

**SOUTH CAROLINA
CHAPTER**

CONSTITUTION

AND

BY-LAWS

ASSOCIATION OF PUBLIC-SAFETY COMMUNICATIONS

OFFICIALS -INTERNATIONAL, INC.

Chartered May 9, 1979

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South Carolina Chapter of APCO

A group of individuals from South Carolina met with a representative from the National Association of Public-Safety Communications Officials ¹ (APCO), on November 9, 1978 for the purpose of forming an APCO Chapter in South Carolina. These first members were dedicated to fulfilling the purpose of APCO for the interested people of South Carolina.

A set of "laws", or a charter, is the beginning point for any organized group. On January 1, 1979, Resolution No. SC-1, the Petition for Charter was filed with National APCO. The Charter along with an APCO banner was presented at the East Coast Regional Conference in Williamsburg, Virginia, in May of 1979. On May 9, 1979, the South Carolina Chapter of APCO was officially established.

This manual contains the Constitution and By-Laws of the South Carolina Chapter of APCO. The original Constitution and By-Laws of the Chapter was adopted at the second organizational meeting on January 9, 1979. These two documents along with APCO International's Constitution and By-Laws are what give this Chapter the order and direction it needs to operate effectively. These documents can be likened to an instruction book that guides the performance and duties of the Chapter.

APCO International requires that it and its Chapters operate in accordance with both these documents. The Constitution is the enduring instrument that defines the Association. The By-Laws spell out how the provisions of the Constitution are to be carried out and by whom. The Constitution and By-Laws can be amended to meet the continued change of the Chapter, although the By-Laws may be changed more frequently. The requirements set forth within the Constitution and By-Laws of the South Carolina Chapter are equally applicable to all officers and members of the Chapter. As such, they cannot be changed by a single segment of the Association. Only the Quorum that established the Constitution and By-Laws can change them.

Familiarization of the Constitution and By-Laws of the South Carolina Chapter of APCO is an essential function of the Chapter's officers. These are the governing instruments they must follow to lead the membership. It is also equally important for each member of the Chapter to be familiar with the Constitution and By-Laws. These documents will help each of them accomplish the business of the Association in a manner that is beneficial to the Chapter and APCO International.

South Carolina Chapter urges each member to take an active and interested part in the Chapter and utilize the Constitution and By-Laws of the South Carolina Chapter to fulfill the intentions first established in 1979.

¹ *This organization is commonly known of the Association of Public-Safety Communications Officials International, Inc.*

**SOUTH CAROLINA CHAPTER
OF
ASSOCIATION OF PUBLIC-SAFETY COMMUNICATIONS
OFFICIALS INTERNATIONAL, INC.**

CONSTITUTION

South Carolina Chapter of APCO

CONSTITUTION

Article I Name, Chapter Limits and Purpose

Section 1. Name

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

Section 2. Chapter Limits

The South Carolina Chapter is authorized by its charter, issued May 9, 1979, by APCO International, Inc., the geographical area included within this Chapter shall be the State of South Carolina.

Section 3. Purpose

- 3.1 To support the ideals, create interest in and foster expansion of APCO International.
- 3.2 To foster the development and progress of the art of public safety communications and inter-community, and to promote, through example, active effort, research, planning, and training, greater cooperation in the correlation of the work and activities of the several towns, cities, counties, state and federal public safety agencies, and of the communications units thereof, as well as to promote harmonious cooperation between those agencies of the United States of America and other such agencies upon the North America continent, to the end that the safety of human lives, the protection of property, and the general welfare of all people may be benefited to the highest degree.
- 3.3 To aid in the development of channels, methods, systems, and all other media for the rapid and accurate collection, 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 with 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 and intent of its Constitution and By-Laws, which are now, and may later be, in effect. Membership in the Chapter shall be of such classification and having such rights, requirement, privileges and restrictions so as to be in keeping with the purpose and intents of APCO International.
- 3.8 To make formal petitions, by way of resolutions in proper format, and following established requirements, as such time as it is felt that changes are needed in the Constitution and/or By-Laws of APCO International.
- 3.9 To encourage participation in the affairs of APCO International by the authorized Chapter Delegates to the APCO International Executive Committee through financial assistance to offset part of the expenses involved in attending the APCO Conferences.
- 3.10 To abide by the provisions and requirements of the APCO International Constitution and By-Laws, which shall take precedence in all matters and questions in this chapter.

