

NEVADA Chapter of APCO
CONSTITUTION

Article 1 Name and Purpose

Section 1 Name and General Membership Requirements

1.1 This organization shall be known as the NEVADA Chapter, Association of Public-Safety Communications Officials – International, Inc. (APCO, Inc.). As authorized by its charter, issued June 25, 1993 by the Association of Public-Safety Communications Officials – International, Inc., the geographical area included within this chapter shall be the State of Nevada.

1.2 Membership in the Chapter shall be open to all persons of good character who meet the membership requirements of this Constitution and Bylaws adopted pursuant thereto. Its voting privileges shall be limited to certain membership classifications which are hereinafter specified. Members of the Chapter are members of the Association.

Section 2 Purpose

The purpose of this Chapter shall be as follows:

2.1 Foster the development and progress of public safety communications by means of research, planning, coordination, training, and education.

2.2 Promote the rapid and accurate collection, exchange and dissemination of information relating to emergencies and other vital public safety communications among and between all levels of local, state, and federal governments and those who work for them.

2.3 Represent its members and public safety communication interests in general before regulatory and policy-making bodies as may be appropriate.

2.4 Strive to protect the citizen and his property and provide for his welfare by these and other appropriate means.

Article II Membership

Section 1 Classifications

The membership of this Chapter shall be divided into the member classifications as set forth in the APCO Constitution and Bylaws, 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 Bylaws.

Section 2 Chapter Life Member

2.1 This honor may be bestowed upon members who have, at the Chapter level, made significant contributions toward fulfillment of the purpose of the Association and Chapter. To be eligible for this recognition the nominee shall, as a minimum have:

Made three (3) significant contributions toward meeting the needs of the Chapter such as:

Chapter President, one year

Chapter Secretary, three years

Chapter Executive Committee Member, three years

Association Executive Council Member, four years

Chapter Frequency Advisor, three years

Association Standing Committee Chair, two years

Chapter Standing Committee Chair, three years

Chapter Seminar/Meeting Chair, two times

Regional Conference Chair, once

2.2 This honor shall be bestowed upon qualified members of the Full or Associate class. The nomination shall be initiated at the Chapter level upon recommendation of one Past Chapter President, approved by the Chapter's Executive Committee and a majority approval of the Chapter Quorum. This appointment shall be sent to the Membership Department at the Association Office.

2.3 The privileges of a Chapter Life member shall be determined by the class of membership for which the member would otherwise qualify.

2.4 The Chapter shall pay annually to the Association Office the dues amount specified in the Association Policy Manual at the rate of the member's qualifying class for each such membership term.

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 APCO, Inc. pertaining to this classification.

Section 4 Senior Membership Grade

A descriptive grade of "Senior" may be added to the classes of Full or Associate.

4.1 To be eligible for the honor, a member shall meet the following qualifications:

Membership for ten (10) consecutive years or more

Not less than three (3) significant contributions to APCO, Inc. including one on an Association level. These are defined in the Policy Manual

Shall be a member in good standing at the time of the award

4.2 Nomination to Senior membership grade shall be initiated at the Chapter level upon recommendation by one Past Chapter President, approved by the Chapter Executive Committee and the Chapter Quorum.

4.3 Senior membership grade is approved by the Board of Officers at its Annual Conference meeting upon presentation of the resolution and sufficient documentation of qualifications to merit the award.

Section 5 Changes in Membership Qualifications

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

Section 6 Voting Privileges

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

FULL – a full member may vote on all matters brought before the Chapter and/or Annual meeting.

Article III Officers

Section 1 Designation

The Executive Board of this Chapter is a President, First Vice President (President-Elect), Second Vice President, Secretary, Treasurer, and Association Executive Council Representative.

Section 2 How Elected

The Officers of this Chapter shall be elected in accordance with Article III of the Bylaws.

Section 3 Vacancies

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.

Should the office of Secretary or Treasurer become vacant it shall immediately be filled by a temporary appointment by the President or filled by the remaining officer who holds the position of Secretary or Treasurer. Such appointee shall serve until the next election of officers. The President shall also immediately notify the Membership Department at the Association Office of such a temporary appointment.

