



# Wyoming APCO - NENA

Working for Public-Safety Communications in the Cowboy State

## ~ BYLAWS ~

SUBMITTED TO THE WYOMING CHAPTER QUORUM  
AT CASPER, WYOMING

RATIFIED AT THE ANNUAL MEETING  
November 4, 2019

Monte McClain ~ Chapter President  
Maryanne Christensen ~ First Vice-President  
Chuck Trimble ~ Second Vice President  
Chris McGuire ~ Treasurer  
Val Gelinas ~ Secretary  
Kevin Parker ~ Chapter Commercial Advisory Member  
Glen Crumpton ~ Immediate Past President

## BY-LAWS

### WYOMING JOINT CHAPTER OF THE ASSOCIATION OF PUBLIC-SAFETY COMMUNICATIONS OFFICIALS- INTERNATIONAL, INCORPORATED AND NATIONAL EMERGENCY NUMBER ASSOCIATION, INCORPORATED

#### **ARTICLE I. NAME**

The name of this non-profit association is the Wyoming Joint Chapter of the Association of Public- Safety Communications Officials, Incorporated (APCO), and the National Emergency Number Association, Incorporated (NENA) also referred to as the “chapter,” under a charter granted by the national Executive Boards of APCO and NENA. It shall also be known as **Wyoming APCO-NENA**

#### **ARTICLE II. OBJECTIVES**

##### **Section 1. The APCO International objectives are as follows:**

The members of this nonprofit Association serve or support that function of government which provides public safety communications services in areas of law enforcement, forestry, conservation, fire, highway maintenance, emergency rescue and medical services, emergency management, and other activities supported or endorsed by federal, state, local and tribal governments. The primary purposes of this Association are to:

- A. Foster the development and progress of public safety communications and supporting information technologies by means of research, planning, coordination, training and education in areas concerned with law enforcement, fire, emergency rescue and medical services, conservation, forestry, highway maintenance, emergency management and other public safety services;
- B. 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, tribal, state and federal governments and those who work with them;
- C. Represent its members, public safety communications and supporting information technological interests in general before regulatory and policy-making bodies as may be appropriate; and
- D. Strive to protect citizens and their property and provide for their welfare by these and other appropriate means.

##### **Section 2. The NENA objectives are as follows:**

- A. Lead in the development, availability, implementation and enhancement of a universal emergency telephone number common to all jurisdiction(s) through research, planning, training and education;

- B. Represent its members before communications regulatory agencies and appropriate policy making and legislative bodies;
- C. Enable all citizens to have immediate access to emergency public safety services so that safety of human life, protection of property and civic welfare are benefited to the utmost degree; and
- D. Aid and assist in the timely collection and dissemination of information relating to a universal emergency telephone number.

## **ARTICLE III. MEMBERS**

### **Section 1. Membership Application**

- A. All membership applications shall be submitted to the APCO and/or NENA national offices on standard forms as approved following the membership categories for each national association. Chapter membership will require membership in either APCO or NENA, not both, though membership in both organizations is encouraged.
- B. The chapter shall not be discriminatory in any of its practices.

### **Section 2. Dues**

- A. Membership dues are payable as of January 1 each year. Members who are delinquent over 90 days from January 1 may be dropped from the chapter membership rolls in accordance with APCO and NENA Executive Committee policy.
- B. The annual dues for all membership categories shall be set by each national association.
- C. The Chapter may reimburse an elected Executive Board member for membership dues should the elected officer not have both APCO and NENA membership.

### **Section 3. Authority**

- A. The members of the chapter shall:
  - 1. Approve the proposed budget of the chapter, such budget to show any known anticipated revenues by source, any known anticipated expenses and the desired objective, and any known anticipated expenses of any projects that are not a part of the regular activities of the chapter;
  - 2. Elect the Chapter Officer for President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer.
  - 3. Amend these bylaws and policies in accordance with the provisions contained herein.
  - 4. Each member in good standing shall have one vote. Proxy voting shall not be permitted.
  - 5. Any controversy concerning a member's voting qualifications shall be decided by the chapter Executive Board.

## **ARTICLE IV. OFFICERS**

### **Section 1. Designation and term of office**

- A. The Voting Officers of this chapter that establish the Executive Board are President, First Vice-President, Second Vice- President, Awards, Training, Secretary and Treasurer. The Immediate Past President and Commercial Advisory Member shall participate in Board discussions but shall be non-voting

members.

B. Elections for Chapter Officers may take place annually as situations dictate, at the Fall Wyoming APCO – NENA business meeting. The Executive Board shall serve at the will of the membership and are subject to re-election every 2 years.