Article II Membership

Section 1. Membership Requirements

Membership in the Chapter shall be open to all persons of good character who meet the Membership requirements of this Constitution and By-Laws adopted pursuant thereto. Voting privileges shall be limited to certain Membership classifications which are specified in Section 5 - Voting Privileges.

Section 2. Classification

2.1 The Membership of this Chapter shall be divided into the Member categories as set forth in the APCO International Constitution and By-Laws, and other classifications as may be described here, as long as those other classifications do not conflict with the classifications set forth in the APCO Constitution and By--Laws.

2.2 The Membership of this Chapter shall be divided into the following classes:

- Active;
- Engineer/Technical;
- Operator;
- Commercial;
- Associate;
- SC Chapter Life Member;
- Chapter Honorary;
- Retired; and
- Multiple.

2.3 This Chapter also recognizes the following classes as defined in the APCO International Constitution:

- Life
- Governmental
- Sustaining
- Supporting Members

Section 3. Multiple Memberships

Members 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 APCO International pertaining to this classification.

Section 4. Changes in Membership Qualifications

Should the status of any Member change so as to effect their Membership qualifications, they shall automatically contact the Chapter Secretary and APCO International to have their Membership classification changed to conform to the new qualifications.

Section 5. Voting Privileges - Qualifying Members

Members qualifying for voting privileges in this Chapter shall be as follows:

- 5.1 Active Members may vote on all matters brought before this Chapter and/or APCO International.
- 5.2 Only Active Members may vote on APCO International items.
- 5.3 Other Member classifications that may vote on any item directly affecting the state Chapter are as follows:
 - Engineer/Technician;
 - Operator.

Section 6. Member Descriptions and Qualifications

6.1 Active Member

- 6.1.1 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 employed full time and salaried by a Federal, State, County, or Municipal Government.
- 6.1.2 Administrative and supervisory personnel responsible for communications in volunteer, or non-governmental salaried organizations, which are public safety oriented, specifically Emergency Medical Service and Emergency Management agencies, provided no other employment of such personnel violates the commercial restrictions of the section.
- 6.1.3 Active Members, *only*, may vote or hold elective office, and shall be the ruling body of this Chapter.
- 6.1.4 No person shall be eligible for Active Membership under any portion of this section that engages in the commercial manufacture, lease, or sale of public safety communications equipment.

6.2 Engineer/Technician Member

- 6.2.1 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.
- 6.2.2 Non-supervisory persons responsible for the designing, construction, installation and/or maintaining communications equipment in volunteer, or non-governmental salaried organizations which are public safety oriented, specifically Emergency Medical Services and Emergency Management agencies, provided no other employment of such personnel violates the commercial restrictions of the section.
- 6.2.3 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 APCO International Constitution and By-Laws. They may otherwise enjoy all benefits of this Chapter.
- 6.2.4 No person shall be eligible for Engineer/Technician Membership under any portion of the section who engages in the commercial manufacture, lease, or sale of public safety communications equipment.
- 6.2.5 Those persons who maintain their Engineer/Technician Membership for a minimum period of two (2) years are eligible to be transferred into the Active Membership classification upon payment of Active Member dues.
- 6.3 Operator Member
 - 6.3.1 Non-supervisory persons who are employed full time by public safety organizations to operate communications equipment for the purpose of dispatching information.
 - 6.3.2 Non-supervisory persons responsible for the operation of communications equipment in volunteer, or non-governmentally salaried organizations that are public safety oriented, specifically Emergency Medical Service and Emergency Management agencies, provided no other employment of such personnel violates the commercial restrictions of the section.
 - 6.3.3 Operator Members may not vote or 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 APCO International Constitution and By-Laws. They may otherwise enjoy all benefits of this Chapter.

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

6.3.5 Those persons who maintain their Operator Membership for a minimum period of two (2) years are eligible to be transferred into the Active Membership classification upon payment of Active Member dues.

6.4 Commercial Member

6.4.1 Commercial Members are any individual or employee of a company who 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 be used by public safety entities.

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

6.4.3 Commercial Members may not vote or hold office, but may serve on Special Committees.

6.5 Associate Member

6.5.1 An Associate Member is a classification for those persons not eligible for, or restricted to, other classes of Membership provided for in this Constitution.

