

**BYLAWS**  
**OF**  
**THE GEORGIA CHAPTER OF THE ASSOCIATION**  
**OF PUBLIC-SAFETY COMMUNICATIONS**  
**OFFICIALS-INTERNATIONAL, INC.**



As approved by the Quroum  
(July 21, 2005)

Verified as accurate by the C&B Committee  
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# BYLAWS

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## **ARTICLE I MEMBERSHIP**

### **Section 1 Membership Application**

- 1.1 Applications for membership shall be executed upon standard forms as may be approved and provided by APCO International, Inc. and/or the Georgia Chapter. Completed applications shall be forwarded either to the chapter Secretary or the APCO International, Inc. membership office. Applications received by the APCO International, Inc. membership office shall be forwarded to the chapter Secretary.

### **Section 2 Classification**

- 2.1 The Secretary will determine the qualifications and classification of the applicant. Any questionable applications will be referred to the executive committee for disposition. Approved applications shall be forwarded to the APCO International, Inc. office for processing.

### **Section 3 Effective Date of Membership**

- 3.1 Upon receipt of approved application and proper dues, the APCO International, Inc. membership office shall issue a membership card to the new member.

## **ARTICLE II DUES**

### **Section 1 Annual Membership Dues**

- 1.1 The dues for chapter membership for all classifications, except as designated in Section 2 of this article, shall be as defined by APCO International, Inc. **The Chapter will receive a percentage of the total dues paid by each member category to APCO International, Inc.** Dues are payable upon notification from the APCO International, Inc. membership office.

### **Section 2 Exemptions**

- 2.1 **Chapter Honorary and Chapter Life** members shall be exempt from chapter dues. The Secretary shall forward to the membership office of APCO International, Inc. a listing of such members along with a check in the amount of the regular subscription fee for the **Bulletin** for the Chapter Honorary and Chapter Life members. Multiple members shall pay chapter dues directly to the Secretary.

## ARTICLE III                      OFFICERS

### Section 1    Election Procedure

- 1.1    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.
- 1.2    Prospective Nominees, **including incumbents, shall, no later than 45 days** prior to the Spring Conference, **announce** their candidacy for the office to which they wish to hold. This should be done in the form of a letter of intent from the candidate to the Chapter President prior to 5:00 p.m. of the last Friday of January, along with supporting documentation required.
  - 1.2.1    Supporting documentation will be in the form of a letter from the prospective candidate's employer to the Chapter President giving support for the candidate to serve on the Board. The letter will be submitted at the same time as the letter of intent from the prospective candidate.
  - 1.2.2    Any nominees including incumbents who cannot provide the letter of intent and support from their employer prior to the deadline as outlined in Article 3, Section 1.2, will not be eligible to run for office. And the position, if eligible to be open to the membership, will be opened for a period of ten days after it is posted on the Chapter web site.
  - 1.2.2    There will be no nominations from the floor.
- 1.3    Elections shall take place at a regularly scheduled business session at the annual conference and shall be determined by a simple majority of the ballots cast. In the event a candidate does not obtain a majority of the votes cast, a runoff election shall be held between the two (2) candidates who received the greatest number of votes immediately following the initial election.
- 1.4    No more than two voting persons from the same employer shall serve on the Executive Board at any time.
  - 1.4.1    The two person limitation applies to employed individuals or those immediately retired from the same employer and not currently employed by another public safety agency.
- 1.5    If an election process causes more than two persons from the same employer to be eligible to serve on the Executive Board

during any given time frame, the results shall be determined in the following order:

- 1.5.1 The current office holder(s), from the same employer shall retain their office(s).
  - 1.5.2 A candidate running unopposed shall automatically serve in the position they ran for, as long as it does not exceed the total number of same employer Board members.
  - 1.5.3 The candidate running with opposition that receives the highest vote number total shall serve in the position they ran for.
  - 1.5.4 In the case of a tie for the same position, the candidate who shall serve in the position will be determined through a method of random chance selection as determined by the President.
- 1.6 Elected candidates shall assume positions at the conclusion of the conference during the closing banquet.

