

PENNSYLVANIA CHAPTER, APCO, INC.

BY-LAWS

PREAMBLE

The Pennsylvania Chapter, APCO, Inc. ("Chapter") is hereby formed as a non-profit professional association, incorporated under the laws of the Commonwealth of Pennsylvania and dedicated to the advancement of the art and science of public safety communications within the Commonwealth of Pennsylvania. The Chapter is a member chapter of APCO International, Inc. ("Association").

ARTICLE I

MEMBERSHIP ELIGIBILITY

1. ACTIVE MEMBERS:

1.1 The following Citizens of the United States of America and Canada shall be eligible for ACTIVE membership in this Chapter:

A. All administrative and supervisory personnel responsible for planning, organizing, staffing, directing, and controlling functions required in the design, construction, installation, maintenance, command and operation of public safety communications systems and supporting information systems who are full time employed and salaried by a federal, state, or local governmental agency; provided that such personnel in Emergency Medical, Emergency Management and Volunteer Fire communications systems need not be so employed or salaried.

B. Persons who have maintained an ENGINEER/ TECHNICIAN, INFORMATION SYSTEM SPECIALIST, or TELECOMMUNICATOR membership or combination thereof, for the immediate past two (2) consecutive years.

1.2 No person shall be eligible for membership under any portion of this section who engages in the commercial manufacture, lease or sale of public-safety communications equipment; or whose principal source of income is derived from writing, publishing, advising or consulting in the land mobile communications field or the distribution of goods or representation of companies, firms, themselves or others who profit materially from such activities.

2. ENGINEER/TECHNICIAN MEMBERS:

2.1 The following shall be eligible for ENGINEER-TECHNICIAN membership in this Chapter:

A. Those non-supervisory persons who otherwise meet the appropriate technical requirements and the employment and salary requirements of Section 1.1 of this article.

2.2 ENGINEER/TECHNICIAN members shall not vote except as they may in committee and shall not hold office but they may serve on committees and otherwise enjoy all benefits of this Association.

2.3 Those persons who maintain their ENGINEER/TECHNICIAN membership for the immediate past two (2) consecutive years are eligible, upon payment of proper dues, to be transferred into the ACTIVE member class.

2.4 No person shall be eligible for membership under any portion of this section who engages in the commercial manufacture, lease or sale of public-safety communications equipment or whose principal source of income is derived from writing, publishing, advising or consulting in the land mobile communications field or the distribution of goods or representation of companies, firms, themselves, or others who profit materially from such activities.

3. TELECOMMUNICATOR MEMBERS

3.1 The following shall be eligible for TELECOMMUNICATOR membership in this Chapter:

A. Those non-supervisory persons who otherwise meet the appropriate operating, command, and the employment and salary requirements of Section 1.1 of this article.

3.2 TELECOMMUNICATOR members shall not vote except as they may in committee and shall not hold office, but they may serve on committees and otherwise enjoy all benefits of the Association.

3.3 Those persons who maintain their TELECOMMUNICATOR membership for the immediate past two (2) consecutive years are eligible, upon payment of proper dues, to be transferred into the ACTIVE member class.

3.4 No person shall be eligible for membership under any portion of this section who engages in the commercial manufacture, lease or sale of public-safety communications equipment, or whose principal source of income is derived from writing,

publishing, advising or consulting in the land mobile communications field or the distribution of goods or representation of companies, firms themselves or others who profit materially from such activities.

4. INFORMATION SYSTEM SPECIALIST

4.1 The following shall be eligible for INFORMATION SYSTEM SPECIALIST Membership in this Chapter:

A. Those non-supervisory or administrative persons who are responsible for the planning, design, development, operation and maintenance of communications-related information systems who otherwise meet the appropriate technical, employment and salary requirements of Section 1.1 of this article.

5. COMMERCIAL MEMBERS:

5.1 The following shall be eligible for COMMERCIAL membership in this Chapter:

A. Those persons in the business world who receive any amount or type of compensation which is derived from the design, manufacture, sale, service, maintenance, lease, rental or promotion of components, equipment, systems or other configurations of communications equipment or related items which are used or can be used by public-safety entities; and

B. Those persons who are engaged in writing, publishing, advising and consulting in the land mobile communications field or who distribute goods and represent companies, firms, or persons including themselves and others who profit materially from such activities.

5.2 COMMERCIAL members are eligible to serve on only the COMMERCIAL program, ad hoc and special committees and groups. They may not vote except as they may in such committees and they shall not hold office.