6.5.2 Associate Members may not vote or hold office, but may serve on Special Committees.

6.6 SC Chapter Life Member

6.6.1 The SC Chapter Life Member is a designation added to the member's current membership category title, which can change during the course of the member's career, based upon one's current employment status (e.g. Chapter Active Life Member, Chapter Commercial Lifetime Member, etc.)

6.6.2 The SC Chapter Life Member status shall only be recognized by the South Carolina Chapter of APCO.

6.6.3 This honor shall be bestowed in the following manner:

6.6.3.1 An Active Member of the South Carolina Chapter shall initiate a nomination for designation of SC Chapter Life Member.

6.6.3.2 The nomination shall be forwarded to the Chapter President.

- The nomination shall be in the form of a cover letter together with a completed copy of the SC CHAPTER LIFE MEMBER NOMINATION FORM contained in this section. The nomination may contain additional supporting documentation.
- The Chapter President shall receive the nomination by May 1st; the nomination will be considered at that year's Annual Conference.
- Upon receipt of the nomination, the Chapter President shall appoint a temporary Credentials Committee and shall forward the nomination to that Credentials Committee for review of compliance with all applicable requirements.

6.6.4 The Credentials Committee shall forward its findings and recommendations to the Executive Board for review no later than May 15th of the calendar year of the Annual Conference at which the nomination is to be considered.

6.6.5 The Executive Board shall review the recommendation by the Credentials Committee for compliance with all applicable requirements.

- In the event the Executive Board finds that the nominee satisfies all of the applicable criteria, then it shall vote on the acceptance of the proposed SC Chapter Life Member's nomination to be sent for a majority vote by the membership. If the nomination is ratified, it shall be forwarded to the Chapter Secretary to complete the documentation listed in 6.6.7.
- In the event the Executive Board finds that the nominee does not satisfy all of the applicable criteria but also finds that a special circumstance exists, the nomination will be brought before the membership at the Spring Business Meeting for a majority vote.
- In the event the Executive Board finds that the nominee does not satisfy all of the applicable criteria and no special circumstance exists, then the nominating member shall be notified that the nomination has been rejected along with a statement of deficiencies.

6.6.6 The final vote to validate the proposed SC Chapter Life Member shall be considered at the Fall Business Meeting held at the annual conference. Approval of the nomination shall require a majority affirmative vote.

6.6.7 The award shall be recognized as follows:

- Provided the Executive Board ratifies the nomination, then the Chapter Secretary shall cause a congratulatory letter to be prepared and sent to the member not later than June 30th of the calendar year of the Annual Conference at which the nomination is to be considered. A copy of the letter shall be forwarded to the Chapter President for information purposes.
 - The letter shall notify the member of their nomination for designation of SC Chapter Life Member and that the nomination will be considered at the Fall Business Meeting.
 - The letter shall include an invitation for the member to attend the conference along with an explanation of the events that will occur.
 - The letter shall also state that, subject to approval of the nomination, the member will receive the formal presentation of the award at the Closing Ceremonies.

6.6.8 Provided the Executive Board ratifies the nomination, the Chapter shall grant the member a complimentary full registration for the Annual Conference, but shall not otherwise reimburse the member for any expenses.

6.6.9 Provided the membership majority approves the nomination, the Chapter President shall present an appropriate plaque and a SC Chapter Life Member pin during the Closing Ceremonies held in conjunction with the Annual Conference at which the SC Chapter Life Member designation was approved.

6.6.10 Provided the membership majority approves the nomination, the Chapter Secretary shall update the membership database to reflect the new designation.

6.6.11 Retired SC Chapter Life Members or those Life Members not associated with an agency may not vote and may not hold office but may serve on special committees.

6.7 Chapter Honorary Member

6.7.1 This honorary designation is reserved for those persons who are not otherwise Members of this association, including those who are retired due to age or physical disability, who have made significant

contributions 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.
- B. The Chapter Quorum during the same Fall Conference shall approve the recommendation by a majority vote.

6.7.2 The term of this recognition shall be for a period of one (1) year, but may thereafter be reinstated year by year at the pleasure of the quorum.

6.7.3 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 APCO International.

6.8 Retired Member

6.8.1 Any former Member of APCO, in any class, who has fully retired from his former, regular occupation 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.

6.8.2 Retired Members may not vote or hold office, but may serve on Special Committees.

6.9 Multiple Member

6.9.1 A paid-up Member of another Chapter, in any class, who wishes to affiliate with this Chapter as provided for by APCO International.