C. Odd year elections will include President, Second-Vice President and Secretary. Even year election will include First-Vice President and Treasurer.

D. Executive Board Officers for the Training and Awards shall be appointed by the President with counsel of the elected officers, and approved by the chapter membership at the Fall Business meeting each year.

E. The Commercial Advisory Member shall be appointed by the Chapter Executive Board and approved by the Chapter membership at the Fall business meeting each year.

F. The Chapter President may identify Technical Advisors, who will be non-voting members of the Board. Technical Advisors are appointed and included in Board business as deemed appropriate by the Chapter President and voted on by the Board.

## **Section 2. Eligibility**

Any APCO and/or NENA member, public or private (non-commercial), in good standing may serve as a chapter officer.

## **Section 3. Nomination and Election**

A. The Immediate Past President shall facilitate nominations and elections. In the absence of the Immediate Past President, the Executive Board may appoint a chapter member to fulfill these duties. Members of an Election Committee shall be named by the Immediate Past President from the general membership. No member of the committee may be nominated for elected office. Election Committee members shall be limited to no more than five.

B. A written nomination and election process will be presented at the annual Spring meeting for approval by the members and Executive Board.

- After the result of the election has been announced, the ballots shall be retained in a sealed envelope by the Chapter President for a period of 90 days after the election.
- A written request for a ballot recount must be filed with the secretary within 30 days after the result of the election has been announced. Any recount shall be performed by the Immediate Past President..

## **Section 4. Duties of Officers**

A. **President** – The President shall:

1. Serve as chair of the chapter Executive Board and preside at all meetings of this chapter and the Executive Board;
2. Report on the state of the chapter to the membership at the annual Fall chapter meeting.
3. Appoint and dismiss committees for the good of the chapter, as needed.
4. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the chapter Executive Board.
5. Costs incurred in the service of these duties may be supported by chapter funding, but shall be discussed for approval by the chapter Executive Board

prior to being committed or expended.

- B. **First Vice President** – The First Vice President shall:
1. Perform all the duties of the president in their absence or inability to act. When so acting, the First Vice President shall have the powers of and be subject to all restrictions upon the president.
  2. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the chapter Executive Board.
  3. Costs incurred in the service of these duties may be supported by chapter funding, but shall be discussed for approval by the chapter Executive Board prior to being committed or expended.
- C. **Second Vice President** – The Second Vice President shall:
1. Oversee joint chapter meeting announcements, locations, dates and times.
  2. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the chapter Executive Board.
  3. Costs incurred in the service of these duties may be supported by chapter funding, but shall be discussed for approval by the chapter Executive Board prior to being committed or expended.
- D. **Secretary** – The Secretary shall:
1. Ensure the production and membership distribution of accurate minutes of all meetings of the members and chapter Executive Board.
  2. Ensure that all notices are duly given in accordance with these bylaws or as required by law.
  3. Ensure that there is the proper publication and distribution of official correspondence, publication and distribution documents on behalf of the chapter to APCO and NENA.
  4. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the chapter Executive Board.
  5. Costs incurred in the service of these duties may be supported by chapter funding, but shall be discussed for approval by the chapter Executive Board prior to being committed or expended.
- E. **Treasurer** – The Treasurer shall:
1. Have general oversight authority of the books, funds and securities of the chapter.
  2. Prepare the chapter financial records and an annual budget for the annual Fall Business meeting.
  3. Send or cause to be sent all financial reports required by law or policy to NENA and APCO International.
  4. Perform the duties incident to the office and such other duties as may be described by the governing documents or by the chapter Executive Board.
  5. Costs incurred in the service of these duties may be supported by chapter funding, but shall be discussed for approval by the chapter Executive Board prior to being committed or expended.

- F. **Awards** – The Awards Officer shall:
  1. Announce filing requirements, dates, and criteria for Chapter Awards concurrent with the standards set forth by APCO and NENA.
  2. Name committee members as needed to complete the work of the committee.
  3. Submit award recipients from WYAPCO-NENA for the National Awards of both organizations under the appropriate categories.
  
- G. **Training Officer** – The Training Officer shall:
  1. Identify training needs of the WYAPCO-NENA membership for each Fall Conference.
  2. Appoint Committee members to complete the work as appropriate
  3. Coordinate trainers to present at the conference
  4. Submit conference training for Peace Officer Standards and Training Certification
  5. Liaison with the trainers during the annual conference.
  
- H. **Immediate Past President** – The Immediate Past President shall:
  1. Act as chair Elections Committee to oversee nomination and election process of officers
  2. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the chapter Executive Board.
  3. The Immediate Past President shall be a non-voting member of the board
  4. Costs incurred in the service of these duties may be supported by chapter funding, but shall be discussed for approval by the chapter Executive Board prior to being committed or expended.
  
