POLICY MANUAL

of

The Georgia Chapter of the Association of Public Safety Communications Officials International, Inc.

GEORGIA APCO POLICY MANUAL

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ARTICLE I: THE GEORGIA APCO CHAPTER POLICY MANUAL

SECTION 1.1: ESTABLISHMENT

PURPOSE

To define the purpose of the Georgia APCO Chapter Policy Manual and its distribution.

AUTHORITY

The Policy Manual is established in accordance with the provisions of the Chapter's Bylaws.

POLICY

1. The Policy Manual shall define policies of the Chapter and may define practices and procedures necessary to implement the requirements of the Chapter's Bylaws.
2. The authority to establish, amend, delete, or temporarily suspend sections of the Policy Manual is defined in the Chapter's Bylaws. The requirements of the Bylaws shall be followed.
3. Copies of the Policy Manual shall be made available to Chapter's members as follows:
    - 3.1. An electronic copy of the complete Georgia APCO Chapter Policy Manual shall be provided to each member of the Board of Officers within 30 days of his or her election to the Board of Officers.
    - 3.2. An electronic copy of each section added to the Georgia APCO Chapter Policy Manual shall be provided to each member of the Board of Officers within 30 days after approval of that section.
    - 3.3. An electronic copy of each section of the Georgia APCO Chapter Policy Manual that is amended shall be provided to each member of the Board of Officers, within 30 days after approval of the amended section.
    - 3.4. An electronic copy of the updated Index shall be provided to each member of the Board of Officers within 30 days after approval of the change.
    - 3.5. A copy of the complete Georgia APCO Chapter Policy Manual in an electronic PDF format shall be maintained on the Georgia APCO website and PSConnect for access by the general membership. Such copy shall be kept current. "Current" shall be defined to include the addition of new sections, the exchange of amended sections, and the removal of deleted sections within 30 days after the Board of Officers approves such action.

ARTICLE I: THE GEORGIA APCO CHAPTER POLICY MANUAL

SECTION 1.2: CHANGES TO THE POLICY MANUAL

PURPOSE

To define the practices and procedures for making changes to the Georgia APCO Chapter Policy Manual.

AUTHORITY

The Georgia APCO Chapter Policy Manual is established in accordance with the provisions of the Chapter Bylaws.

POLICY

1. A proposal to modify the Georgia APCO Chapter Policy Manual may be submitted by the Board of Officers, by any committee of the Chapter, or by any voting member of the Chapter Membership Quorum. Such entity shall be known as the "maker."
2. Proposals to modify the Georgia APCO Chapter Policy Manual shall be submitted in accordance with either of the following two formats:
    2.1. Method 'A' generally is best used in cases of minor changes to existing sections of the Georgia APCO Chapter Policy Manual.
        2.1.1. The maker prepares a cover letter explaining the need for the proposed change and the benefits to be gained.
        2.1.2. The maker prepares a document showing the proposed changes in the text. The proposal shall show not less than the entire paragraph in which text is to be changed and may include the entire Georgia APCO Chapter Policy Manual Section.
        2.1.3. The maker highlights text changes by showing text to be deleted as ~~strikethrough text~~ and text to be added as **bold** or redline text.
    2.2. Method 'B' generally is best used in cases of major changes to an existing section involving changes in text to a significant portion of the document. Method 'B' is the only method that is practical for new sections to be added to the Georgia APCO Chapter Policy Manual.
        2.2.1. The maker prepares a cover letter explaining the need for the proposed change and the benefits to be gained. The maker includes a statement that the proposed change is either a "new section" or is a "complete replacement of the existing section."

2.2.2. The maker prepares a complete section that, upon adoption by the Board of Officers, will be inserted into the Georgia APCO Chapter Policy Manual. The new document shall not use strikethrough or underlining as means of highlighting changes to the text.

2.2.3. The format of the proposal shall conform to the general style of Georgia APCO Chapter Policy Manual sections as demonstrated by this section. The Bylaws and Policy Committee may be consulted for assistance in formatting the proposal.

The maker shall submit the proposal to the President.

4. The President will forward a copy of the proposal to the Chair of the Bylaws and Policy Committee.

5. The Bylaws and Policy Committee chair shall review the proposed language to ensure the proposed additions or modifications are consistent with both the Chapter's Bylaws, other Chapter policies, and the style of the policy manual.

5.1. If the proposal is found to conflict with the Chapter's Bylaws or other policies, the Bylaws and Policy Committee chair shall prepare a report to the Board of Officers explaining the conflict and a recommendation for further action on the proposal.

5.2. The Bylaws and Policy Committee may make non-substantive changes in the format of the document including changes in font, spacing, grammar, and spelling, punctuation, highlighting, and numbering to conform to the general format of the Georgia APCO Chapter Policy Manual.

5.2.1. The Bylaws and Policy Committee may correct words that are used improperly when the correction is based upon the context of the sentence within which the word appears and the proper word is readily obvious.

5.2.2. The Bylaws and Policy Committee may correct a cross-reference to the APCO Constitution, the APCO Bylaws, or to other sections of the Georgia APCO Chapter Policy Manual provided that:

5.2.2.1. The Committee can readily determine the correct cross-reference based upon the context; or

5.2.2.2. If the Committee is unable to determine the proper cross-reference, then the Committee shall report the problem to the Board of Officers and seek the Board's guidance in preparation of an amendment to the Policy Manual section that will correct or eliminate the error.

6. The Bylaws and Policy Committee chair shall return the original proposal and the suggested changes made in accordance with section 6.2 of this policy.

    6.1. The President shall distribute copies of the cover letter submitted by the maker and the proposed new or modified text of the Georgia APCO Chapter Policy Manual Section to the Board of Officers. To the greatest extent possible, the President shall endeavor to include these items in the materials distributed to the Board of Officers 30 days prior to the Board meeting.

    6.2. The Board of Officers may propose amendments to the proposed new or modified policy. Each proposed amendment shall be considered individually prior to the entire new policy or modified policy being considered.