6.9.2 Their membership in this Chapter shall be in the same classification as that held in his home Chapter and they shall be issued a Membership card identical to the one issued by their home chapter except that the word *multiple* shall be entered as a prefix to the Membership classification.

6.9.3 Their Membership in the Chapter shall not be reported to APCO International. Only this Chapter's portion of dues shall be collected; this Chapter, as provided for by APCO International, shall retain that portion of dues.

6.10 Life Member

6.10.1 Any regular Member of APCO who has made significant contribution beyond the normal call of duty toward the successful attainment of the objective of APCO at the National level shall be eligible for Life Membership.

6.10.2 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 APCO International, and the subsequent confirmation by a majority vote of the quorum of an Annual National Conference.

6.10.3 The title of *Life*, when bestowed, shall be in addition to the regular Membership title of the Member, and they shall enjoy all privileges of his their regular Membership classification and shall be exempt from payment of any dues at the Chapter of National levels.

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

6.11 Government Member

6.11.1 This classification is defined in the Constitution of APCO International.

6.11.2 This individual Member 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 APCO International.

6.12 Sustaining Member

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

6.12.2 This chapter shall recognize and extend hospitality to any such Member(s) so designated by APCO International.

6.12.3 Sustaining Members may not vote or hold office, but may serve on Special Committees.

6.13 Supporting Member

6.13.1 This classification is defined in the Constitution of APCO International.

6.13.2 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 by APCO International.

6.13.3 The individual Member of a Supporting Membership group may not vote or hold office, but may serve on Special Committees.

6.14 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 (6) months thereafter.

6.15 Other Members

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 APCO International in a manner keeping with the intent of APCO International for such classification(s).

Article III Officers

Section 1. Designation

The Officers of this Chapter are as follows:

President
First Vice-President
Second Vice-President
Secretary-Treasurer
APCO International Association Executive Committee Member

Section 2. How Elected

The officers of this Chapter shall hold office in accordance with Article III of the By-Laws.

Section 3. Vacancies

- 3.1 Should any of the Presidential Offices of this Chapter become vacant, the office shall be filled by advancement in rank, leaving the office of Second Vice-President unoccupied until the next election of Officers.
- 3.2 Should the Office of Secretary-Treasurer become vacant, it shall immediately be filled by a temporary appointment by the Chapter President. Such appointee shall serve until the next election of Officers.
- 3.3 Should the Chapter's APCO International Association Executive Committee Member position become vacant, it shall be filled by an appointment by the Chapter President. Such appointment shall serve the remaining term of this position and shall be furnished proper written credentials authorized by the Chapter President. The President shall immediately notify the Executive Director of APCO International of such an appointment.

Article IV Chapter Meeting

Section 1. Frequency of Meetings

- 1.1 This Chapter shall meet at least four (4) times annually in accordance with the policies of APCO International.
- 1.2 A meeting of the Chapter's Active Members held while in attendance at the National APCO Conference may qualify as one of the required meetings.

Section 2. Quorum

A quorum shall consist of qualified voting Members as defined in the Constitution, Article II, Section 5, present and voting at the meeting.

Section 3. Voting Majority

A simple majority of qualified Members present and voting at a meeting shall decide all issues except an amendment to the Constitution and/or By-Laws.

Article V Amendments

Section 1. Provision for Amendments

- 1.1 The Constitution and/or By-Laws of this Chapter may be amended by an affirmative vote of two-thirds (2/3) of those qualified Members in attendance, in accordance with Article VI, Section 2, of the By-Laws.
- 1.2 If, in the interest of time and in order to avoid conflicting with APCO International, the procedure outlined in Article VI, Section 3, of the By-Laws shall be followed.

SOUTH CAROLINA CHAPTER
OF
ASSOCIATION OF PUBLIC-SAFETY COMMUNICATIONS OFFICIALS
INTERNATIONAL, INC.

BY-LAWS

South 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 APCO International, and be processed in accordance with the APCO International By-Laws, Article II, Section 3.

Article II Dues

Section 1. Annual Membership Dues

- 1.1 Dues for Chapter Membership for all membership classes except Chapter Honorary and SC Chapter Life Member shall be five dollars (\$5.00) over and above the APCO International dues per calendar year.
- 1.2 Chapter Honorary Members and SC Chapter Life Members shall not pay any Chapter or APCO International dues. The Secretary-Treasurer shall forward to the APCO International Executive Director a listing of such Members, along with a check for *The Bulletin* subscription fee so these Members may maintain interest in the affairs of APCO.