- I. **Commercial Advisory Member** – The Commercial Advisory Member shall:
  1. Establish open lines of communications with commercial member and the non-commercial members.
  2. Assist with both annual meetings serving as vendor contact person and serving a liaison between the chapter and vendors prior to and during chapter events.
  3. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the chapter Executive Board.
  4. Be an ex officio, non-voting board member.
  5. Costs incurred in the service of these duties may be supported by chapter funding, but shall be discussed for approval by the chapter Executive Board prior to being committed or expended.

**Section 5. Conference Representatives**

In ideal conditions it is the will of the chapter to have a representative at the National APCO Conference (to include a representative on the Executive Council), the Western Regional APCO Conference and the National NENA Conference. These representatives will typically be the Chapter President (to Regional APCO), the First-VP (to National APCO) and Second-VP (to National NENA).

1. These assignments shall be discussed and decided upon for events in the upcoming year at the Fall Business Meeting. Factors included for consideration shall be financial restraints and availability of an appropriate

- chapter representative.
2. Attendance to each event may need to be on alternate years according to financial conditions.
  3. The decision will be made each year and these Bylaws shall allow for varying annual decisions.

### **Section 5. Impeachment**

- A. Any Officer of the chapter Executive Board shall be impeached by a majority vote of the Executive Board, in this case to exist of the President, First Vice President, Second Vice President, Secretary, Treasurer, Training and Awards. This group shall hold an executive session hearing during which the case against the member in question shall be presented. The individual in question will have an opportunity to face his/her accusers. This hearing shall be presided over by the senior ranking board member. In the event of a tie vote the Immediate Past President shall provide the tie-breaking vote.

### **Section 6. Vacancies**

- A. A vacancy in the office of President shall be filled by the First Vice President for the remainder of that term.
- B. A vacancy in any other office may be filled for the remainder of the term by a Chapter member chosen by the chapter Executive Board.

## **ARTICLE V – MEMBERSHIP MEETINGS**

### **Section 1. Membership meetings**

- A. The chapter shall meet twice annually at a time and place as determined by the Executive Board.
- B. The meetings shall be held for the purpose of receiving reports on the activities and financial condition of the chapter. Notice of the meetings stating the date, time and location shall be sent to all members at least 30 days in advance of the meeting.
- C. Special membership meetings may be called by the Executive Board or upon the written request of chapter members. Notice of a special meeting must include all of the items that will be brought up at the meeting, the date, time and location of the special meeting.

### **Section 2. Miscellaneous Meeting Provisions**

- A. Absence of Quorum. If a quorum shall not be present at any meeting of the Executive Board or any committee of the chapter, the members thereat may adjourn the meeting from time to time, without notice other than an announcement at the meeting, until a quorum shall be present.
- B. Meetings by Telephone or Web Conferencing. Any one or more members of the body may participate in any meeting by means of telephone or web conferencing or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time.
- C. If a quorum is present at the start of any meeting described in these By-Laws, then a quorum is deemed to be present at all times during the meeting, even if members leave the meeting.

## **ARTICLE VI – CHAPTER EXECUTIVE BOARD**

### **Section 1. Composition.**

- A. The chapter Executive Board shall be comprised of the officers of the chapter as outlined in Article IV Section 1.

- B. Committee chairs and Commercial Advisory Member will act as ex-officio, non-voting members of the chapter Executive Board.
- C. Three Executive Board members are required for a quorum. This excludes the Commercial Advisory Member, Immediate Past President and committee chairs. A quorum is required for all actions taken at chapter Executive Board meetings.

## **Section 2. Authority and Duties**

- A. The business and affairs of the chapter shall be managed under the direction of the chapter Executive Board, which shall exercise all of the powers of the chapter except those powers otherwise reserved exclusively to the members.
- B. The chapter Executive Board shall:
  - 1. Establish and maintain adequate management of the chapter's activities;
  - 2. Engage appropriate staff as deemed necessary to manage the administrative affairs of the chapter;
  - 3. Fill vacancies in accordance with these bylaws.
  - 4. Appoint additional committees as deemed necessary.
  - 5. Issue an annual financial report to the membership and report on chapter activities.

## **Section 3. Chapter Executive Board Meetings.**

- A. The chapter Executive Board shall meet as necessary via conference call or in person.
- B. Special meetings of the chapter Executive Board may be called by the President or any members of the chapter Executive Board.
- C. The chapter Executive Board may meet by telephone conference call or other electronic means provided that all members may hear and speak to one another at the same time.
- D. Notice shall be sent to all Executive Board members at least 14 days in advance of a regular meeting, and at least twenty-four hours in advance of a special meeting. Notice may be sent by email and other methods as allowed by Executive Board policies.