6. ASSOCIATE MEMBERS:

6.1 The following shall be eligible for ASSOCIATE membership in this Chapter:

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

6.2 ASSOCIATE members shall not vote except as they may in committee and shall not hold office, they may serve on committees and otherwise enjoy all benefits of this Association.

7. LIFE MEMBERS:

7.1 This highest level of membership shall be awarded only to those persons currently holding another class of membership in the Association. The Life Member title shall be added to that of any other class of membership. This title and the member's regular other membership classification title with all its privileges and benefits shall be enjoyed, and held exempt from dues, for the life or resignation of such member.

7.2 This honor may be bestowed by APCO Inc. upon members who have at the Association level made significant contributions toward the fulfillment of the purpose of the Association. Eligibility and nomination for this recognition shall be in accordance with the Association Constitution and By-Laws.

8. CHAPTER HONORARY MEMBERS:

8.1 This honorary designation is reserved for those persons, including those who have retired due to age or physical disability, who have made significant contribution toward the objective of this Chapter.

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

A. The Chapter Executive Board shall make a recommendation to the Chapter that such honor is to be bestowed; and

B. The Chapter quorum, during one of its regularly scheduled meetings, shall approve the recommendation by a majority vote of those members present and eligible to vote.

8.3 The term of this recognition shall be at the discretion of the Chapter.

8.4 Privileges of a CHAPTER HONORARY member shall be determined by the members other membership classification, if any provided the Chapter shall pay the regular member annual

subscription fee for The Bulletin in accordance with the requirements of the By-Laws of the Association.

8.5 Chapter HONORARY members may serve on such committees as may be specifically approved by the membership but may not vote except in such committees unless eligible to do so by virtue of their regular membership classification.

9. SUSTAINING MEMBERS:

9.1 Eligibility for SUSTAINING membership in this Chapter shall be in accordance with the Association's Constitution and By-Laws and subsequently recognized by the Chapter.

9.2 SUSTAINING members shall be so recognized in this classification for a period of twelve (12) months from the date of each such recognition.

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

10. MULTIPLE MEMBERSHIPS:

10.1 A member of this Chapter may affiliate with other Chapters of this Association, and this Chapter shall offer membership in this Chapter in accordance with the provisions of the Constitution of the Association pertaining to this classification.

11. RETIRED MEMBERS:

11.1 The following shall be eligible for RETIRED membership in this Chapter.

A. Those former members of this Chapter, in any class, who have fully retired from their former, regular occupational positions and are no longer gainfully employed or otherwise compensated for current services provided in any manner to the general field of commercial, private, or public communications.

11.2 RETIRED members are eligible to serve on special and ad hoc committees, but may not vote except as they may in such committees.

11.3 They may otherwise enjoy all the benefits of this Association.

12. SENIOR MEMBERSHIP GRADE:

12.1 A descriptive grade of "Senior" member may be added to the classes of Active, Commercial, Telecommunicator, or Engineer/Technician.

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

A. Membership for ten (10) consecutive years or more.

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

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

12.3 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.

12.4 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.

13. CHAPTER LIFE MEMBER:

13.1 This honor may be bestowed upon qualified members of the Active, Engineer/Technician, Telecommunicator, Commercial, or Retired classes.

13.2 The privileges of a CHAPTER LIFE MEMBER are determined by the class of membership for which the member would otherwise qualify.

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

A. Membership for a minimum of fifteen (15) consecutive years, at least five of which shall be as a member of this chapter.

B. Has made at least five (5) major contributions at the Chapter and/or Association level which has contributed significantly to the Chapter, Association, the commercial community, and/or the general public safety community. These are defined as follows:

Past Chapter President

Member of the Chapter
Executive Board for at least two
years

Chapter Commercial Committee
Chairman for at least five years

Executive Council Member for
at least four years

Regional or Annual Conference
Chairman

Regional or Annual Conference
Committee Chairman

Chairman of Association
Standing Committee

Major contribution to the art of
communications

13.4 Nomination to Chapter Life membership shall be initiated at the Chapter level upon recommendation of the Chapter Executive Committee and the Chapter Quorum.

13.5 The Chapter shall pay annually to the Association office the dues amount specified in the Chapter Bylaws at the rate for the member's qualifying class.

ARTICLE II

ELECTION OF MEMBERS

1. MEMBERSHIP APPLICATIONS:

1.1 Applications for all classes of membership may be received on forms approved by The Association, by any Chapter member

and delivered to the Chapter Secretary or received by The Association and delivered to the Chapter Secretary.

1.2 In each case the Secretary shall request the applicant to provide such supplemental information as may be established as necessary by the Chapter Executive Board, confirmed by the quorum. Forms provided by the Chapter shall be used to request this information.