Section 2. Dues Payment Schedule

- 2.1 Membership dues are due and payable sixty (60) days prior to the anniversary date of each Membership Certificate and Members shall be so billed.
- 2.2 Dues are past due thirty (30) days after the anniversary date of the Membership Certificate. Non-paying Members in arrears after such date shall be notified at that time that they have been removed from Membership and the benefits thereof.
- 2.3 Members who have been dropped from the Membership roll in accordance with 2.2 above shall be placed in a pending status with no benefits, for a

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

Section 3. Billing and Collecting Dues

- 3.1 The APCO International office shall bill and collect dues from all Members.
- 3.2 The APCO International office shall, within each thirty (30) day calendar prior, remand to the State Chapter its portion of these dues received.
- 3.3 The APCO International office shall, in like manner, notify the State Chapter when its Members are billed and when Membership status is changed.

Article III Chapter Elections

Section 1. Eligibility

- 1.1 Only Members who hold ACTIVE Membership status in the South Carolina Chapter as defined in the APCO International Constitution and By-laws may be considered for any elective position in this Chapter.
- 1.2 Said Members are to be active in this Chapter or any other Chapter of APCO International for a period of three (3) consecutive years to be considered for any elective position in this Chapter.
- 1.3 Any Member already serving in an elective position for any other organization with comparable fundamental principals shall be ineligible during coinciding terms with said organization for any elective position in this Chapter.

Section 2. Positions to be Filled

- 2.1 The offices of Chapter President and First Vice-President shall normally be filled by advancement in rank. The Second Vice-President, Secretary-Treasurer, and a Member-at-Large Delegate to the Chapter Executive Committee shall be elected biennially at the Spring Business Meeting. The elected Members may succeed themselves.
- 2.2 The Chapter President shall appoint the APCO International Association Executive Committee Member and, at the Chapter President's discretion, no more than two (2) Chapter Commercial Executive Committee Members biennially. The appointed Members may succeed themselves only on the recommendation of the Chapter President.

Section 3. How Filled

All elective positions in the South Carolina Chapter shall be elected by ballot from nominations submitted by the Nominating Committee or from nominations from the floor in accordance with By-Laws Article V, Section 2.4, or by nominations from the floor. Balloting shall be done at

the Spring Business Meeting.

Section 4. Date for Taking Office

Candidates elected at the Spring Business Meeting shall assume office the first day of July following said election.

Article IV Officers - Authority and Duties

Section 1. Authority

The necessary Authority for the performance of duty by all officers of the South Carolina Chapter is herewith established.

Section 2. President

- 2.1 As soon as practical after taking office, the President shall announce his appointments to Standing and Special Committees; outline objectives for the year; and discuss and propose resolutions to be presented to the APCO International Conference Quorum in accordance with Constitution Article IV, Section 2.2.
- 2.2 The President shall be the Chairman of the Chapter Executive Committee, ex- officio Member of all Chapter Committees, and shall preside at all Chapter Conferences.
- 2.3 It shall be the duty of the President to assure that all meetings and/or conferences are conducted in a manner that is keeping with the purpose of this Chapter as outlined in Constitution Article I, Section 3.
- 2.4 Term of Office is two (2) years; may succeed for two (2) consecutive terms.

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

- 3.1 The First Vice-President shall perform all the duties of the President in the President's absence.
- 3.2 The First Vice-President shall serve as Chairman of the Activities and Membership Committee.
- 3.1 The First Vice-President shall, during the term of office, screen the Chapter Membership, contact prospective Committee chairmen for the following year, and have appointments ready for presentation upon taking office as President.

- 3.4 The First Vice-President shall participate in Board of Officers and Executive Committee responsibilities as assigned by the President or Executive Committee.
- 3.5 Term of Office is two (2) years; may succeed for two (2) consecutive terms.

Section 4. Second Vice-President

- 4.1 The Second Vice-President shall perform all the duties of the First Vice-President in the First Vice-President's absence.
- 4.2 The Second Vice-President shall serve as Vice-Chairman of the Activities and Membership Committees.
- 4.3 The Second Vice-President shall participate in Board of Officers and Executive Committee responsibilities as assigned by the President or Executive Committee.
- 4.4 The Second Vice-President shall serve as the Chairman of the Resolutions and By--laws Committee.
- 4.5 Term of Office is two (2) years; may succeed for two (2) consecutive terms.