7. The new or modified Georgia APCO Chapter Policy Manual Selection shall become effective upon its passage by a majority vote of the Board of Officers.

    7.1. The Bylaws and Policy Committee shall update the index each time a new section is added or a section is amended.

    7.2. After the Bylaws and Policy Committee has verified the accuracy of the new/modified section, the President shall cause the new or modified Georgia APCO Chapter Policy Manual Section and the updated index to be published in accordance with the requirements of Section 1.1 of the Georgia APCO Chapter Policy Manual.

    8. 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's Membership Quorum, the Executive Committee may waive or modify a requirement contained in the Chapter Policy Manual subject to a requirement that two-thirds of the Executive Committee 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 on the Chapter's official website the finding of the Executive Committee of an unusual circumstance and its nature and the course of action taken by the Executive Committee.

ARTICLE II: THE CHAPTER

SECTION 2.1: ARTICLES OF INCORPORATION

PURPOSE

To ensure the Chapter's Articles of Incorporation are properly maintained and safeguarded as valuable documents.

AUTHORITY

The Chapter Corporate Statements are the legal basis for the formation of the Chapter.

POLICY

The Georgia Chapter of the Association of Public Safety Communications Officials is a volunteer membership organization incorporated March 9, 2000 in the State of Georgia as a not-for-profit corporation. The Chapter was recognized as a 501(c)(3) organization by the Internal Revenue Service in June 2011. It is registered to transact business in the State of Georgia.

1. The President and Treasurer, or his designee, shall review the Chapter's Articles of Incorporation annually to ensure that they are current and accurate.

2. Except as permitted below, any change in the Chapter's Articles of Incorporation shall be presented to the Board of Officers for approval during a regular meeting of the Board.

3. The Treasurer may update the listing of Chapter officers, as necessary, to show the current members of the Board of Officers.

4. The Treasurer shall ensure timely payment of all fees necessary to maintain such registration.

5. The Treasurer shall provide for the preservation of the Chapter's Corporate Statements for the life of the Chapter.

ARTICLE II: THE CHAPTER

SECTION 2.2: GEORGIA APCO, INC. ORGANIZATIONAL CHART

PURPOSE

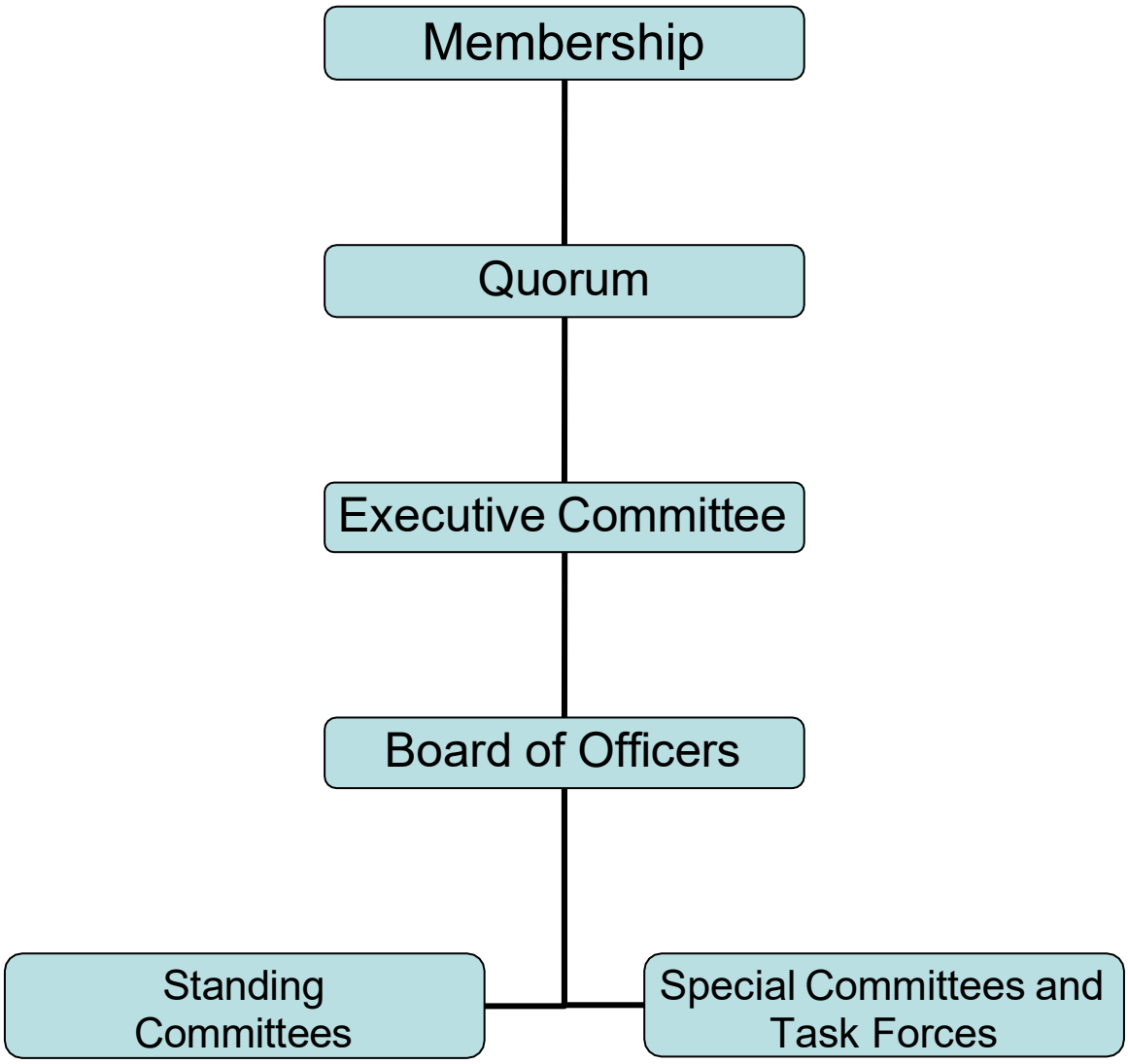
The purpose of the following policy is to establish the organizational chart for the Georgia Chapter.