## **Section 2 Terms of Office**

- 1.1 The following officers shall be elected at each “spring” chapter conference, for the ensuing two (2) year term in even numbered years:
- President
  - Vice President
  - Treasurer
  - Two (2) chapter Executive Committee persons
- 1.2 The following shall be elected at the spring chapter conference, occurring in the odd numbered years, for the ensuing two (2) year term:
- Association Executive Council Member
  - One (1) chapter Executive Committee person
  - Secretary
- 1.3 The right to hold office in this chapter is a privilege of **Active** members only. The privilege of voting is defined in each membership classification listed under this article.
- 1.4 The President shall have served a minimum of two (2) years on the executive board within the three (3) previous years before being

elected President and shall have attended at least two (2) of the past three (3) chapter conferences.

- 1.5 The Vice-President shall have served a minimum of two (2) years on the executive board within the three (3) previous years before being elected Vice-President and shall have attended at least two (2) of the past three (3) chapter conferences.
- 1.5 The association executive council member shall have served a minimum of two (2) years on the executive board within the three (3) previous years and shall have attended at least two (2) of the past three (3) chapter conferences.
- 1.6 The Secretary shall have served a minimum of two (2) years on the executive board before being elected secretary, and shall have attended at least two (2) of the last three (3) chapter conferences.
- 1.7 The Treasurer shall have served a minimum of two (2) years on the executive board before being elected treasurer, and shall have attended at least two (2) of the last three (3) chapter conferences.

### **Section 3 Vacancies In Office**

- 1.1 A vacancy in the office of President shall be filled by advancement in office, provided that such fulfillment shall be in acting capacity until the time of the next regular election of officers, and that such acting capacity shall have no otherwise effect on the normal term of office or eligibility thereto.
- 1.2 Vacancy in the office of Vice-President, Secretary, Treasurer, Association Executive Council member or Chapter Executive Committeeperson shall be filled by appointment of the President, confirmed by the Executive Board, and such approved, qualified appointee shall perform their duties in an acting capacity until the next regular election of the office to which they have been appointed.
- 1.3 Should the office of President and Vice-President become vacant at the same time, an emergency meeting of the Executive Board will be convened by the Secretary of the Association for the purpose of appointing a new acting President and Vice-President until such election can be held to fill the offices.

## **ARTICLE IV            OFFICERS – DUTIES AND AUTHORITY**

### **Section 1    President**

#### **1.1    Duties**

In addition to such other authority as they may have, the Presidents duties shall include the following:

1.1.1    Preside at all meetings of the chapter and serve as the Chairman of the executive committee.

1.1.2    Appoint committees in accordance with the Bylaws.

1.1.3    Carry out the purposes of this chapter as set forth in the Constitution and Bylaws.

1.1.4    Keep the executive committee appropriately informed of chapter matters.

1.1.5    Make appointments to fill vacancies in office in accordance with Article 3, Section 2 of the bylaws.

1.1.6    Be able to represent the chapter on State of Georgia affairs and legislation.

#### **1.2    Authority**

The Presidents power shall include authority to:

1.2.1    Carry out their duties as delegated in this article, and the policies duly adopted by the quorum and the executive committee.

1.2.2    Appoint special committees to perform tasks deemed necessary during their term of office.

1.2.3    Call any committee into session at any time.

#### **1.3    Parliamentary Authority**

The Presidents parliamentary decision upon the conference floor shall be final, provided it is not in conflict with the Constitution and Bylaws, or by Roberts Rules of Order, revised.

#### 1.4 Travel

When sufficient funds are available, the chapter shall pay travel and/or lodging expenses to the APCO National Conference for the Chapter President or their designee.

### **Section 2 Vice-President**

#### 2.1 Duties

2.1.1 It shall be the duty of the Vice-President to perform all the duties of the President in their absence, and they shall serve in the absence of the President.

#### 2.2 Authority

2.2.1 The Vice-President is hereby empowered to act in a reasonable and proper manner to perform duties as delegated in this article, subject to the same limitations imposed upon the President.