Section 5. Secretary-Treasurer

- 5.1 The Secretary and Treasurer Responsibilities are customarily, but not necessarily, combined as one office. In the event of the separation of duties, responsibilities shall be divided and delegated by the Chapter Executive Committee. For purposes of simplicity, this section is written assuming the responsibilities are to be covered as one office.
- 5.2 The Secretary-Treasurer shall serve as Secretary to the Board of Officers, the Executive Committee, and all Chapter Meetings and Conference business sessions.
- 5.3 The Secretary-Treasurer shall maintain a complete Membership roll of the Chapter, furnishing updated listings as required to APCO International Central Office, Chapter President, First Vice-President, and Fall Conference Chairman.
- 5.4 The Secretary-Treasurer shall receive all funds belonging to the Chapter, shall maintain a bank account in the name of the Chapter, for the orderly processing of all funds and 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.

- 5.5 The Secretary-Treasurer shall prepare a financial report and present the financial report at the Spring Business Meeting, and shall make all financial records available to the Executive Committee for auditing purposes.
- 5.6 The Secretary-Treasurer shall maintain all the financial records and minutes for all meetings of the Chapter in their original form for two (2) years. Copies of the minutes shall be submitted to APCO International within thirty (30) days as required by APCO International Constitution Article 1, Section 9.
- 5.7 The Secretary-Treasurer shall be bonded at the Chapter's expense, and the bond maintained at Chapter expense throughout the Secretary-Treasurer's term of office. The bond must be renewed or applied for as soon as possible after election of office. If an elected Secretary-Treasurer cannot obtain bond, the elected must resign and the President shall fill the resulting vacancy in accordance with Article III, Section 3.2 of the Constitution. The arrangement for the required bond will be made by the elected or re-elected Secretary-Treasurer and must be approved by the President before the Chapter will be obligated to pay for the bond.
- 5.8 The Executive Committee shall determine financial assistance for the Secretary-Treasurer's attendance at APCO International Conferences after financial status of the Chapter is taken into consideration.
- 5.9 The Secretary-Treasurer shall promptly surrender all monies and records to his or her successor or to whomever the Chapter Executive Committee may designate to receive them.
- 5.10 Term of Office is for two (2) years; and may succeed indefinitely.

Section 6. Member-at-Large

- 6.1 The Member-at-Large shall serve on Committees as appointed by the Chapter President.
- 6.2 The Member-at-Large shall represent the Membership's concerns and views and relay this information to the Chapter Executive Council Committee.
- 6.3 The Member-at-Large shall participate in Board of Officers and Executive Committee responsibilities as assigned by the President or Executive Committee.
- 6.4 Term of Office is two (2) years; may succeed for five (5) consecutive terms.

Section 7. APCO International Association Executive Council Member

- 7.1 The APCO International Association Executive Council Member shall represent the South Carolina Chapter at all APCO International Executive Committee Meetings and Conferences.
- 7.2 Prior to each scheduled APCO International Executive Meeting and conference, the APCO International Association Executive Council Member must inform all Chapter Members of the upcoming agenda and request a response from the Membership concerning said agenda items to ensure appropriate representation of the Chapter's position is presented by the APCO International Association Executive Council Member at all APCO International Executive Committee Meetings and Conferences.
- 7.3 Upon completion of every APCO International Executive Committee Meeting or Conference, the APCO International Association Executive Council Member must make a full report at the next scheduled Chapter Business Meeting, through publication in the Chapter Newsletter, or by special mailing to each Member of the Chapter.
- 7.4 The APCO International Association Executive Council Member shall participate in Board of Officers and Executive Committee responsibilities as assigned by the President or Executive Committee.
- 7.5 Term of Officer is two (2) years, and may succeed indefinitely.

Section 8. Chapter Commercial Executive Committee Member

- 8.1 The Chapter Commercial Executive Committee Member(s) shall serve on Committees as appointed by the Chapter President.
- 8.2 The Chapter Commercial Executive Committee Member(s) shall represent the Commercial Representative's concerns and views and relay this information to the Chapter Executive Council Committee.
- 8.3 The Chapter Commercial Executive Committee Member(s) shall participate in Board of Officers and Executive Committee responsibilities as assigned by the President or Executive Committee.
- 8.4 Term of Office is two (2) years; may succeed for six (6) consecutive terms.