AUTHORITY

The organizational chart of Georgia APCO is the responsibility of the Board of Officers.

POLICY

The following organizational chart is a graphic representation of the structure and of the Georgia Chapter of APCO.


Membership
Quorum
Executive Committee
Board of Officers
Standing Committees
Special Committees and Task Forces

ARTICLE II: THE CHAPTER

SECTION 2.3 EQUAL OPPORTUNITY STATEMENTS

PURPOSE

To establish the Chapter's policy with regards to Equal Opportunity.

AUTHORITY

United States law and various local laws require that organizations, such as APCO, have a policy with regard to Equal Opportunity.

POLICY

1. It shall be the policy of the Georgia Association of Public Safety Officials to provide an equal opportunity to all persons desiring to participate in the Chapter.
    1.1 The Chapter, its leadership, and its members, shall not discriminate against any person desiring to become a member of the Chapter or Association, or to become a member of a committee or task force, or to participate in any other chapter activity, on the basis of age, race, color, religion, national origin, political affiliation, gender, sexual orientation, marital status, disability, or any legally protected class.
    1.2 The Chapter, its leadership, and its members, shall not discriminate against any non-member of the Chapter desiring to participate or participating in the Chapter's activities on the basis of age, race, color, religion, national origin, political affiliation, gender, sexual orientation, marital status, disability, or any legally protected class. The Chapter may limit participation in the Chapter's activities by non-members based upon other non-discriminatory practices.
2. The Board of Officers shall be responsible for ensuring adherence to this policy by all Chapter members. The Board of Officers may take whatever action they deem appropriate to ensure compliance with this policy up to and including termination of membership.

ARTICLE II: THE CHAPTER

SECTION 2.4: RULES OF ORDER

PURPOSE

To establish rules of parliamentary procedure for conducting various official meetings of the Georgia Chapter.

AUTHORITY

"Robert's Rules of Order Newly Revised" shall govern the Chapter in all cases to which they are not inconsistent with the Bylaws or special rules of order of this Chapter.

POLICY

1. "Robert's Rules of Order, Newly Revised" and the special rules identified herein shall govern the conduct of all official meetings of the Chapter, including meetings of the Membership Quorum, meetings of the Board of Officers, and meetings of committees appointed by the Board of Officers.

    1.1 The President shall ensure that a copy of the current, authorized edition of "Robert's Rules of Order, Newly Revised" is available for reference at all meetings of the Membership Quorum and of the Board of Officers. An eBook format or other electronic version, from the official website of Robert's Rules of Order, is acceptable.

2. A majority of the applicable quorum (i.e. the Membership Quorum, or the quorum of the Board of Officers) shall vote in favor of an action before such action may be implemented.

    2.1. Unless otherwise specified, the word "majority" shall mean a simple majority consisting of more than 50% of the applicable quorum. In general, members who "abstain" shall not be counted as part of the quorum for purposes of the vote.

    2.2. The Chair is cautioned that impeachment of an Officer, or the suspension of membership, require a "super majority" of either two-thirds of the applicable quorum before such action may be implemented.

    2.3. The Chair is cautioned that the revocation of a Chapter Senior or Life membership require a "super majority" of either three-fourths of the applicable quorum before such action may be implemented.

3. All votes on motions and other official actions shall be conducted in one of the following manners:

3.1. By a voice vote wherein the Chair calls for “Ayes,” then “Nays,” and finally “Abstentions.” Members of the applicable quorum indicate their vote orally at the appropriate time. The Chair shall make a ruling as to the position receiving the required majority of the vote. In the event the Chair is unable to determine the position having the “majority vote” or in the event that a member of the applicable quorum calls for a “show of hands”, then the Chair shall discard the voice vote and proceed with a “show of hands” vote as described below.

3.2. By a show of hands wherein the Chair asks all members in favor of the action to so indicate by raising their hand. The Chair then counts those members as “Aye” votes. Similarly, the Chair shall ask all members opposed to raise their hand and counts those members as “Nay” votes. Finally, the Chair shall ask all of those abstaining to raise their hand to be so recognized. The Chair then announces the final tally.

3.3. By secret ballot wherein the Chair asks each member of the applicable quorum to indicate his/her preference on a piece of paper. The individual ballots shall be collected and counted by at least two individuals chosen from the quorum and one individual from the Board of Officers appointed by the President for that purpose, who shall make the final tally known. To the greatest extent possible, the individuals conducting the count shall be disinterested parties.

3.4. For each method of conducting a vote, only those members of the applicable quorum who are eligible to vote shall cast a “vote.”

4. The Membership Quorum and the Board of Officers may take action on a matter only as the result of a motion made by a member of the quorum of the respective body, the seconding of that motion by another member of the respective body, and a vote by the quorum of the respective body in accordance with the practices for handling motions as detailed in “Robert’s Rules of Order, Newly Revised” except as noted below:

4.1. A request from a member of the quorum to “Call the Question” shall not be interpreted to mean the motion “Previous Question” as defined in “Robert’s Rules of Order, Newly Revised” unless the author specifically states his/her intent to make that motion. Rather, when such a “Call” is made, the President may proceed directly to conducting a vote on the matter then at hand.

4.2. A motion to “Table the Question”, to “Table the Matter” or to similarly “Table…” shall be interpreted to be the motion “Lay on the Table” as defined in “Robert’s Rules of Order, Newly Revised” unless the maker is otherwise specific as to his/her intent in making the motion. The requirement that another item of immediate urgency having arisen is waived.

4.3. Matters before the Membership Quorum that are “Tabled” shall end with the closing of the Business Meeting if not acted upon.

4.3.1. Matters before the Board of Officers that are “Tabled” may be carried from one meeting until the next except that the matter may not be carried past the closing of the next Business Meeting.