1.3 The membership at the Chapter meeting shall have the authority to accept, by a majority vote of those members attending and eligible to vote, each application presented to the membership.

2. ACCEPTANCE IN A DIFFERENT CLASS:

2.1 In cases where an individual applies for one class of membership and is accepted in a different class any overpayment will be returned to the applicant along with the notice of acceptance. Where, because of a dues increase or other reason, the applicants dues submitted are less than the required amount the applicant will be requested to submit the balance due before he or she is finally accepted to membership.

2.2 The Chapter, by a two-thirds vote of those present and eligible to vote may waive the requirements for payment of additional monies by the applicant as stipulated in Section 2.11 and authorize the Chapter to pay the difference to the Association. This may apply to the initial application only.

ARTICLE III

GOVERNANCE

1. QUORUM:

1.1 The Chapter shall be governed by the Quorum, which shall be composed of all ACTIVE members in good standing of the Chapter. The Quorum by majority vote (unless otherwise set forth) may take any action under these By-Laws.

1.2 The Quorum shall meet at least once annually at a time and place designated by announcement of the Secretary delivered to all ACTIVE members not less than thirty (30) days prior to the date of such meeting.

2. EXECUTIVE BOARD:

2.1 The Executive Board shall consist of the following Chapter Officers:

- (a) President
- (b) President-Elect
- (c) Vice-President
- (d) Secretary
- (e) Treasurer
- (f) Association Executive Council Person
- (g) Chapter Commercial Advisory Member
- (h) Members at Large
- (i) Past Presidents

2.2 It shall be the duty of the Executive Board to represent the best interests of the membership between scheduled Chapter meetings and at other appropriate times.

2.3 The Executive Board, by majority vote, shall have the authority of the membership where it acts in behalf of the membership between regularly scheduled Chapter meetings.

2.4 The Executive Board shall meet at times and places designated by the President. The President may poll the Executive Board on special matters by verbal or telephone communication supported by written communication.

2.5 Seven members of the Executive Board shall constitute a quorum at any meeting of the Executive Board.

2.6 All scheduled meetings of the Executive Board shall be open for attendance by any Chapter member in good standing.

2.7 A report of all activities of the Executive Board shall be made to the Chapter at each regular Chapter meeting. The Quorum shall affirm or reject these actions.

3. SIGNIFICANT ACTION:

3.1 The Executive Board may take "Significant Actions" between Chapter meetings when exigent circumstances require immediate action, subject to approval of the membership as set forth in this Section.

3.2 "Significant Actions" shall include:

- a. Purchase or sale of real property by the Chapter
- b. Any action to amend or otherwise effect the currently-filed articles of incorporation of the Chapter

- c. Any action to initiate litigation on behalf of the Chapter
- d. Any action to commit to a single expenditure of greater than \$5,000
- e. Non-substantive changes to these Chapter By-Laws
- f. The hiring of any permanent full-time or part-time employee of the Chapter
- g. Other significant matters, outside the normal course of business, the decision of which can reasonably be expected to have a significant impact on the reputation, finances or strategy of the Chapter.

3.3 Upon approval by the Executive Board, the Secretary shall send a copy of the approved Executive Board resolution to the membership by electronic mail, along with a process for each member to record their approval or denial and return to the Secretary within fifteen (15) days following the communication.

3.4 The Significant Action shall be deemed approved by the Quorum if a majority of members responding approve the Significant Action. If not approved by the membership vote, the Executive Board shall be prohibited from taking the action set forth in the Significant Action.

ARTICLE IV

OFFICERS-GENERAL

1. TERMS OF OFFICE:

1.1 The term of office for each officer shall be for two (2) years.

1.2 Individuals may serve as a Chapter officer as often as the Chapter elects that person to office. However, no person may serve in the office of President, President-Elect or Vice President more than once in any six (6) year period.

1.3 Each officer's term shall commence upon his installation during the meeting at which he is elected and shall continue until the installation of his successors in that office.

1.4 The President-Elect will automatically succeed to the office of President at the end of such President's term of office. All other Officers will be elected in accordance with the provisions of this Article.

2. ELECTION OF OFFICERS:

2.1 The time and place of election shall be the regularly scheduled Chapter meeting closest to the end of the odd numbered calendar year.

2.2 Nominations for office shall be opened at the regularly scheduled Chapter meeting immediately preceding the last scheduled meeting of the calendar year by no less than sixty (60) days.

2.3 Nominations shall first be made by the Nominating Committee. Additional nominations may also be made from the floor. They do not require a second and any nomination made shall be accepted by the Chair and stand unless the nominee is not eligible to hold office or declines the nomination.