Section 4 Vacancy of Executive Council Member

In the event the Chapter's elected Association Executive Council Member position becomes vacant it shall immediately be filled by a temporary appointment by the Chapter President. Such appointee shall serve the remaining elected term of this position and shall be furnished proper written credentials by the Chapter President. The President shall immediately notify the Association's Membership Department with a copy to APCO's Executive Director.

Article IV Chapter Meetings

Section 1

There shall be four (4) meetings per year, all of which will be held in the State of Nevada. The meetings shall be held quarterly each year.

1.1 A meeting of Chapter Active members held while in attendance at an APCO Regional Conference may qualify as one of the required meetings.

Section 2 Quorum

A Quorum shall consist of the qualified voting members as defined in Article II, Section 6 present and voting at a 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 Bylaws.

Section 4 Rules of Order

Chapter meetings shall be conducted under "Roberts Rules of Order, Revised" – latest edition.

Article V Amendments

Section 1 Provision for Amendments

The Constitution of this Chapter may be amended only by an affirmative vote of two-thirds of those qualified members in attendance at the quarterly meeting of the Chapter or by electronic votes received prior to such meeting, in accordance with Article VI, Section 2 of the Bylaws.

Section 2 Procedure for Amendment Change Submission

The Constitution of this Chapter may be amended by any member presenting a resolution in writing to the President who shall have the Secretary make a copy of such resolution by email to each Chapter member qualified to vote, the proposed change at least thirty (30) days prior to the meeting. The actual vote on the resolution shall take place at the next meeting of the Chapter.

Section 3 Effective Date of Amendments

All Constitutional amendments passed by this Chapter in accordance with this section shall be in force and effect upon the adjournment of the meeting at which it is adopted, except as may be otherwise provided in the resolution itself. All members will then be emailed a copy of the newly signed document.



BYLAWS

Article I Membership

Section 1 Application

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

Article II Dues

Section 1 Annual Membership Dues

1.1 Members shall pay annual dues directly to APCO International under a structure and policy established by the National Membership Quorum. A portion of those dues come directly to the chapter as defined by APCO International.

1.2 Chapter Life members and Chapter Honorary members shall not pay any Chapter or Association dues. The Secretary and the Treasurer shall forward to APCO International Membership Records Manager a listing of such members along with a check for the Association dues so these members may maintain interest in the affairs of APCO International, Inc.

Article III Chapter Elections

Section 1 Eligibility

Only members who hold FULL membership status in this Chapter as defined in the Association Constitution and Bylaws may be considered for any elective position in this Chapter.

Section 2 Positions To Be Filled

The positions of President and First Vice President shall normally be filled by advancement in rank. The Second Vice President, Secretary, and Treasurer, shall be elected bi-annually at the fall quarterly meeting. The Association Executive Council Member shall be elected quadrennial at the fall meeting and the Chapter Commercial Advisory Member will be appointed annually by the President.

The elected members may succeed themselves.

Section 3 How Filled

Positions in this Chapter shall be elected by ballot from nominations submitted by the Nominating Committee in accordance with the Association Bylaws Article 5, Section 2.4, or by nominations from the floor. Balloting shall be done at the last scheduled business session at the fall quarterly meeting.

Section 4 Terms of Office

Term of office for elected officers shall commence as the last order of business of the first regular business meeting held after officer elections have taken place.

All officers shall serve a term of two (2) years except for the Executive Council Member, whose term is four (4) years.

Officers shall hold office until installation of their elected successors. The officers that do not have automatic advancement of rank may succeed themselves in office if duly elected to serve another term.

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 announce appointments to standing and special committees; objectives for the year; and discuss any proposed resolutions. The President shall submit to the APCO Membership Department the name and pertinent information of the Chapter Primary and Alternate Frequency Advisor (on approved form) and any changes.

The President shall be the Chairman of the Chapter Executive Committee; shall be an ex-officio member of all committees of the Chapter; and shall preside at all Chapter meetings. It shall be the President's duty to see that the conduct of all meetings is in keeping with the purpose of this Chapter as outlined in Constitution Article I, Section 2.

Section 3 First Vice President (President Elect)

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

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

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

Section 4 Second Vice President

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

The Second Vice President shall serve as Chairman of the Constitution and Bylaws Committee and shall oversee any changes that need to be made or updated.