4.4. A motion to “Adjourn” a General Business Meeting of the Membership Quorum shall allow for the ending of the then current meeting of the Membership Quorum without ending the session of meetings and dissolving the Membership Quorum. The Session of the Membership Quorum and its dissolution are defined in Section 2.7 of the Georgia APCO Chapter Policy Manual.

5. The “Chair” shall be determined as follows:

5.1. The President shall serve as the Chair of all meetings of the Membership Quorum, the Executive Committee, and the Board of Officers except as noted below:

5.1.1. The Vice-President, Treasurer, Secretary, and Executive Council Representative shall serve in order of seniority as the Chair in the absence of the President.

5.1.2. The Board of Officers may appoint one of its members other than the President to serve as Chair during meetings designated as being “informal discussion periods.” The Board of Officers may receive reports and conduct debate on any issue during such “informal discussion periods,” but may not vote on any matter other than the adjournment of that meeting.

5.2 The Chairperson of a committee shall serve as the Chair of all meetings of that committee.

6. The Chair shall have the following prerogatives:

6.1 The Chair decides the applicability of the rules of order and parliamentary procedure and makes all interpretations of such rules and procedure. The Chair may appoint and seek advice from a “parliamentarian” on such matters; however, the decision of the Chair is final.

6.2 The Chair shall recognize a member of the applicable quorum desiring to speak before such member shall be granted “the floor.” The chair shall not unreasonably deny any member of the quorum the right to speak.

6.3 The Chair shall recognize non-members of the applicable quorum desiring to speak before such non-member may be granted “the floor.” The Chair shall have sole discretion in granting this privilege to non-members of the quorum.

6.4 The Chair may limit debate on a matter before the applicable body by taking any of the following actions:

6.4.1 By limiting the time allocated to each speaker. In so doing, the Chair shall endeavor to grant an equal amount of time to each side of the argument.

6.4.2 By limiting the number of speakers on each side of the issue. In so doing, the Chair shall endeavor to grant equal number of speakers to each side of the argument.

6.4.3 By setting a specific time at which debate shall end. In so doing, the Chair shall endeavor to ensure that each side of the argument has had an equal opportunity to present its position.

7. The President is granted editorial privilege in the wording of resolutions and motions made during the course of a meeting of the Membership Quorum or the Board of Officers for the purpose of proper language.

    7.1. This privilege shall not be used to change either the intent or the effect of the resolution or motion passed.

    7.2. If the maker of the resolution or motion is dissatisfied with the wording, he/she may request that it be changed to more correctly state the original language.

ARTICLE II: THE CHAPTER

SECTION 2.5: BYLAWS CHANGE PROCEDURES

PURPOSE

To define the process for submitting and considering amendments to the Bylaws of the Chapter.

AUTHORITY

The Chapter's Bylaws may be amended by a two thirds majority vote of the Membership Quorum in accordance with Article XI, Section 11.1 of the Bylaws.

POLICY

1. The Bylaws of the Chapter shall be amended only when the membership has been properly notified of the proposal to make an amendment and when approved in accordance with the requirements of the Bylaws.
2. A proposal to amend the Chapter's Bylaws may be submitted only by the Board of Officers, or a committee formed by the Board of Officers. Such entity shall be known as the "maker" of the proposal.
3. A proposal to amend the Chapter's Bylaws shall be submitted in the form of a resolution. The format of the resolution shall include the following items in the order listed herein:
    - 3.1. A section entitled "INTENT" that shall describe what the proposed amendment will accomplish. Such statement shall be brief, not to exceed two sentences.
    - 3.2. The name of the maker.
    - 3.3. The name of the Membership Quorum whose consideration is desired. For example, the Membership Quorum held during the 2019 Business Meeting would be known as the "2019 Membership Quorum."
    - 3.4. One or more "WHEREAS" statements that define the deficiencies of the current language, the need for added language, and the benefits to be gained from adding or modifying existing language in the Bylaws.
    - 3.5. One or more "RESOLVED" statements that define the Article(s), Section(s), and Paragraph(s) of the Bylaws to be amended and the proposed changes in the text.
        - 3.5.1. The proposal shall include as much of the existing text as necessary to clearly show how the proposed change integrates into the existing language. In complying with this requirement, the maker shall include not less than the text of the entire paragraph within which a change is proposed.
        - 3.5.2. Text to be deleted shall be shown in the form of ~~strikethrough.~~
        - 3.5.3. Text to be added shall be shown in the form of **bold** or redline.

4. A resolution to amend the Chapter's Bylaws shall be submitted to the President not later than sixty (60) days prior to the business meeting at which the proposal is to be considered by the Membership Quorum.
5. The President shall cause the entire resolution to be published on the official GA APCO web site and PSConnect not less than thirty (30) days prior to the convening of the Business Meeting at which the proposal is to be considered by the Membership Quorum.
6. The President shall provide an electronic copy of the resolution to the Board of Officers for their review and comment.
7. The resolution shall be presented to the Membership Quorum for consideration as follows:
    7.1. A printed copy of the resolution shall be made available at the First General Business Meeting. The President, or his/her designee, shall read the intent and maker of the resolution.
    7.2. The Board of Officers shall state its position with regards to the proposed amendment. Such position may be "Recommend Approval", "Recommend Approval with Amendment", "Recommend Disapproval", or "No Recommendation."
    7.3. The President may permit discussion of the resolution and the presentation of amendments during the First General Business Meeting.
    7.4. A printed copy of the resolution and any amendments proposed during the First General Business Meeting shall be made available prior to the Second General Business Meeting, prior to the election at which the amendment is to be voted on.
    7.5. The Membership Quorum shall vote on the resolution and any proposed amendment(s) during the Second General Business Meeting.
    7.6. If approved by the Membership Quorum, the proposed resolution, as amended, shall become effective upon the adjournment of the Business Meeting at which it was adopted except that the resolution may specify an alternate effective date.
8. The Membership Quorum may amend the language of a proposed resolution by majority vote on each such proposed revision.

    8.1. The maker of such amendment shall present a written copy of the proposed amendment to the President prior to the Membership Quorum's vote on the amendment. To the extent possible, written copies of the proposed amendment shall be distributed to the members of the Membership Quorum. However, in the interest of time, the President may read the proposed amendment to the Membership Quorum.

