbox"/> Code W

BILLING INFORMATION: (8) National Dues Chapter Dues Bill to Code

REMARKS: (9)

INSTRUCTIONS FOR
MEMBERSHIP RENEWAL REPORT

(Form M-3)

This form is to be used only by those chapters that are not participating in the Central Billing Program. The purpose of this form is to report those members who have paid their membership dues for the current year.

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- List the computer account number assigned to the member on the chapter membership roster.
2. Name- List the member's full name.
3. Member Class- List the member class using the two character designation on the chapter membership roster. EX: "AC" for Active.
4. National Dues Enclosed - List the amount of the National Association portion of the membership dues enclosed with the report.
5. Remarks- List any information which you feel might be pertinent.
6. Total Dues This Page -List the total dues enclosed for members listed on this page of the report.
7. Total Dues This Report- List on the last page of this report the total dues enclosed for all pages of this report.
8. Submitted By- List the name of the person who submitted this report.

MEMBERSHIP RENEWAL REPORT

Chapter _____ Date _____ Report No _____ Page No _____

Member Number	Name	Member Class	National Dues Enclosed	Remarks
①	②	③	④	⑤

<u>Total Dues This Page</u>	⑥	Submitted by:
<u>Total Dues This Report</u>	⑦	

⑧

CENTRAL BILLING PROGRAM

The Central Billing Program, through use of the computerized mailing list, invoices the membership dues, either directly to the member or to any other designated individual, business or government agency. When the invoices are generated an invoice register is also prepared for the chapter secretary showing the pertinent information. Dues payments, which are requested to be sent to the National Office, are recorded on a monthly collection report which is sent to the chapter secretary with payment of the chapter portion of the dues. Membership cards are mailed directly to the member.

This program relieves the secretary and/or treasurer of the chores of preparing and mailing invoices, recording receipts, preparing and mailing membership cards and reporting payments to the National Office. It also relieves the chapter of the postage expense involved in those procedures.

The Central Billing Program is available to all chapters at no cost to the chapter.

To take advantage of this program the only requirement is a letter from the chapter president stating that the chapter has elected to use the program. Any other information will be furnished upon request.



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 NATIONAL APCO

OFFICES HELD:

TIME FOR TRAVEL

SECRETARIAL HELP



ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.
NOTICE OF FREQUENCY COORDINATOR CHANGES OR ADDITIONS

TO: Federal Communications Commission and other groups of persons concerned.

DATE:

Please list the following as..... Coordinator
(regular, alternate)

for the of APCO. This appointee will be concerned
primarily with the area.
(state, states, or other geographical area description)

Primary functioning will be in the Police Radio Services, but assistance will be provided where possible
in Local Government, Public Safety Services in general, and other areas which can affect the Police
Radio Service and its licensees.

NAME

TITLE

MAIL ADDRESS

.....

.....

ZIP CODE..... TELEPHONE

SIGNED
(Chapter Secretary)

SIGNED
(APCO National Frequency Advisory Committee Chairman)

BONDS

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

It is believed that the cost of this security for two officers would cost less than \$20 per year in coverage amounts of up to or exceeding ten thousand dollars.

Call your insurance broker for information in this matter.

IV-93

10/19/79

CHAPTER INCORPORATION

Those chapters wishing to incorporate, or to consider the merits of incorporation, should request the APCO CHAPTER INCORPORATION INFORMATION document. This document, as a membership benefit, is free.

This document 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 at law be retained for purposes of incorporation. The incorporation information document should prove useful to the chapter in this matter, and may reduce the amount of time the attorney applies to the task. It may also minimize complications in the application process.

Legal fees vary considerably from state to state. It is estimated the average fee will be approximately \$300 for this service. The Chapter Incorporation Information Document may aid in keeping this cost at a reasonable level.



DATE

TO: Executive Director APCO

FROM: Secretary Chapter

This is to advise that at an election held on
the below listed Chapter officers were elected to serve from
to

PRESIDENT:
(name)
.
(address)
.
(address)
.
(telephone #)

SECRETARY:
(name)
.
(address)
.
(address)
.
(telephone #)

NATIONAL
EXECUTIVE
COMMITTEEMAN:
(name)
.
(address)
.
(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 32069.)