2.4 When all those attending the meeting who so desire have made their nominations and there is no further response to the question, "Are there any further nominations for any office?" the chair shall declare the nominations closed.

2.5 Within three (3) weeks of the close of the nominations the Chapter Secretary shall send to each ACTIVE member eligible to vote in elections of the Association a copy of the minutes of the meeting, including a list of the nominees, and a ballot of the type specified elsewhere herein.

2.6 Voting members may vote by delivering their ballot by mail or in person to the Chapter Secretary at his office or in person at the election meeting.

2.7 Each ballot received by mail by the Secretary shall remain unopened but will be clearly marked as to the date the ballot was delivered to the Secretary. A consecutive number, beginning with the numeral one (1) and continuing in order, shall also be placed upon each ballot so received.

2.8 The number assigned to the ballot shall be entered beside the ACTIVE member's name on the master list established for that purpose.

2.9 Prior to the election the Chapter President shall call for a certification of ACTIVE members eligible to vote. A member of the Membership Committee shall move that, "All the ACTIVE members of this Chapter be declared eligible to vote except the

following". This will be followed by the name of any ACTIVE member deemed ineligible and the reason for the ineligibility. Following the second of the motion the President shall allow a discussion period to resolve the status of any members in question. If necessary a motion and second shall be entertained to amend the current motion by adding or deleting names. Each such amending motion must be approved or rejected before business proceeds. At the conclusion of the discussion period the quorum shall vote on the main motion. If passed, those listed as ineligible shall not be permitted to vote at this election and any ballot submitted by an ineligible member shall be removed, unopened, from consideration. If the motion is rejected, all ACTIVE members will be eligible to vote.

2.10 At the conclusion of the certification of eligibility the Chapter President shall declare the elections open and balloting to begin. At this time the President shall appoint three (3) ACTIVE members not nominated for office to serve as Tellers.

2.11 The Chapter Secretary shall turn over to the Tellers all the unopened ballots previously received from the eligible voters along with the master voters list.

2.12 The Tellers shall collect the ballots, in sealed envelopes clearly bearing their name and address on the outside of the envelope, from the eligible members present and voting at the election meeting.

2.13 These sealed envelopes will be checked against the master list to confirm eligibility and prevent duplicate balloting. They will be numbered in sequence with all those ballots previously received.

2.14 When all those eligible ACTIVE members present who desire to vote have done so the Chapter President shall declare the elections closed and instruct the Tellers to tabulate the vote.

2.15 Before the opening of any envelopes the Tellers shall count the total number of envelopes and affirm the count is exactly the same as the highest number in the sequential series, less any removed due to ineligibility.

2.16 Any discrepancy in the count must be resolved to the satisfaction of the members present before the ballots are opened and tabulated.

2.17 Next, each sealed envelope shall be opened and the ballot removed. The ballot shall be placed in a separate container and given to the Chapter Secretary to be retained, along with any ineligible ballots, for a period of six (6) months unless a longer period is ordered by the Executive Board or the quorum.

2.18 After all the ballots have been collected in one group and the marked envelopes removed from the area by the Secretary,

a count of the ballots shall be made to assure none have been overlooked. When the count is confirmed the tabulation may proceed.

2.19 The Tellers shall then open each ballot and tabulate the number of votes for each candidate. The total vote for each candidate plus any abstention must equal the total number of ballots cast.

2.20 Immediately following the tabulation of the votes the President shall declare the candidate receiving the greatest number of votes in each office category elected to that office.

2.21 The complete tabulation of votes by candidate and by office shall be made available by the Chapter Secretary to any member on request.

2.22 In case of a tie lots will be drawn by the candidates who received the same number of votes. The winner of this drawing shall be declared elected to that office.

2.23 BALLOTS-SPECIFICATIONS:

A. Each ballot shall be on white 8 1/2 x 11 paper with black printing.

B. Ballots shall be headed "Ballot for the Election of Officers, Pennsylvania Chapter, APCO, Election Date, (Month, Day, Year).

C. Each office shall be identified in all capital letters and each candidate's first and last name shall appear under the office. A clearly identified space shall be provided beside each name for the voter to indicate his choice. Candidates shall be listed by office in alphabetical order.

D. The ballot shall then be delivered in a sealed business envelope provided by the voter. This envelope shall bear on the outside the name and address of the voter in the upper left corner, the address of the Chapter Secretary at the center, and the words "Ballot, Pennsylvania Chapter" in the lower left.