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

Section 5 Secretary

5.1 The Secretary shall serve as Secretary to the Chapter Executive Board, the Executive Committee, and the Chapter meeting business sessions.

5.2 The Secretary shall keep a complete membership roll of the Chapter, furnishing to the Association Office, the President, and First Vice President corrections and changes as necessary.

5.3 The Secretary shall submit to the APCO Membership Department a list of new Chapter Officers immediately after their election (on approved form) and the name of the Chapter Frequency Advisor and Alternate (on approved form).

5.4 The Secretary shall maintain minutes of all meetings of the Chapter in their original form for three (3) years. Copies of the minutes shall be submitted to the Membership Department at the Association Office within thirty (30) days, as required by the APCO Constitution, Article III, Section 2.4.

5.5 The Secretary shall maintain a schedule of future Chapter meeting dates and locations for at least one year in advance and report these to the Association Membership Department promptly upon their scheduling.

Section 6 Treasurer

6.1 The Treasurer shall receive all funds belonging to the Chapter, and shall maintain bank accounts(s) for the orderly processing of all funds. The Treasurer shall pay from the account(s) all Chapter obligations as prescribed by the Chapter or upon orders from the President or Executive Committee during intervals between Chapter meetings.

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

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

6.4 The Treasurer shall promptly deliver all monies and records as described in the following section to the Treasurer's successor or to whomever the Chapter Executive Committee may designate to receive them.

6.5 The Treasurer shall maintain all financial records of the Chapter in their original form for three (3) years.

6.6 The Treasurer should be bonded, and the bond maintained at the Chapter's expense, throughout the Treasurer's term of office. The bond must be reviewed or applied for as soon as possible following each quarterly meeting. If an elected Treasurer cannot qualify to obtain a bond, the individual must resign, and the President shall fill the resulting vacancy in accordance with Article 3, Section 3 of the Constitution. The arrangement for the required bond will be made by the newly-elected or reelected Treasurer and must be approved by the President before the Chapter will be obligated to pay for the bond.

Section 7 Executive Council Representative

7.1 This individual shall be a member of and participate in the Board of Directors' responsibilities. He/she shall serve as representative of the Chapter to the Association. He/she shall report to the Chapter membership the activities of the Association including, but not limited to, a summary of the minutes and make available for posting to the Chapter's website within thirty (30) days of the close of each Executive Council meeting so convened. He/she shall provide the minutes, upon approval, and make available for posting to the Chapter's website within thirty (30) days of the close of each Executive Council meeting so convened.

7.2 He/she shall attend the Executive Council meetings. He/she shall participate in representing the interests of the Chapter to the Association. He/she shall report to the Chapter membership actions and decisions of the Executive Council which impact the Chapter membership. He/she shall perform such other duties as may be required by the Chapter President that are not specifically assigned to others.

Section 8 Commercial Advisory Member

8.1 The CCAM provides a liaison between the Chapter's Board of Officers and the commercial members of the Chapter. In addition, the CCAM provides a liaison with the Association's Commercial Advisory Committee. The CCAM provides a means of establishing open communications lines between the Chapter's Commercial Members, the Association's Commercial Advisory Committee, the Chapter's Officers, and the Chapter's non-commercial members.

8.2 The Chapter Commercial Advisory Member shall be a member of the Association in good standing in the Commercial Member category. An individual may serve as the CCAM in more than one Chapter provided that he/she is a member of each Chapter in which he/she serves.

8.3 The Chapter Commercial Advisory Member shall be appointed each year by the Chapter President. Each year the CCAM can be appointed to remain in that position if the new President so chooses.

8.4 The Chapter Commercial Advisory Member shall provide guidance and support to the Board of Officers on matters related to the vendor hall portion of any conference the Chapter conducts.

8.5 The Chapter Commercial Advisory Member shall assist the Board in soliciting sponsors for NVAPCO programs and events.

8.6 The Chapter Commercial Advisory Member shall promote the active participation of members in the Commercial Member category.

