

# **BYLAWS**

**OF**

**THE WEST VIRGINIA CHAPTER OF THE  
ASSOCIATION OF PUBLIC-SAFETY  
COMMUNICATIONS OFFICIALS-  
INTERNATIONAL, INC**

**AS AMENDED BY THE QUORUM  
MONTH DD, 2007**

**BYLAWS**  
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## **ARTICLE I MEMBERSHIP**

### **Section 1 General Eligibility Requirements**

- 1.1 Application for membership shall be made in writing and signed by the applicant, and his supervisor if required, upon forms as provided by the Association, and processed in accordance with the Association Bylaws.

## **ARTICLE II DUES**

### **Section 1 Rates**

- 1.1 The dues structure is to be specified in the APCO Policy Manual and defines Association and Chapter portions.

### **Section 2 Payment**

- 2.1 Dues are due and payable no later than January 1<sup>st</sup> of each calendar year.
- 2.2 Renewal notices shall be mailed at least sixty days prior to the renewal date.
- 2.3 The renewal notice will be mailed by the Association.
- 2.4 Payments shall be sent to the Association.

## **ARTICLE III MEMBERSHIP MEETINGS AND QUORUM**

### **Section 1 Meetings**

- 1.1 Two meetings annually will be held at times and locations to be determined by the Executive Committee;
  - 1.1.1 Normally one will be held prior to the end of June, and one after the National Conference.
- 1.2 The purpose of the general membership meetings is to report the affairs of the chapter, seek input from the floor, hear grievances, and exchange operations and technical information from the various agencies and locations throughout the state.

### **Section 2 Quorum**

- 2.1 A quorum for the purpose of conducting business of the chapter shall consist of 60% of the Executive Committee, or 5 members and 2 members of the Executive Committee.

## ARTICLE IV OFFICERS AND DUTIES

### Section 1 Duties

- 1.1 In addition to other such duties as may be required, the President shall:
  - 1.1.1 Preside at all chapter meetings.
  - 1.1.2 Act as Chair of the Executive Committee.
  - 1.1.3 Appoint committees as may additionally become necessary.
  - 1.1.4 Keep the membership appropriately informed.
  - 1.1.5 Conduct elections as required.
  - 1.1.6 In general act as Chief Executive for the Chapter.
  - 1.1.7 Serve as principal liaison to APCO, International.
  - 1.1.8 Serve as spokesman to the public and officials for APCO WV.
- 1.2 The other Officers shall serve in the same manner and for the same purposes as the President and shall in good faith support and carry out the policies in their own good reason. In such manner, they shall serve in the absence of the President and/or of any of themselves in the order of their rank.
- 1.3 In addition to other such duties as may be required, the First Vice-President shall:
  - 1.3.1 Succeed to the duties of the President in the event of absence or incapacity.
  - 1.3.2 Chair the Membership Committee.
  - 1.3.3 Participate in Executive Committee responsibilities as assigned by the President.
- 1.4 In addition to other such duties as may be required, the Second Vice-President shall:
  - 1.4.1 Succeed to the duties of First Vice-president in the event of absence or incapacity.
  - 1.4.2 Chair the Audit Committee.
  - 1.4.3 Participate in Executive Committee responsibilities as assigned by the President.
- 1.5 In addition to other such duties as may be required, the Secretary-Treasurer shall:
  - 1.5.1 Maintain such records of accounts and proceedings of APCO WV on a day-to-day basis as may reasonably reflect a true history of the affairs of the organization.
  - 1.5.2 provide such reports as may be required to the national organization

- 1.5.3 Participate in Executive Committee responsibilities as assigned by the President.
- 1.5.4 This office may be held by two individuals if desired.
  - 1.5.4.1 In the event that this occurs, Records of Accounts are to be maintained by the Treasurer.
  - 1.5.4.2 Records of Proceedings are to be maintained by the Secretary.
- 1.6 The Executive Committee shall appoint from among its membership, a representative of the chapter to the Associated Public-Safety Communications Officials International Executive Council.
- 1.7 Member(s)-at-Large: shall:
  - 1.7.1 Serve as members of the Executive Committee.
  - 1.7.2 Participate in Executive Committee responsibilities as assigned by the President.

## **Section 2 Meetings**

- 2.1 Meetings of the Executive Committee shall be called by the President at a time and place of his pleasure and be held quarterly.