Note-The address of the Chapter Secretary need not appear on hand delivered ballots.

2A. ELECTION BY ELECTRONIC BALLOT: The provisions in Section 2 above for the printing, distribution, collection and tallying of ballots may be replaced by a secure, on-line electronic voting upon approval by the Executive Board.

3. INSTALLATION OF OFFICERS:

3.1 Newly elected officers shall take office immediately before adjournment of the meeting at which they were elected except in cases where there is a dinner scheduled specially for the purpose of installing the new officers.

3.2 New officers shall be sworn in by the retiring President or an alternate selected by the retiring president.

3.3 In case a newly elected officer is absent from the inauguration ceremonies the new officer shall be sworn in by the President at the earliest possible moment in person or by telephone. Such swearing-in must be witnessed by two (2) ACTIVE members in good standing and recorded by the Chapter Secretary.

4. VACANCIES:

4.1 In the event of vacancy in the office of President, the President-Elect will be sworn in as the new President, and the office of President-Elect shall be declared vacant and shall be filled in accordance with this Section. The new President shall serve the remainder of the vacated term as well as the full term to which he or she would have otherwise succeeded.

4.2 In the event of vacancy in any other office caused by the resignation, death, disability or removal of an Officer, the President shall nominate a successor.

4.3 The nomination will be presented to the Executive Board for confirmation at the next scheduled meeting. If confirmed by the Executive Board, the replacement Officer will be immediately installed and will serve the remainder of the current term.

4.4 The new officer shall be sworn in by the President at the earliest possible moment in person or by telephone. Such swearing-in must be witnessed by two (2) ACTIVE members in good standing and recorded by the Chapter Secretary.

5. POWERS AND DUTIES OF OFFICERS:

5.1 PRESIDENT:

5.1.1 It shall be the duty of the President, in addition to such other authority as he/she may have, to:

A. Preside at all meetings of the Chapter and Executive Board;

B. Serve as Chairperson of the Executive Board;

C. Appoint all committees in accordance with these By-Laws.

D. Carry out the purposes of this Chapter as set forth in the Constitution;

E. Appoint any special or ad hoc committees as deemed necessary;

F. Keep the Executive Board informed of all Association matters;

G. The President shall appoint a Nominating Committee at least six(6) months prior to the regularly scheduled PA APCO Chapter meeting held closest to the end of the odd numbered calendar year. It shall be comprised of only ACTIVE members.

The members of this committee shall actively solicit qualified, interested members and nominate those candidates who appear best qualified to serve the best interests of this Chapter.

5.1.2 The President's power shall include authority to:

A. Carry out his/her duties as delineated in the Constitution and By-Laws and those policies duly adopted by the quorum or the Executive Board;

B. Appoint committees as required by the Constitution and By-Laws or deemed necessary during his/her term of office and serve as an ad hoc member of same;

C. Incur reasonable and proper personal expenses as provided

for by the quorum or Executive Board;

D. Authorize reasonable and proper expenses of any member(s) for the purpose of specific Association duties;

E. Engage legal counsel when authorized by the quorum or Executive Board;

F. Call any committee into session at any time;

G. Assign such duties and tasks to the Vice President(s) as he/she deems appropriate;

5.1.3 Parliamentary Authority:

A. All questions of order shall be decided by the president or the presiding officer, subject to appeal by any member of the chapter.

B. Regarding any question coming before the meeting for which no provision has been made in the Constitution and By-Laws, the presiding officer shall be governed in his decision by the rules laid down in Roberts' "Rules of Order".

5.2 PRESIDENT-ELECT:

5.2.1 It shall be the duty of the President-Elect to perform all the duties of the President in his/her absence.

5.2.2 The President-Elect is hereby empowered to act in a reasonable and proper manner to perform all duties as assigned by the President or in place of the President in his/her absence in accordance with Section 4.1 of this Article.

5.3 VICE-PRESIDENT:

5.3.1 It shall be the duty of the Vice-President to perform all the duties of the President-Elect in his/her absence and perform all of the duties of the President in the absence of the President and President-Elect.

5.3.2 The Vice-President is hereby empowered to act in a reasonable and proper manner to perform all duties as assigned by the President or in place of the President in the absence of the President and President-Elect in accordance with Section 4.1 of this Article.

5.4 SECRETARY:

5.4.1 It shall be the duty of the Secretary to:

A. Record the minutes of each and every Chapter and Executive Board meeting;

B. Process all official Chapter correspondence and maintain for permanent record a file of copies of all such communications and those generated by the Chapter Officers.