### **Section 3 Secretary**

#### 3.1 Duties

It shall be the duties of the Secretary to:

3.1.1 Keep a complete, current membership roll.

3.1.2 Send, receive and respond to communications and perform such other chapter duties as may be required by the President.

3.1.3 Make, at the chapter conference and/or at such other times the executive committee may direct, a full report on their activities.

3.1.4 Keep complete and accurate minutes of the meetings of the Chapter. Send a written copy via mail or e-mail to the Board of Officers for approval. Once approved, forward a copy to the Association office.

3.1.5 Keep complete and accurate minutes of the meetings of the executive committee.

3.1.6 Following the chapter annual conference, publish the results of the election of officers to all members.

3.1.7 Send flowers for deceased chapter members and deceased persons of a member's immediate family. These expenditures shall be paid by the chapter, in amounts set by the executive committee.

3.1.8 Promptly deliver all books and papers to their successors.

## 3.2 Authority

The Secretary shall be empowered to:

3.2.1 Contract for necessary printing facilities.

3.2.2 Procure clerical assistance and incur reasonable and proper expenses to perform their duties, with prior approval of the executive committee.

3.2.3 Act within the authority of Article 4, Section 2, 1.3 regarding emergency board meetings in the event of the office of the President and Vice-President are vacant.

## **Section 4 Treasurer**

### 4.1 Duties

It shall be the duties of the Treasurer to:

4.1.1 Receive all funds due the chapter.

4.1.2 Pay, by check, all reasonable and proper orders drawn by the quorum or the executive committee.

4.1.3 Make, at the chapter conference and/or at such other times the executive committee may direct, a full financial statement.

4.1.4 Submit the books of the chapter for audit upon direction of the executive committee.

4.1.5 Promptly deliver all funds and books to their successors.

### 4.2 Authority

The Treasurer shall be empowered to:

4.2.1 Establish banking facilities.

4.2.2 Establish credit, procure clerical assistance and incur reasonable and proper expenses to perform their duties, with prior approval of the executive committee.

## **Section 5 Association Executive Council Member**

5.1 The Association Executive Council Member shall represent the chapter on the association executive council. They shall attend the National Conference. They shall represent the chapter in a reasonable and proper manner and, in particular, in a manner consistent with the desires of the quorum and the policies of the chapter administration.

5.2 When sufficient funds are available, the chapter shall pay travel and/or lodging expenses for the Association Executive Council Representative Meetings for the Association Executive Council Member.

5.3 If the Association Executive Council Member is unable to attend the annual conference, the President, or their designee, may attend in their place and carry out their duties.

## **Section 6 Chapter Executive Committeeperson**

6.1 The Chapter Executive Committeeperson shall serve on the Chapter Executive Committee and attend meetings thereof.

## **ARTICLE V COMMITTEES**

### **Section 1 Standing Committees**

1.1 The standing committees of this chapter shall be: Executive, Constitution and Bylaws, Telecommunications Management Advisory, Commercial Advisory, Frequency Advisory, Nominating, Emergency Management Advisory, 9-1-1 Advisory, Membership, Historical Committees and any special committees designated by the President.

1.2 Members of the standing committees shall serve at the pleasure of the President and thereafter until the Secretary is notified in writing as to their successors.

- 1.3 Except for the nominating committee, no member shall serve as chairperson of two (2) standing committees simultaneously.
- 1.4 The President shall appoint all members of each standing committee, the chairperson of which shall be an active member.
- 1.5 Standing committees and their chairpersons shall determine the matters they shall consider, subject to the direction of the President. No presidential limitations shall be placed upon the executive committee.
- 1.6 A quorum of a committee, except as otherwise provided, shall consist of its chairperson and any number of members participating.
- 1.7 Actions of a committee shall, except as otherwise provided, be taken at each meeting during a chapter conference and meetings at other times, on two (2) weeks prior notice from the chairperson or by written or telephone poll of the membership, pursuant to direction by the chairperson.

## **Section 2 Executive Committee**

### **2.1 Membership**

2.1.1 The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Association Executive Council Member, Chapter Executive Committeepersons, and the immediate Past President.