    8.2. Such amendment shall not deviate substantially from the stated intent of the original resolution nor shall it propose changes to sections of the Chapter's Bylaws that are not directly related to the sections for which the original resolution intended modification.

9. A proposal by the Bylaws and Policy Committee to make a non-substantive change to either the Chapter's Constitution or Bylaws shall be processed as follows:

9.1. The Bylaws and Policy Committee shall prepare the proposal showing the entire Paragraph to be modified with deleted text shown in strikethrough and added text shown in **bold** or redline text.

9.2. The Bylaws and Policy Committee shall present the proposal in writing to the Board of Officers.

9.3. If the Board of Officers concurs with the proposed non-substantive changes, such changes shall become effective upon such approval.

ARTICLE II: THE CHAPTER

SECTION 2.6: GOALS AND OBJECTIVES OF THE CHAPTER

PURPOSE

To define the requirement for a strategic plan and to require the use of that plan in conducting Chapter business.

AUTHORITY

The Board of Officers is required to set goals for the Chapter in accordance with Article 5, Section 5.5 of the Chapter's Bylaws.

POLICY

1. All action taken by the Board of Officers, any Chapter Committee created by the Board of Officers, or the President shall conform to the goals and objectives of the Chapter as defined in the Strategic Plan except that certain on-going activities of the Chapter (e.g. publication of a newsletter, maintenance of the chapter's website, frequency coordination activities, presentation of training, and conferences) may continue from one year to the next subject to a requirement that the activity does not undergo a significant change from the prior year.
2. By its very nature, a Strategic Plan is a "living document." Therefore, the President shall:
    - 2.1 Conduct a periodic review and updating of the current Strategic Plan.
    - 2.2 The Strategic Plan should identify the major goals and objectives for the Chapter over the next 3-5 year period of time.
    - 2.3 In conducting such a review, the President should seek participation from the Board of Officers and the general membership.
    - 2.4 Present the updated Strategic Plan to the Board of Officers for review and approval prior to its implementation.
3. The President and the Board of Officers shall develop an Annual Business Plan and a financial forecast that is based upon the goals and objectives contained in the current Strategic Plan.
    - 3.1 The Annual Business Plan shall identify specific goals and objectives for the Board of Officers during the coming fiscal year.
    - 3.2 The Annual Business Plan should identify specific goals and objectives for the Board of Officers and each committee and task force appointed by the Board of Officers during the coming fiscal year.
    - 3.3 The Chapter's financial forecast for the coming fiscal year shall support the accomplishment of the goals and objectives identified in the Annual Business Plan.

4. The President and the Board of Officers shall prepare an annual report that details the accomplishments of the Chapter in meeting or exceeding the goals and objectives of the Strategic Plan during the prior fiscal year. The report is to be presented to the membership during a Business Meeting.

   4.1 The President and the Board of Officers shall prepare a status report that identifies progress being made toward accomplishing the goals and objectives of the Annual Business Plan and any obstacles that may prevent their successful completion by the end of the fiscal year.

   4.2 The Board of Officers may add, delete, or modify specific goals and objectives contained in the Business Plan so long as such changes are not considered to be taking the Chapter in a new direction or otherwise be considered a significant change in direction.

ARTICLE II: THE CHAPTER

SECTION 2.7: MEETINGS OF THE MEMBERSHIP QUORUM

PURPOSE

To define the requirements for conducting meetings of the Membership Quorum.

AUTHORITY

Pursuant to Article III, Section 3.3 of the Association's Policy Manual, the Georgia Chapter of APCO shall conduct a minimum of two formal meetings per year. The voting membership of the Chapter is represented by the Membership Quorum as provided for in Article IV, Section 4.2 of the Chapter's Bylaws.

POLICY

1. If multiple business meetings occur, the first such meeting shall be known as the "First General Business Meeting" for purposes of conducting the business of the Chapter. It shall designate the opening of a session of meetings during which the Membership Quorum may conduct business. Typically, the following events happen during this meeting:
   - 1.1. Resolutions to amend the Bylaws of the Chapter receive a first reading.
   - 1.2. Resolutions that do not amend the Bylaws of the Chapter may receive a first reading. Such resolutions also may be acted upon, at the discretion of the Board of Officers.
   - 1.3. Candidates for election are nominated and are permitted to address the Membership Quorum.
   - 1.4. Nominations to award certain members the Chapter Life Member designation are voted upon.
2. A later such meeting shall be designated by the Board of Officers as being the "Second General Business Meeting" for purposes of conducting the business of the Chapter. Typically, the following events happen during this meeting:
   - 2.1. Election of new officers;
   - 2.2. Voting on changes to the Chapter's Bylaws;
   - 2.3. Voting on any additional resolutions proposed at the First General Business meeting.
3. The President may call additional General Business Meetings, as necessary, to conduct the business of the Chapter.
   - 3.1. The session of meetings during which the Membership Quorum may conduct business shall "Adjourn" automatically without motion or second upon the closing of

the Business Meeting. Such adjournment shall close the session of meetings and dissolve the Membership Quorum.

3.2. The session of meetings during which the Membership Quorum may conduct business shall “Adjourn” automatically without motion or second upon the closing of the Business Meeting. Such adjournment shall close the session of meetings and dissolve the Membership Quorum.

3.3. The session of meetings during which the Membership Quorum may conduct business shall “Adjourn” automatically without motion or second upon the closing of the Business Meeting. Such adjournment shall close the session of meetings and dissolve the Membership Quorum.

4. The time and place of each General Business meeting shall be announced to the entire voting-eligible membership attending the Business Meeting by publishing same in the official program guide distributed to all registered attendees of the Business Meeting, and by posting announcements any previously unscheduled meetings throughout the conference space. Every effort shall be made to post meeting notices on PSConnect.

5. The time and place of other General Business Meetings that may be called by the President shall be announced by detailing the time and place of the next General Business Meeting during any general assembly of the membership.