8.7 The Chapter Commercial Advisory Member shall serve as a non-voting advisory member of the Board.

Section 9 Webmaster

9.1 The WEB-Master shall be appointed by the President subject to the concurrence of the Board for a one-year term beginning in January of each year. He/she may be reappointed each year.

9.2 The WEB-master shall use good design techniques and audience analysis to develop, modify and regularly update NVAPCO's web page to fit the target purpose audience.

9.3 Duties shall be to design, compose, structure, maintain and regularly update the NVAPCO website by using HTML to construct web pages with text, lists, links, tables, graphic, frames, forms, and other features of a dynamic web page.

Section 1 Designation

Only FULL members may chair standing committees, however all members including On-line members are eligible to participate on any committee.

Committees formed in this Chapter shall include, but not limited to the following:

Section 2 Standing Committees

2.1 Executive Committee

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

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

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

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

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

A simple majority of this committee shall constitute a quorum, and a simple majority vote of those present at a session, or polled in writing, shall determine all issues, except that in the event of impeachment proceedings, a special meeting must be called and a two-thirds majority vote will be required for impeachment.

2.2 Activities and Membership Committee

The First Vice President shall chair this Committee, and the Second Vice President shall be the Vice Chairman. This Committee shall consist of at least two (2) additional Chapter members (appointed by the President).

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

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

2.3 Constitution and Bylaws Committee

The Second Vice President shall chair this Committee.

This Committee shall maintain the Chapter Constitution and Bylaws as pertains to the APCO, Inc. Constitution and Bylaws, and shall draw, or assist in drawing, resolutions to be considered by the Chapter or the Association.

2.4 Nominating Committee

This Committee shall be chaired by the immediate Past President and, if possible, shall include two (2) additional Past Presidents as members.

This Committee shall bring its recommendations to the Fall quarterly meeting, in form of candidates for the elective offices in accordance with Article III of the Bylaws.

2.5 Training Committee

This Committee shall consist of not less than four (4), and preferably six (6), members whose interests are primarily in the operations area.

This Committee shall actively study the needs of administrative, supervisory, and operations personnel.

Recommendations should be made to the Meeting Chairman so the meeting agenda may include information satisfying the needs of interested people.

2.6 Frequency Advisory Committee

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

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

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

The 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.

The President shall also appoint an Alternate Frequency Advisor, who shall serve as the Vice Chairman of the Frequency Advisory Committee. When appointing a person to this position, the President is advised to consult the Frequency Advisor as to qualifications of person being considered. In the event the Frequency Advisory position or the Alternate position should become vacant, the President will make every effort to fill the vacancy as promptly as possible.

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

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

Section 3 Other Committees

The President shall appoint other committees as the need arises. These committees shall continue to serve and operate at the pleasure of the President, with the approval of the Executive Committee.

Section 4 Duties of Committees

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

Article VI Amendments

Section 1 Authority for Amendment

The Bylaws of this Chapter may be amended only by an affirmative vote of a majority of those qualified members in attendance at the quarterly meeting of the Chapter or by votes sent electronically prior to such meeting.

Section 2 Normal Procedure For Amendment

The Bylaws of this Chapter may be amended by any member presenting a resolution in writing to the President who shall have the Secretary mail a copy of such resolution to each Chapter member qualified to vote, the proposed change at least thirty (30) days prior to the next meeting. The actual vote, on the resolution shall take place at the next meeting of the Chapter.

Section 3 Effective Date of the Amendments

All amendments passed and adopted by this Chapter in accordance with this section shall be in force and effect upon the adjournment of the meeting at which it is adopted, except as may be provided in the resolution itself.

All members will be sent an electronic copy of the Bylaws upon completion of any changes.

Article VII Resolutions

Section 1 Procedure

Resolutions not involving amendments to the Constitution and Bylaws shall be made in writing and presented to the Executive Committee for consideration and report at any meeting of the Chapter. Resolutions considered by the Executive Committee shall be presented to the Chapter members at the meeting for their vote, along with the recommendation of the Executive Committee.

Article VIII Expenses

Section 1 Specified Expenses

The Treasurer shall be authorized the actual and necessary funds to fulfill the requirements of their office as outlined in the Constitution and/or Bylaws of this Chapter. Reasonable and proper expense of the President, Vice President(s), Secretary, Treasurer, CCAM, and APCO Executive Council member during their term of office; including reasonable expenses for the attendance of

selected officers and APCO Executive Council member to the Annual APCO Conference, may be paid by this Chapter.