### **2.2 Duties**

The duties of the Executive Committee shall be to:

2.2.1 Report to the quorum at each conference all actions taken since the last conference.

2.2.2 Supervise all accounts and expenses.

2.2.3 Make definite recommendations to the quorum on items for consideration.

### **2.3 Authority**

The Executive Committee is empowered to:

2.3.1 Perform all functions and do all acts between chapter conferences necessary to promulgate the chapter.

2.3.2 During such interim periods, its decisions shall be final in all matters determined to be reasonable and proper.

2.3.3 Convene or poll itself by majority vote.

## 2.4 Meetings

2.4.1 The Executive Committee shall convene at such time and place as may be determined upon the call by the President, or as self-convened. Two (2) weeks written notice by mail or e-mail, shall be given to members thereof, except when the chapter is in conference.

2.4.2 Meetings shall be posted on the Chapter web site.

## 2.5 Quorum

2.5.1 A majority of the members of the Executive Committee shall constitute a quorum.

## **Section 3 Constitution and Bylaws Committee**

3.1 This committee shall assist in matters of amending the constitution and/or bylaws and the policy manual of this chapter. It shall also prepare other types of resolutions on matters pertaining to this chapter.

## **Section 4 Telecommunications Management Advisory Committee**

4.1 This committee shall serve as a forum for those directly responsible to administrative and executive levels of state and local government for the development and management of telecommunications program.

4.2 Membership on this committee shall be representative of all levels of state and local government.

## **Section 5 Commercial Advisory Committee**

5.1 This committee shall advise the chapter, through the President, of matters it feels are of interest to the chapter.

- 5.2 Such matters shall be presented by the President to the conference quorum, or the Executive Committee, for such action as may be appropriate.
- 5.3 Members of this committee shall be commercial members of the chapter.

## **Section 6 Frequency Advisory Committee**

- 6.1 This committee shall act in accordance with the frequency coordination system manual of APCO International, Inc.
- 6.2 This committee shall make recommendations to the President concerning frequency coordination.
- 6.3 The Chapter Frequency Advisor shall be a GTA employee and shall be confirmed by the Chapter President. (*ref. Public Safety Radio Services Act of 1975.*)
- 6.4 Any funds needed for travel/lodging expenses to attend the Annual National Conference or meetings will be provided by APCO International, Inc.

## **Section 7 Nominating Committee**

- 7.1 This committee shall consist of at least five (5) past Presidents of the chapter, if available and they agree to serve, that are members in good standing, three of which shall be actively participating in the chapter meetings, the Chairperson of which shall be appointed by the chapter President. The nominating committee shall meet either in person or by conference call as soon as possible after the 45 day deadline for candidates has passed, but no later than 15 days after the 45 day deadline.
- 7.2 This committee shall report a slate of nominees to the chapter prior to the casting of the ballots, to be considered by the quorum, in accordance with Article 3, Section 1 of the Constitution, and Article 3, Section 1 of the Bylaws. More than one candidate can be selected for each office, if the nominating committee has received more than one declaration for a particular office.

## **Section 8 Emergency Management Advisory Committee**

- 8.1 This committee shall serve as a forum in matters concerning emergency management and disaster services communications,

particularly as pertains to the total public safety communications needs during emergencies and disasters.

- 8.2 Membership on this committee should include members from all applicable radio services, as well as a member from the emergency management area.

## **Section 9 9-1-1 Advisory Committee**

- 9.1 This committee shall serve as a forum in matters pertaining to 911 systems.
- 9.2 Membership on this committee should include a cross-section of members from all radio services who are or have been involved with 911 systems.

## **Section 10 Membership Committee**

- 10.1 This committee shall explore and, with Executive Committee approval, implement programs to enhance the membership of the Chapter, both in the area of new members and lapsed members.
- 10.2 Membership on this committee should be a cross-section of members from all levels of government and areas of the state.
- 10.3 Membership committee will be chaired by an Executive Committee representative and will, at the direction from the President assign regional contacts for membership, development and retention.