6. Resolutions to amend the Chapter’s Bylaws shall be presented to the Membership Quorum and voted upon in accordance with the requirements of Section 2.5 of the Georgia APCO Policy Manual.

7. Resolutions other than those proposing to amend the Chapter’s Bylaws may be presented to the Membership Quorum and voted upon at any General Business Session, as determined by the Board of Officers.
8. Such resolution shall be formatted in the same manner as specified in Section 2.5 of the Georgia APCO Policy Manual for resolutions that propose modifications to the Chapter Bylaws. Reference to existing sections of the Chapter’s Bylaws and the use of strikethrough and **bold** or redline text to indicate changes in text is required only if appropriate to the intent of the resolution.
9. All meetings of the Membership Quorum are conducted in accordance with Robert’s Rules of Order as specified in Section 2.4 of the Georgia APCO Policy Manual.
10. The Chapter Secretary shall record, in writing, all significant actions taken by the chapter at Chapter Business Meetings.

10.1. This written record will be submitted to the membership in the form of Official Meeting Minutes for review.

10.2. Minutes of Chapter Business Meetings shall be voted on at the next Chapter Business Meeting.

ARTICLE III: ORGANIZATIONAL STRUCTURE

SECTION 3.1: CHAPTER ORGANIZATIONAL STRUCTURE

PURPOSE

To identify the organizational requirements for Georgia APCO.

AUTHORITY

Chapters are independent sub-divisions of APCO International in accordance with the Association's Bylaws. However, the Chapter must have a certain minimal structure to perform the duties and functions assigned by the Association.

POLICY

1. Georgia APCO has, through the Chapter Bylaws, created an organizational structure that satisfies the following requirements in addition to satisfying the needs and desires of the members of the Chapter.
2. The following individual positions are required although, the Executive Committee, may provide for a single individual to fill more than one of these positions:

    2.1 Chapter President
    2.2 Chapter Vice-President
    2.3 Chapter Treasurer
    2.4 Chapter Secretary
    2.5 Executive Council Representative
    2.6 Immediate Past President
    2.7 Four Board Officers at Large
    2.8 One Commercial Advisory Member

3. The Chapter Bylaws provides for a small executive body that is authorized to conduct the business of the Chapter between meetings of the Chapter Quorum. Such executive body is known as the "Executive Committee of the Board of Officers" or such other name as the Chapter deems appropriate.
4. The Chapter may have standing committees as may be required to effectively conduct the Chapter's business and to represent the membership.

ARTICLE III: ORGANIZATIONAL STRUCTURE

SECTION 3.2: STATEMENT OF ALLEGIANCE TO APCO INTERNATIONAL

PURPOSE

The purpose of the following policy is to express the support of the Georgia Chapter of APCO for the vision and mission of APCO International.

AUTHORITY

Establishment of the statement of allegiance is the responsibility of the Board of Officers and must directly relate to APCO, International's vision, mission, and goals.

POLICY

The Georgia Chapter of APCO fully supports and adopts the following published statements by APCO International which are attached:

APCO International Vision Statement

APCO International Mission Statement

APCO International Code of Ethics

APCO International
Vision Statement

To be the leading organization of public safety telecommunications professionals.

APCO International
Mission Statement

APCO International is an international association of telecommunications professionals serving society by fostering the art of public safety communications, affecting public safety decisions of government and industry, and ensuring the professional development for its membership.

APCO International
Code of Ethics

We, the members of APCO, recognizing the important role public safety plays in improving the quality of life throughout the world, and in acceptance of this personal obligation to our profession, its members and the communities we serve, do here by commit ourselves to the following ethical principles:

- Abide by the laws of our respective countries and their political subdivisions.
- Govern our APCO activities by the Bylaws and the duly adopted policies of the Association and our Chapter.
- Treat fairly all persons regardless of age, race, color, religion, national origin, political affiliation, gender, sexual orientation, marital status, or disability.
- Accept responsibility for our actions.
- Maintain our professional skills and improve technical competence to undertake technological tasks, and only undertake tasks for which we are qualified by training or experience, or after full disclosure of limitations.
- Protect the safety, health, and welfare of the public and speak out against abuses in those areas affecting the public interest.
- Manage each administrative problem objectively without discrimination on the basis of principle and justice; do not seek nor dispense personal favors.
- Broaden public knowledge and appreciation of the Association and its achievements.
- Encourage colleagues and co-workers in their professional development and support them in subscribing to this code of ethics.
- Promote communications efficiency in all of public safety.

ARTICLE IV: MEMBERSHIP

SECTION 4.1: MEMBERSHIP APPLICATION PROCEDURES

PURPOSE

To establish the procedure for processing membership applications which are submitted directly to the Chapter.

AUTHORITY

Membership application procedures are established by APCO International.

POLICY

The current membership application and dues structure as published by APCO International on the Association's Official website shall be the official membership application for those seeking membership in the Georgia Chapter.

ARTICLE IV: MEMBERSHIP

SECTION 4.2: MEMBER CONDUCT

PURPOSE

To establish the following policies for Chapter membership: a Code of Ethics, a Code of Conduct, and to comply with guidelines established for the use of Association website and social media.

AUTHORITY

APCO membership is required to be composed of persons in good standing in pursuant to Article III of the Association Bylaws.

POLICY

1. APCO CODE OF ETHICS

1.1 We, the members of Georgia APCO, recognizing the important role public safety plays in improving the quality of life throughout the world, and in acceptance of this personal obligation to our profession, its members and the communities we serve, do here by commit ourselves to the following ethical principles.

Members shall:

1.1.1 Abide by the laws of our country, state, and its political subdivisions.

1.1.2 Govern our APCO activities by the Constitution & Bylaws and the duly adopted policies of the Association and Chapter.

1.1.3 Protect the safety, health, and welfare of the public and proactively advocate in those areas affecting the public interest.