## **ARTICLE VII - ADMINISTRATION**

### **Section 1. Chapter property**

All right, title, and interest, both legal and equitable, in and to property of this chapter shall remain in the chapter. Any property of the chapter in the possession or trust of a member or employee shall be returned immediately to the chapter upon the termination of relationship with this chapter.

### **Section 2. Dissolution**

If this chapter is dissolved, all assets shall be distributed to an organization of similar purpose as selected by a two-thirds vote of the members at the meeting at which the dissolution is approved.

## **ARTICLE VIII – COMMITTEES**

### **Section 1. There shall be the following standing committees: Bylaws, Elections, Finance, State Training Conference, Awards.**

- A. Bylaws Committee – There shall be a Bylaws Committee composed of at least three members. A member of the Executive Board shall act as chair and members of the committee shall be appointed by the committee chair, subject to approval by the President. The Bylaws Committee shall periodically review the bylaws to ensure



clarity, consistency and compliance with current policy and avoid conflict with APCO or NENA national bylaws, making recommendations for amendment as necessary. The Bylaws Committee shall receive proposed changes to the bylaws from others authorized to propose amendments, present them to the membership for vote at an annual or special meeting, and make recommendations as deemed necessary. The Bylaws Committee will also review chapter policies and make recommendations on any needed changes to the Executive Board who approves all policy changes.

B. Elections Committee – The Immediate Past President shall act as the chair. The number of members on this committee shall be determined by the immediate past president. Members of the committee shall be appointed by the committee chair subject to approval by the Executive Board. The Elections Committee shall provide notifications of the annual election process to be used at the Fall “Business meeting to the Executive Board at the annual Spring meeting. The Election Committee shall oversee the election process, count ballots, and report to the membership on the results of the election.

C. Finance Committee – In lieu of a Finance Committee, the five members of the chapter Executive Board shall oversee all financial matters, including but not limited to, the financial planning of the chapter. A budget report shall be delivered by the chapter Treasurer twice annually, at the Spring and Fall business meetings.

D. State Conference Training Committee – The Executive Board shall select the State Conference Training Chairperson. This person will name committee members as needed to complete the work of the committee.

E. Awards Committee – The Awards Committee Chairperson will be selected by the Executive Board. This person will announce filing requirements, dates, and criteria for Chapter Awards concurrent with the standards set forth by APCO and NENA. This person will also name committee members as needed to complete the work of the committee. Award recipients from Wyoming APCO – NENA shall be submitted for the National Awards of both organizations under the appropriate categories.

## **Section 2. Special Committees.**

Special committees may be formed by the members of the Executive Board and shall perform duties as directed. These committees may be dismissed by the chapter Executive Board when/if their role has been completed and is no longer necessary.

## **ARTICLE IX – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern this association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which the association may adopt.

## **ARTICLE X – AMENDMENT**

### **Section 1. Requirements for Amendment.**

These bylaws may only be amended if all of the following conditions are met:

- A. Amendments may be proposed by the Executive Board, a standing committee, or upon petition of any ten chapter members.
- B. The exact text of the change(s) being proposed must be submitted to the chapter Executive Board at least 45 days prior to the meeting at which the amendment is to be considered.
- C. The chapter Executive Board shall:

1. Review all submitted amendments and edit for composition;
  2. Submit proposed amendments to the members at least thirty (30) days prior to the meeting at which the vote will be taken, together with the committee's recommendation for action.
- D. The amendment must receive the affirmative vote of two-thirds of the members voting.
- E. Copies of the chapter bylaws shall be submitted to APCO and NENA headquarters whenever changed.
- F. Emergency Conditions. Upon making a finding that an unusual circumstance exists for which significant harm would come to the chapter if action were delayed until the next meeting of the chapter membership quorum, the chapter Executive Board may waive or modify a requirement contained in the chapter bylaws subject to a requirement that three-fifths (3/5) of the Executive Board shall agree to a finding that an unusual circumstance exists and shall agree to the recommended course of action. Furthermore, the President shall cause to be published within 30 days the finding of the Executive Board of an unusual circumstance and its nature and the course of action taken by the Executive Board. This publication will be forwarded to the membership immediately thereafter.
- F. Additions may be added to the Glossary section of the Chapter By-Laws anytime the chapter Executive Board finds that clarification of a term would be helpful. This addition shall not be considered as an actionable amendment and will not require a vote of the chapter membership in order to be done.