## **Section 11 Historical Committee**

- 11.1 This committee shall procure and maintain historical information and documents pertaining to past activities of this chapter.
- 11.2 This committee shall cooperate with the APCO International, Inc. historian.

## **Section 12 Special Committees**

- 12.1 Special Committees may be appointed by the President as they deem necessary for specific tasks.
- 12.2 Members of Special Committees shall serve at the pleasure of the President and their terms shall expire concurrently with that of the President, unless dissolved earlier.

## **Section 13 Duties of Committees**

- 13.1 Where not otherwise designated, duties of committees shall be as specified by the President.

## **ARTICLE VI OFFICIAL PUBLICATION**

### **Section 1 The Informer**

- 1.1 There shall be an official publication of the Chapter named THE INFORMER. No other publication shall be published by this Chapter or any other person, firm or corporation, for the purpose of having published any periodical or article bearing the endorsement of this Chapter, without the approval of the Executive Committee. Additionally, the Chapter supports an internet web page for the purpose of communicating with its members.
- 1.2 The editor of THE INFORMER and the Internet Webmaster shall be appointed by the President and shall report to the Executive Committee.

## **ARTICLE VII VOTING BETWEEN CONFERENCES**

### **Section 1 Procedure**

- 1.1 If ten percent (10%) or more of the voting members of this chapter, in regard to a common issue, petition the President in writing, requesting action by the Chapter, other than amendment to the Constitution and Bylaws, the President shall poll the voting membership.

### **Section 2 Results**

- 2.1 Should a majority of the voting members casting a ballot affirm the petition, the President shall carry out, or have carried out, the intent of the petition as a matter of administrative policy.

## **ARTICLE VIII CONFERENCES**

### **Section 1 Quorum**

- 1.1 The active members attending a business session of a conference shall constitute a quorum.

## **Section 2 Notification of Conference**

- 2.1 The membership of this chapter shall be notified, in writing, not less than sixty (60) days prior to the opening of a conference. Such notification shall contain, at least, the dates, time and location of the conference.

## **Section 3 Conference Committee**

- 3.1 The President shall appoint the conference committee chairperson at the preceding conference. At the President's option, they may authorize the conference committee chairman to appoint their own committee.
- 3.2 The President shall be an ex-officio member of the conference committee and shall be kept informed of conference arrangements by the conference chairperson. The President may alter or amend conference arrangements with prior approval of the Executive Committee.
- 3.3 All conference expenditures shall be approved in advance by the chapter Executive Committee. All conference invoices shall be approved and signed by the conference chairperson and either the chapter President or the chapter Treasurer.

## **Section 4 Conference Committee Chairperson**

The conference committee chairperson shall:

- 4.1 Act as the President's official agent in effecting arrangements for the conference.
- 4.2 Not transfer their appointment.
- 4.3 Be relieved of their appointment by the President, if necessary for the welfare of the chapter.
- 4.4 Regularly report to the President concerning the progress of the conference arrangements.

# **ARTICLE IX PROCEDURE**

## **Section 1 Amendment of Bylaws**

- 1.1 Proposed amendments to the Bylaws shall be mailed to the membership and/or posted on the Chapter Web Site at least **60 days** prior to the conference at which action is expected to be taken. Amendments can take place at any conference as long as proper notification is given.
- 1.2 The Bylaws of the chapter may be amended by a three-fourth-majority vote of a conference quorum, provided in Section 1 of this article has been followed.

## **Section 2 Ruling Body**

- 2.1 The active membership is the ruling body of this chapter.
- 2.3 Its presence shall be represented at a conference by the quorum.

## **Section 3 Impeachment**

- 3.1 Two-thirds vote of the Executive Committee shall be required for the removal from office of an elected officer of this chapter.

## **Section 4 Parliamentary Procedure**

- 4.1 Upon any question coming before this chapter not otherwise specifically provided for in the Constitution and Bylaws, the presiding officer shall be governed by the current edition of "Roberts Rules of Order".

## **ARTICLE X DISBURSEMENT OF ASSETS UPON DISSOLUTION**

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