1.1.4 Manage each administrative problem objectively without discrimination.

1.1.5 Refrain from seeking or dispensing personal favors.

1.1.6 Broaden public knowledge and appreciation of the Chapter and its achievements.

1.1.7 Encourage colleagues and co-workers in their professional development

1.1.8 Foster respectful relationships.

2. CODE OF CONDUCT

2.1 The Georgia Chapter of the Association of Public-Safety Communications Officers adopts this Code of Member Conduct to guide the professional and personal conduct of members of the Chapter:

Members shall:

2.1.1 Support the Chapter's Mission and Purpose. Our mission and purpose statement articulates the Chapter's goals, purpose, and primary constituents served. Each individual member should fully understand and support the mission of APCO International.

2.1.2 Maintain the privacy and confidentiality of information obtained in the course of our duties where required unless disclosure is required by legal authority. Such information shall not be used for personal benefit or released to inappropriate parties.

2.1.3 Work to strengthen the Chapter's and the Association's programs and services.

2.1.4 Enhance the Chapter's and the Association's public standing by demonstrating the Association's goals and accomplishments through all we say and do. A cooperative spirit must be maintained when working with other professional and business organizations.

2.1.5 Apply the principle or reasonableness to guide our actions.

2.1.6 Conduct all business of the Association with ethical integrity and accept responsibility for our actions and behavior.

2.1.7 Serve the Chapter and the Association in a loyal and honest manner and shall not knowingly be a party to any illegal or improper activities.

2.1.8 Treat each other with mutual respect and treat all persons fairly regardless of on the basis of age, race, color, religion, national origin, political affiliation, gender, sexual orientation, marital status, or disability.

2.1.9 Perform their duties in an independent and objective manner and avoid activities that impair, or may appear to impair, the independence or objectivity of the Chapter.

2.1.10 Agree to undertake only those activities that they can reasonably expect to complete with professional competence.

3. Website and other social media guidelines

3.1 Georgia APCO adopts in its entirety Article IV, section 4.2, paragraph 3 of the APCO International Policy Manual as approved by the membership quorum.

ARTICLE IV: MEMBERSHIP

SECTION 4.3: SENIOR MEMBER ELIGIBILITY REQUIREMENTS AND NOMINATION PROCEDURES

PURPOSE

To establish the eligibility requirements and procedures for submitting nominations for Senior Membership in the Association.

AUTHORITY

The criteria for selection and privileges accorded members who achieve Senior Member are in the Membership Designations section of this Policy Manual as established by the Membership Quorum.

The eligibility requirements associated therewith are in this section of the Policy Manual and may be restricted in accordance with other sections of this Policy Manual (Article IV: Membership, Section 4.13 Designations).

POLICY

1. The Senior Member designation is added to the member's current membership category title, except Online Member, which can change during the course of the member's career based upon one's current employment status or category of membership (e.g., "Senior Full Member", "Senior Commercial Member", or "Senior Associate Member").
2. All chapters shall recognize a "Senior Member" designation.
3. This honor shall be bestowed in the following manner:
    - 3.1. A nominee for Senior Member shall be nominated by the nominee's primary (home) Chapter's Executive Committee.
    - 3.2. The nomination shall be forwarded to the Executive Director for submission to the Credentials Committee.
        - 3.2.1. The nomination shall be in the form of a cover letter together with a completed copy of the ***SENIOR MEMBER NOMINATION FORM*** contained in Appendix I herein. The nomination may contain additional supporting documentation.

3.3. Association staff shall review the nomination for completeness with all applicable requirements.

3.3.1. If anything on the application is unclear or unsubstantiated, staff will contact the nominator directly for additional information.

3.3.2. Staff will complete a summary sheet to verify compliance with the eligibility criteria and forward this with only the Nomination Form and supporting documentation to the Credentials Committee. Extraneous material, including biographical information, shall be removed prior to forwarding to the Credentials Committee.

3.4. The Credentials Committee shall review thenomination for substantive compliance with the eligibility criteria.

3.4.1. In the event the Credentials Committee should have questions or require additional information, they shall ask staff to contact the nominator forthe additional information.

3.4.2. Staff shall, on behalf of the Credentials Committee, forward its findings and recommendations to the Executive Committee of the Board of Directors (“Board”) for review.

3.5. The Executive Committee of the Board may grant designation as a Senior Member based upon its review of the nominee’s eligibility and the recommendation of the Credentials Committee.

3.5.1. In the event the Executive Committee of the Board should have questions or require additional information, staff shall be asked to contact the nominator for the additional information.

3.5.2. The Executive Committee of the Board shall cause the Chapter President to be notified of its decision in a letter to the Chapter President.

4. This award shall be presented in accordance with the following:

4.1. The Executive Committee of the Board shall cause a “congratulatory letter" to be prepared and sent to the member.

4.2. Headquarters staff shall forward a “Senior Member Certificate” and “Senior Member Pin" to the Chapter President who shall present the certificate and pin to the member at an appropriate time, place, and manner.

4.3. Headquarters staff shall update the membership database such that the “membership card” shows the new designation.

5. Senior Member Designation — Eligibility Criteria

5.1. To be eligible for APCO International Senior Member designation, a nominee shall, at a minimum:

5.1.1. Be a member in good standing of APCO for at least ten (10) years;

5.1.2. Be a member in good standing at the time of the award; and

5.1.3. Have demonstrated at least four (4) significant contributions to APCO, including one at the Association level.

5.2. A list of significant contributions to be used to determine Senior Member qualifications is shown below.

5.2.1. Chapter-level contributions:

5.2.1.1. Served at least one (1) year as President of a Chapter.

5.2.1.2. Served as Conference Chair or Co-Chair of a Chapter Conference.

5.2.1.3. Served as Committee Chair of a Chapter Conference.

5.2.1.4. Served at least two (2) years as a member of a Chapter Executive Board or Committee.

5.2.1.5. Served at least two (2) years as the Chair of a Chapter Standing Committee.

5.2.1.6. Served as a presenter at a Chapter Conference. Not more than one (1) contribution may be counted from this subsection.