C. Forward all official reports and copies of Chapter meeting minutes to The Membership Manager of the Association office within thirty (30) days after the meeting;

D. Maintain the membership lists;

E. Perform such other duties as may be required by the Executive Board.

5.5 TREASURER:

5.5.1 It shall be the duty of the Treasurer to:

A. Receive and deposit all monies in, accounts as directed by the Executive Board.

B. Disburse monies in the manner and amounts authorized by the quorum, President or Executive Board.

C. Record all receipts and disbursements in a simple cash accounting method clearly showing the date, amount, purpose and to whom paid or from whom received.

D. Report in written, itemized form these transactions to the Secretary prior to the opening of each Chapter meeting and to the membership at each meeting in written or oral form.

E. Make all books and accounting records available to Chapter appointed auditors or others as directed by the President, Executive Board or quorum.

F. The Chapter, at its expense, shall obtain and maintain a bond for the Treasurer in an amount set by the Executive Board.

5.6 ASSOCIATION EXECUTIVE COUNCIL PERSON:

5.6.1 It shall be the duty of this officer to represent the Chapter in the Association Executive Council and report the proceedings of such meetings to the President, membership and the Executive Board.

5.7 CHAPTER COMMERCIAL ADVISORY MEMBER:

5.7.1 The Chapter Commercial Advisory Member ("CCAM") shall be a member in good standing of the COMMERCIAL category. The CCAM will be the chairperson of the Commercial Committee, will be responsible for managing exhibits and sponsorships for Chapter conferences, and will represent the interests of the COMMERCIAL membership to the Executive Board,

5.7.2 The CCAM shall be a voting member of the Executive Board.

5.8 MEMBERS-AT-LARGE:

5.8.1 There shall be four (4) Members-at-Large, selected from the ACTIVE membership. Each Member-at-Large shall be responsible for performing duties as assigned by the Executive Board.

5.9 PAST PRESIDENTS:

5.9.1 Each Past President of the Chapter is eligible for membership in the Executive Board provided such Past President remains a Chapter member in good standing.

5.9.2 A Past President may accept appointment to the Executive Board by written notice to the President, and will continue to serve until resignation or removal from office.

5.9.3 Each Past President shall be responsible for performing duties as assigned by the Executive Board.

6. REMOVAL FROM OFFICE:

6.1 Any member of the Executive Board may petition for the removal of an Officer in the event of any of the following:

6.1.1 Unexcused absence from three (3) consecutive Executive Board meetings, or fifty percent of scheduled meetings within any six (6) month period;

6.1.2 Excused absences from six (6) consecutive Executive Board meetings, or fifty percent of scheduled meetings within any twelve (12) month period;

6.1.3 Resignation or expiration without renewal of Chapter membership;

6.1.4 Relocation, so that the Officer no longer resides or conducts any professional activities within the Commonwealth of Pennsylvania; or

6.1.5 Finding of wrongdoing in accordance with Article XIII of the By-Laws.

6.1 Upon receipt of the petition by the President and the Secretary, the matter shall be scheduled for deliberation at the next regularly scheduled Executive Board meeting, and the Officer in question shall be invited to provide a response. The Officer may be removed and the applicable office declared vacant by a majority vote of the Executive Board.

ARTICLE VI

COMMITTEES

1. The following shall constitute the standing committees of this Chapter:

1.1 Commercial Committee

1.2 Conference Committee

1.3 Volunteer Resources Committee

1.4 9-1-1 Committee

1.5 Membership Committee

2. Each standing committee shall be comprised of from two (2) to ten (10) members as deemed appropriate by the President.

3. The duties of each committee shall be as follows and as outlined specifically elsewhere in this constitution and By-Laws.

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3.1 COMMERCIAL COMMITTEE:

3.1.1 This committee shall chaired by the CCAM, and shall be representative of the Commercial membership of this Chapter.

3.1.2 Within the framework of applicable law and policy this committee shall study, recommend and report on those matters which it feels are of interest to the Chapter's commercial membership.

3.1.3 Subject to prior approval of the President, the committee shall take such polls and make such surveys as may be needed to assure that its recommendations fully take into account the views of the membership.

3.1.4 Such recommendations and opinions shall be transmitted to the President for such action as may be appropriate by the Chapter.

3.2 CONFERENCE COMMITTEE:

3.2.1 This committee shall be responsible for setting the theme for the various Chapter meetings and promoting the attendance of participants and visitors to these meetings.