## **Section 3 Terms of Office**

- 3.1 The President, First Vice-president, and Second Vice-president are each elected for a period of two years and may be re-elected to the same office.
- 3.2 The Secretary/Treasurer and Member(s)-at-Large are elected for two-year terms in alternate years, and may succeed themselves for one additional term.
- 3.3 No officer may serve in any capacity more than six consecutive years.
- 3.4 Normally, vice-presidents will stand for election to the next higher office in each succeeding year, subject to challenge from the ranks of the membership.
- 3.5 Normally, member(s)-at-large will begin their terms of office in an even year, and the secretary-treasurer begins the term in an odd year.
- 3.6 All elected officers in APCO WV are limited to a maximum of three consecutive terms (6 years) in an office.

## **Section 4 Election and Succession**

- 4.1 Prior to the first day of July each year, the President shall appoint a Nominating Committee of three members not offering themselves as candidates for office to canvass the membership and select prospective officers for the following year.
  - 4.1.1 The Nominating Committee shall report to the Executive Committee not later than the last day of September a recommended slate of candidates.

- 4.1.2 Members may also recommend candidates for election by submitting nominations bearing the signatures of five Active category members to the Executive Committee not later than the last day of September.
- 4.2 The names of all nominees shall be listed in random fashion on a ballot prepared by the Secretary-Treasurer, and mailed to all Active category and International Life members of APCO WV prior to October 31st.
  - 4.3.1 Ballots must be received at an address designated by the Chapter Secretary not later than noon of the last Saturday in November. Balloting may also use electronic methods such as fax, internet, e-mail, and any other method that may be able to be accurately administered to conduct a fair election.
  - 4.3.2 The President will appoint a Member-at-Large to act as Teller of the election, and the Secretary-Treasurer will deliver the submitted ballots to said Teller.
  - 4.3.3 Ballots will be opened or counted at a special meeting of the Executive Committee held prior to the fifteenth day of December, at which time the Teller, in the presence of the Executive Committee will tally the ballots.
- 4.4 The Executive Committee will then certify the election, and subsequently notify in a timely fashion those elected so that the new officers may assume their duties on the first day of January in the year of their beginning service.

## **Section 5 Voting**

- 5.1 Except where a unanimous concurrence is specifically demanded by the Bylaws, a plurality of votes received carries the question or candidate.

## **Section 6 Vacancies**

- 6.1 Vacancies in offices of President and First Vice-president will be filled by the next succeeding officer, in-turn.
- 6.2 Vacancies in the office of Second Vice-president shall be filled by appointment of a Member-at-Large to complete the term.
- 6.3 Vacancies in the office of Secretary-Treasurer, or Member-at-Large, shall be filled by appointment to complete the term.
- 6.4 Appointments to office will be made by the President, with the concurrence of a majority of the Executive Committee.
- 6.5 The President shall also immediately notify the Association Membership Records Manager of such changes in officers.

**Section 7 Removal from Office**

- 7.1 Officers of this organization committing acts inimical to the purposes of APCO, or reflecting views considered detrimental to the good faith and support of the membership and the national organization, will be expected to resign.
- 7.2 A unanimous vote of the Executive Committee shall have the force of removal in the event an officer fails in the performance of trust.

**ARTICLE V COMMITTEES****Section 1 Standing Committees**

- 1.1 The following Standing Committees are appointed:
  - 1.1.1 Executive - chaired by President; composed of elected officers and immediate Past-President.
    - 1.1.1.1 A Member-at-Large serves for each 25 Active category members of the Chapter.
  - 1.1.2 Membership - chaired by First Vice-president.
  - 1.1.3 Audit - chaired by Second Vice-president.
  - 1.1.4 By-Laws - chaired by Secretary-Treasurer.
  - 1.1.5 Frequency - chaired by a technically competent appointee.
  - 1.1.6 Nominating - annually appointed.

**Section 2 Other Committees**

- 2.1 The President shall appoint committees as the need arises. These special committees shall continue to serve and operate as such until the tasks for which they have been appointed have been completed to the satisfaction of the President, or until changes are made by the President for the good and welfare of the Chapter.

**ARTICLE VI AMENDMENT****Section 1 Requirements**

- 1.1 Resolutions for amendment to these Bylaws must bear the signatures of five voting members, with a complete statement of the reason(s) for such amendment, and the proposed specific wording to be alternately adopted.

## **Section 2 Process**

- 2.1 Such resolutions will be reviewed by the By-Laws Committee and referred to the Executive Committee with recommendations.
- 2.2 The Executive Committee may act to confirm or deny amendment only unanimously.
- 2.3 In the event of a failure of agreement by the Executive Committee, the question will be included on the next regular election ballot for decision by the membership plurality.