Article V Committees

Section 1. Designation

Committees formed in this Chapter shall be classified as follows:

- 1.1 *Standing Committee* - Committees which are assigned prescribed duties and responsibilities of a permanent nature.
- 1.2 *Special Committees - Ad-hoc* type Committees that 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 Chairman of Standing Committees.

2.1 Executive Committee

- 2.1.1 The Chapter President shall be the Chairman of this Committee, and its Members shall consist of all elected officers, the immediate past president, and a Member-at-large who has been elected in accordance with By-Laws Article III.
- 2.1.2 The Executive Committee shall have full power and authority during intervals between scheduled Chapter Conferences and Meetings to perform all the functions which the Chapter might perform, except the authority to amend the Constitution and/or By-Laws.
- 2.1.3 The President may call this Committee into session whenever the need arises and shall chair a session at the Fall Conference prior to the general business session for the purpose of examining the Secretary-Treasurer's financial report and auditing the books and other documents maintained by the Secretary-Treasurer and to decide recommendations to make to the Chapter that would advance and effect objectives of the Chapter and APCO International.

- 2.1.4 The President may poll the Executive Committee on special matters by written communication in lieu of calling a special session.
- 2.1.5 The Executive Committee may be called into special session by the President or written request bearing signatures of three (3) of said Committee Members.
- 2.1.6 A simple majority of the Executive 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 (2/3) majority vote shall be required.

2.2 Activities and Membership Committee

- 2.2.1 The First Vice-President shall serve as chairman of this Committee, and the Second Vice-President shall serve as Vice-Chairman. In addition to the chairman, this Committee shall consist of at least two (2) Chapter Members who shall be appointed by the President.
- 2.2.2 This Committee shall actively explore ways to reach new Members for APCO and, just as importantly, to keep the Members already enrolled.
- 2.2.3 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 Constitution and By-Laws Committee

- 2.3.1 The Second Vice-President shall serve as chairman of this Committee.
- 2.3.2 This Committee should actively monitor the functions of the Chapter as said functions pertain to the Constitution and/or By-Laws, and shall prepare, or assist in preparing resolutions to effect provisions for maximum efficiency of Chapter procedures.

2.4 Nominating Committee

- 2.4.1 The immediate Past President shall serve as chairman of this Committee and, if possible, shall include two additional Past Presidents as Members.
- 2.4.2 The 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.

2.4.2 This Committee shall present recommendations to the Spring Business Meeting for candidates for the offices of Second Vice-President, Secretary- Treasurer, and one Member-at-large delegate in accordance with By-Laws Article III.

2.5 Historical Committee

2.5.1 The chairman of this Committee shall be the Chapters' representative to the National Historic committee.

2.5.2 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 his talents (or get it done) in providing the Secretary with pictures to send to the National Historical Committee, and for the Chapter Historical file.

2.6 Training and Operating Procedure Committee

2.6.1 This Committee shall consist of not less than three (3) Members whose interests are primarily in the operations area.

2.6.2 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 they may include in the Conference agenda information meeting the needs of interested people.

2.7 Frequency Advisory Committee

2.7.1 This Committee shall have as its Chairman the Chapter Frequency Advisor.

2.7.2 This Chairman is hereby granted powers broad enough to make decisions on his own due to time limitations (in the coordination process). The Chairman shall also have the power to appoint ad hoc sub-Committees to study any special or individual situations, as he deems necessary. In essence, it shall be a one-man Committee with power to call for ad hoc assistance.

2.7.3 The Chapter President shall appoint the Chapter Frequency Advisor, when considering individuals for this position, the President shall carefully consider the unique and significant responsibilities assigned the Frequency Coordinator, and choose a person who possesses exceptional skills in the coordination of

the radio spectrum as well as significant experience in the design, installation, use and maintenance of complex radio networks. The Chapter President shall further consider the duties and responsibilities described for the Frequency Coordinator in the APCO International Frequency Coordinator System Manual.