3.2.2 It shall assist the various conference committees in their endeavors.

3.3 VOLUNTEER RESOURCES COMMITTEE

3.3.1 This committee shall be responsible for liaison with volunteer agencies which are often required to assist public safety agencies during disaster situations, such as, but not limited to, the Amateur Radio Emergency Service (ARES), the Radio Amateur Civil Emergency Service (RACES), the American Red Cross, the Salvation Army and the Civil Air Patrol.

3.3.2 It shall, in concert with volunteer agencies, define disaster situations, develop programs for training, activation, deployment and operation of the volunteers. These programs will be made available to APCO members as guidelines for developing their own programs.

3.4 9-1-1 COMMITTEE

3.4.1 The PA APCO 9-1-1 Committee will gather information about 9-1-1 issues and disseminate it to PA APCO Chapter members. Additionally, it will represent the PA APCO Chapter on both state and national levels and make recommendations to the PA APCO Executive Board on positions the PA APCO Chapter should take regarding 9-1-1 issues.

3.5 MEMBERSHIP COMMITTEE

3.5.1 The Chapter Membership Committee will maintain the Chapter membership roll, affirm the list of ACTIVE members who may vote in Chapter Officer elections, and confirm the good

standing of any member seeking election as an Officer.

ARTICLE VII

DUES

1. The dues assessed each member, in each classification shall include both the amount assessed by the Association office and the additional amount which shall be the Chapter's portion. The Chapter Treasurer hereby authorizes the Association office to serve as the dues collecting agent to collect and remit to the Chapter its designated portion of the Association dues.
2. The dues assessed each Chapter member annually shall be in accordance with the dues schedule approved annually by the quorum of the Association at the Association annual meeting and posted by the Association on its web site.
3. The dues payment schedule and process for handling delinquent members shall be as established by the Association Constitution and By-Laws.

ARTICLE VIII

REVIEWING, RECLASSIFYING OR DISCIPLINING MEMBERS

1. REVIEWING AND RECLASSIFYING MEMBERSHIP:

1.1 Upon instruction from the President or Executive Board the Membership Committee shall affirm each member's eligibility to continue in his/her present membership classification.

1.2 The Membership Committee may ask each member to provide such written information as may be deemed necessary to affirm that individual's eligibility to that class of membership.

1.3 A report shall be made to the body affirming each member's eligibility to continue in the current class of membership.

1.4 Should the Membership Committee determine the need to reclassify any member, the committee shall present a full report to the membership along with the committee's recommendations. This report and recommendation shall then be weighed by the quorum and decided by a vote of the majority of the ACTIVE members present and qualified to vote.

2. INVESTIGATING POSSIBLE WRONG DOING OF ANY MEMBER:

2.1 In the event any member is suspected or accused of any wrong doing the following procedure shall be used to confirm or clear the member of the accusation.

2.2 A written statement fully outlining the suspected fault shall be presented to the Chapter Secretary. Said statement shall contain only pertinent information as accurate as possible in all details. The statement shall be signed by the member(s) filing it.

2.3 Upon receipt of the statement the Chapter Secretary shall distribute copies to the members of the Executive Board and to the accused member. All information shall be kept fully confidential between the parties mentioned above.

2.4 The Chapter President, within ten (10) days of receipt of the statement, shall poll the Executive Board to determine whether the matter shall be pursued or dropped. Any Officer directly involved in the matter being investigated shall recuse themselves from the vote.

2.5 If the Executive Board decides the matter is to be dropped the Chapter Secretary shall so advise the originator(s) of the statement and the accused member.

2.6 Upon receipt of such notification the originator(s) of the statement shall discontinue pursuit of the matter.

2.7 Should the Executive Board decide the matter should be investigated to a conclusion the following steps shall be taken:

2.8 The Chapter Secretary shall notify the accused member, in writing, of the charges, providing a copy of the statement and instructing the member to select one ACTIVE member to serve as his representative on a Panel of Determination.

2.9 The Chapter Secretary shall notify the originator(s) of the statement of the decision of the Executive Board and instruct them to select one ACTIVE member to serve as their representative on a Panel of Determination.

2.10 Both parties shall, within ten (10) days, notify the Chapter Secretary of their respective selections.

2.11 Upon receipt of this notification the Chapter Secretary shall, within five (5) days, notify the selected members of each others name, address and telephone numbers.

2.12 Within ten (10) days from notice by the Secretary the Panel members shall communicate with each other and between them select a third ACTIVE member to serve on the Panel. They shall immediately notify the Secretary of their selection.

2.13 The Chapter Secretary shall notify the President who shall then instruct the selected individuals to act as a formal Panel of Determination on behalf of the Chapter to investigate the charges, take testimony, gather evidence and, at the conclusion of this work, present to the President, in writing, their findings and recommendations.