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

Section 2 Other Approved Purchases

Gifts, Charity, Donations: A reasonable cost may be submitted to the Executive Committee for approval prior to the purchase, not to exceed \$100.

Committee members may submit for reimbursement for expenses and purchases as directed by the Executive Committee. Receipts for these purchases must be submitted to the Treasurer in a timely manner for proper accounting and reconciliation.

Based on the financial standing of the Chapter, and upon approval of the Executive Committee, the following travel expenses may be considered:

- A. Executive Council Representative's attendance at the International Executive Council meetings.
- B. Chapter President and Executive Council Representative's attendance at the national conference. Additional chapter officers, such as Vice-President(s) and/or Secretary or Treasurer may be considered

Section 3 Travel Expense Guidelines

Approved travel will adhere to the following:

- A. A Travel Authorization form will be completed by the member seeking approval and submitted to the Executive Committee for approval prior to travel for chapter business.
- B. At the completion of travel, the traveler will submit a Post Travel Expenditure Report along with all required receipts.
- C. The following guidelines will be used in the authorization of travel expenses:
 - 1. Travel dates will begin no sooner than a day before the conference dependent upon location, conference schedule and required pre-meetings. Return travel will be no later than the day following the end of the conference. Approved travel dates will take into consideration the destination and time schedule of events requiring attendance. If the traveler elects to extend travel on either end of the event, it will be at the traveler's own expense.
 - 2. Transportation: Airfare will be based on reasonable coach rates. If a member chooses to drive a personal vehicle they will be compensated the federal mileage rate up to and not to exceed the reasonable coach airfare. The Travel Authorization will list the maximum approved airfare cost.
 - 3. Lodging: Lodging at one of the conference hotels or at a hotel of choice, but not to exceed the conference hotel rate(s). The Travel Authorization will list the reasonable local hotel rate as the maximum approved rate and the number of allowable night stays. If the traveler qualifies for government rates, the government rates will be requested.
 - 4. Per Diem: To be paid at the federal government per diem rates, minus any known conference meals provided. Should there be an excess of funds provided those funds shall be returned to the Chapter. If reasonable expenditures exceed the per diem rate, receipts may be submitted for reimbursement consideration.
 - 5. Baggage Fees: If traveling with an airline that charges for baggage, the traveler shall be reimbursed for the first piece of luggage.

6. Additional Transportation Costs: Rental cars will not be authorized unless the purpose of business does not provide adequate transportation from the airport, hotel or location of event. Transportation to and from airport and hotel will be via the most cost effective transportation, whether that be shuttle or taxi. The traveler may be reimbursed upon completion of travel.

7. Other Travel Costs: Any other associated travel costs will be reviewed prior to travel for approval consideration by the Executive Committee.

8. Approved travelers will adhere to any cost-savings opportunities, including earlybird registration. If the traveler fails to take advantage of known opportunities the traveler will pay the differences.

D. At the completion of travel the traveler will submit the Post Travel Expenditure Report with a copy of the flight itinerary, and receipts for hotel, baggage fees, shuttle, and any other pre-approved expenses. Food receipts are not required unless the traveler is requesting additional reimbursement due to unforeseen costs. The report will indicate if there are any costs due to the traveler, or if the chapter is due any refund from the traveler. Upon receipt of the report and receipts the Secretary Treasurer will prepare a final accounting of expenses for approval by the Executive Committee.

Section 4 Other Expenses

The Executive Committee shall be authorized to approve all other expenses not specially prohibited in the Constitution and/or Bylaws of this Chapter. Expenses should benefit the Chapter as a whole in order to obtain approval.

Section 5 Significant Property

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

Section 6 Insurance and Bonding of Personnel

The Board shall obtain and maintain general liability and such other insurance as it shall deem adequate to protect the Chapter's assets and members. The Board shall require and arrange for the Treasurer and such other persons in the Chapter who are identified as handling significant amounts of the Chapter's funds to be adequately bonded. The Chapter shall bear the costs associated with the provisions of this section.