- 2.7.4 The Chapter Frequency Advisor shall fairly and impartially discharge the duties of office, and shall be entitled to receive reimbursement for the actual and necessary expenses incurred within limits set by the Chapter.
- 2.7.5 The Chapter President shall also appoint an alternate Chapter Frequency Advisor who shall serve as Vice Chairman. When appointing a person to this position, the President is admonished to consult with the Chapter Frequency Advisor as to qualification of the person being considered.
- 2.7.6 The Chapter President shall provide the Chapter Frequency Advisor and Alternate Chapter Frequency Advisor with proper written credentials as soon as possible following their appointment.
- 2.7.7 In the event the Chapter Frequency Advisor or the Alternate Chapter Frequency Advisor should become vacant, the Chapter President will make every effort to fill the vacancy as soon as possible.
- 2.7.8 The Frequency Advisor shall carefully maintain the necessary records for this office and shall promptly deliver them to any successor.

Section 3. Special Committees

The President shall appoint Committees as the need arises. These Special Committees shall continue to serve and operate as such until such time as the tasks for which they were appointed have been completed to the satisfaction of the President, or until the President, for the good and welfare of the Chapter, makes changes.

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 Amendments

The Constitution and/or By-Laws of this Chapter may be amended only by a two-thirds ($2/3$) majority vote at the Spring Business Meeting in accordance with Section 2 of this Article.

Section 2. Procedure for Amendments

The Constitution and/or By-Laws of this Chapter may be amended only by presenting a resolution in writing to the Chapter President who, in turn, shall have the Secretary-Treasurer notify, in writing, each Chapter Member qualified to vote, of the proposed change at least thirty (30) days prior to the Spring Business Meeting. The vote shall be cast at the Spring Business Meeting and a two-thirds ($2/3$) majority vote by Active Members in attendance shall determine the issue.

Section 3. 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 meeting at which it was 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 at any meeting of the Chapter. 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 of Order

If any question not specifically provided for in the Constitution and By-Laws comes before any conference or meeting of this Chapter, the presiding officer shall be governed by *Robert's Rules of Order, revised*.

Article VIII Expenses

Section 1. Specified Expenses

- 1.1 The Secretary-Treasurer shall be authorized the necessary funds to fulfill the requirements of the office as outlined in the Constitution and By--Laws of this Chapter.
- 1.2 This Chapter may pay reasonable and proper expense of the President, Secretary-Treasurer and APCO International Association Executive Council Member during their term of office, including reasonable expense for the attendance of the President, APCO International Association Executive Council Member, and Secretary-Treasurer to the APCO International Conference.
- 1.3 The financial status of the Chapter shall be taken into consideration before any travel expenses are paid.

Section 2. Unspecified 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.

Section 3. Significant Property

The Executive Committee shall have full power and authority, upon an affirmative vote by two-thirds (2/3) of the Committee Members, to dispose of Chapter property.

Article IX Disbursement of Assets Upon Dissolution

Section 1. Statement of Intent

Should the South Carolina Chapter of APCO be dissolved all assets shall be distributed to APCO International, Inc. or organizations of similar purpose as selected by a two-thirds (2/3) majority vote of a meeting or by the Executive Committee if the Chapter is between meetings.

**SOUTH CAROLINA CHAPTER
OF**

ASSOCIATION OF PUBLIC-SAFETY COMMUNICATION OFFICIALS

**AMENDMENTS
RESOLUTIONS**

Resolution

No. SC-3

This resolution is to amend the Constitution and By-Laws of the South Carolina Chapter of APCO International as written in the edited and revised document.

This resolution for the edited and revised Constitution and By-laws has been submitted on the recommendations of the Executive Committee to be considered by the Members of the Chapter during the Spring Meeting, June 30, 2016.

Witness

Roy Allison, President

Shirlene Skipper, Secretary-Treasurer

Rick Blackwell, Constitution/By-Laws

Chairman

Signed this 30th day of June 2016.

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Article II
Section 6.6: SC Chapter Life Member Nomination Procedures

APPENDIX I

SC CHAPTER LIFE MEMBER NOMINATION FORM

Name of Nominee: _____

Active Member Making Nomination: _____

Qualifications:

Nominee has been a member of APCO since: _____ (15 yrs total required)

Nominee has made at least 5 major accomplishments that have contributed to SC APCO and its goals to provide statewide training in South Carolina and support the goals of APCO International. For each accomplishment provide supporting detail as necessary.

1) _____

2)

3)

4) _____

5) _____

Nomination forwarded to Chapter President: _____ Date _____

Credentials Committee recommendation for approval _____ Date _____

Board of Officers recommendation for approval _____ Date _____

Approved by the Membership Majority _____ Date _____