2.14 The President in turn shall cause this report to be copied and distributed to the Executive Board.

2.15 Within twenty (20) days of receipt of the report from the panel the President shall poll the Executive Board. The results of this poll shall be considered the decision of the Chapter.

2.16 The Executive Board may decide to acquit, reprimand, suspend or expel the accused member.

2.17 All parties shall receive a copy of the decision of the Executive Board within ten (10) days.

2.18 A full report shall be made to the quorum at the Chapter's next scheduled meeting.

2.19 The quorum, by a two-thirds vote of the ACTIVE members in attendance eligible to vote, may modify the decision of the Executive Board.

ARTICLE IX

AMENDMENTS TO THE BY-LAWS

1. PROCEDURE:

1.1 These By-Laws of the Chapter, shall be amended as follows:

1.2 A resolution, signed by at least five (5) ACTIVE members in good standing must be delivered to the Chapter Secretary no less than sixty (60) days prior to any Chapter meeting.

1.3 The resolution, must contain reference to the specific section or sections to be amended, the reasons for the amendment(s) and the full wording of the section(s) as proposed if adopted.

1.4 Within two (2) weeks of receipt of the resolution the Secretary shall cause it to be duplicated and distributed to the officers and general membership.

1.5 Said resolution shall be included on the agenda of the next regular meeting of the Chapter under new business.

1.6 The resolution shall be read to the quorum by the Chapter Secretary.

1.7 The resolution shall, after an appropriate discussion period, be voted on by the quorum.

1.8 If two-thirds of the ACTIVE members present at two (2) consecutive meetings vote in favor of the proposed amendment it shall be declared adopted and become effective at the adjournment of the meeting at which its adoption was finalized.

ARTICLE X

DISSOLUTION

Should the Chapter, be dissolved, all its interests shall be distributed to an organization or organizations of similar purposes as selected by a majority of those present and eligible to vote of the Active Members of the Chapter.

ARTICLE XI

PUBLICATIONS/AWARDS

1. PUBLICATIONS:

The President shall cause publications to be printed and distributed at such intervals as shall be deemed desirable for the purpose of the Chapter. The contents of these publications shall be of interest to all classes of membership.

2. AWARDS:

Individuals may be honored for accomplishments in pursuit of the goals of the Chapter by the issuance of Awards, Plaques, or Certificates. The Chapter Executive Board is authorized to determine the recipients of such recognition.

2.1 PRESIDENT'S AWARD:

The Chapter President may, with sole discretion and choice, select one individual, a group of individuals, one communication center or a group of communication centers, who has made an outstanding contribution to the Chapter or Association for recognition. This Plaque shall be known as the President's Award.

2.2 The President's Award shall be presented at a meeting of the Chapter.

ARTICLE XII

BONDS/LIABILITY/COSTS

1. BONDS:

1.1 The Treasurer shall be bonded.

1.2 The President may require persons in the Chapter who are identified as those handling significant amounts of the Chapter's funds to be adequately bonded.

2. LIABILITY:

The President shall be responsible for having the Chapter adequately covered by liability and other necessary insurance.

3. COSTS:

The Chapter shall bear the costs associated with the provisions of this Article.

ARTICLE XIII

CHAPTER EXPENSES

1. SPECIFIED EXPENSES:

The President, Secretary and Treasurer shall be authorized the necessary funds to fulfill the requirements of their respective office as outlined in the Constitution and By-Laws of this Chapter.

2. UNSPECIFIED EXPENSES:

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

3. TRAVEL EXPENSES

3.1 Expenses incurred during a pre-approved Chapter function are reimbursable upon submission of an itemized expense account, and a written overview of the function. These expenses may include meals, tips, lodging, and travel including mileage reimbursement.

3.2 Application for reimbursement shall be made on forms supplied by the Chapter Secretary and shall be accompanied by receipts for items such as tolls, travel, lodging, etc.

3.3 Meal reimbursement shall be determined by the U.S. General Services Administration (www.gsa.gov) using the Federal per diem schedule for the destination city. Receipts are not necessary. A travel day will be reimbursed at 75% of the stated per diem rate.

3.4 Mileage reimbursement shall be paid in accordance with the rate used by the Internal Revenue Service (IRS) for income tax purposes on the date of travel.

3.5 Attendance at conferences and meetings for which reimbursement will be requested must be pre-approved by the Executive Board. Requests should be presented to the appropriate committee chairman for submission to the Executive Board.

3.6 Transportation to conferences and meetings should be the least expensive and most appropriate.

3.7 A full report on the function must be submitted with the reimbursement request.