5.2.1.7. Served as a Chapter Committee member for a major legislative contribution.

5.2.1.8. Served at least two (2) years as the Chair of a Regional Spectrum Committee.

5.2.2. Association-level contributions:

5.2.2.1. Served at least two (2) years as an Executive Council Representative (or in combination with service on the Boardof Directors).

5.2.2.2. Served at least two (2) years as on the Board of Directors (or in combination with service as an Executive Council Representative).

5.2.2.3. Served at least one (1) year as a Group Leader.

5.2.2.4. Served as an actively engaged member of a Special Committee or Task Force (e.g., APCO's Project Series, CALEA, etc.). Membership on each such Committee shall constitute a single contribution.

5.2.2.5. Served at least two (2) years as an actively engaged member of a Standing Committee. Not more than one (1) contribution may be counted from this subsection.

5.2.2.6. Served as Chair, Co-Chair, or Subcommittee Chair of a Regional or Annual International Conference. Served as Subcommittee Co- Chair of a Regional or Annual International Conference prior tothe end of the 2016 committee year. Not more than one (1) contribution may be

counted from this subsection.

5.2.2.7. Served at least two (2) years as a Local Area Frequency Advisor.

5.2.2.8. Served at least two (2) years as a member of an Association Advisory Committee (AdComm). Membership on each such Committee shall constitute a single contribution.

5.2.2.9. Served as a presenter at a Regional or Annual International Conference. Not more than one (1) contribution may be counted from this subsection.

5.2.2.10. Served a full term as an officer of another national or international public safety organization (e.g., IACP, IAFC, NENA) or made other contributions that promote APCO-International (beyond benefit to a single Chapter) or to the art of Public Safety Communications. Not more than one (1) contribution may be counted from this subsection.

5.2.2.11. Served at least one (1) term as the Chair of a Standing Committee, Special Committee, or Task Force (e.g., APCO's Project Series, CALEA, etc.); chairing each such Standing Committee, Special Committee or Task Force would constitute a single contribution. A service term shall be defined by the type of committee; standing committee, special committee or task force.

5.2.2.12. Served two (2) terms as an actively engaged member of a Standing Committee's sub-committee or workgroup, or served one (1) term as an actively engaged member of a Special Committee's sub-committee or workgroup, or Task Force's sub-committee or workgroup. Service on any such sub-committee or workgroup will only be considered a contribution when the member of the sub- committee or workgroup is not a member of the parent Standing Committee, Special Committee, or Task Force. A service term shall be defined by the type of committee; standing committee, special committee or task force.

5.2.2.13. Served at least two (2) years as a Commercial Advisory Council (CAC) member.

5.2.2.14. Served at least two (2) years as an actively engaged member of a Committee identified in this Policy Manual as an Executive Council Committee. Membership on each such Committee shall constitute a single contribution.

5.2.2.15. Served at least one (1) term as the Chair of the Commercial Advisory Council (CAC). Chairing the CAC would constitute a single contribution. A service term is defined in Article VII, Section 7.6.

APPENDIX I

SENIOR MEMBER NOMINATION FORM

Name of Nominee: _____

Chapter Making Nomination: _____

Qualifications:

Nominee has been a member of APCO since:_____(Min. of 10 yrs required)

Nominee has made at least four (4) significant contributions as noted below in accordance with the requirements Section 4.3 of the Policy Manual. At least one of these contributions must be at the Association level. For each contribution, list the appropriate sub-paragraph number (e.g., 5.2.2.1). Provide supporting detail, as necessary. Additional contributions may be attached.

1. Sub-paragraph _____ _____

_____

_____

2. Sub-paragraph _____ _____

_____

_____

3. Sub-paragraph _____ _____

_____

_____

4. Sub-paragraph _____ _____

_____

_____

Nomination Approved by Chapter Executive Committee: _____(date)

Credentials Committee Recommendation for Approval: _____(date)

Approval by Executive Committee of the Board of Directors: _____(date)

ARTICLE IV: MEMBERSHIP

SECTION 4.4: LIFE MEMBER ELIGIBILITY REQUIREMENTS AND NOMINATION PROCEDURES

PURPOSE

To establish the eligibility requirements and procedure for submitting nominations for Life Membership in the Association.

AUTHORITY

The criteria for selection and privileges accorded members who achieve Life Member are in the Membership Designations section of this Policy Manual as established by the Membership Quorum.

The eligibility requirements associated therewith are in this section of the Policy Manual and may be restricted in accordance with other sections of this Policy Manual (Article IV: Membership, Section 4.13 Designations).

POLICY

1. The “Life Member" designation is added to the member’s current membership category title, except Online Member, which can change during the course of the member’s career, based upon one’s current employment status or category of membership (e.g., “Full Life Member”, “Commercial Life Member", or “Associate Life Member”).
2. All chapters shall recognize a “Life Member” designation.
3. This honor shall be bestowed in the following manner:
    3.1. A nominee for Life Member shall be nominated by the nominee’s primary (home) Chapter upon recommendation of such Chapter’s Executive Committee or by the Board of Directors.
        3.1.1. The nomination for the President of APCO-International as a Life Member shall be approved by the Board of Directors. Once approved, the nomination shall be sent directly to the Membership Quorum for consideration during the First General Business meeting held at the Annual Conference. Approval of the nomination shall require a majority affirmative vote.

3.2. The nomination for members other than the President of APCO-International shall be forwarded to the Executive Director for submission to the Credentials Committee.

3.2.1. The nomination shall be in the form of a cover letter together with a completed copy of the ***LIFE MEMBER NOMINATION FORM*** contained in Appendix I herein. The nomination may contain additional supporting documentation.

3.2.2. The nomination shall be received at APCO Headquarters not later thanthe close of business on February 1 of the calendar year of the Annual Conference at which the nomination is to be considered.

3.3. Association staff shall review the nomination for completeness with all applicable requirements.

3.3.1. If anything on the application is unclear or unsubstantiated, staff will contact the nominator directly for additional information.

3.3.2. The nominator has until March 1 to supply the missing information or clarification.

3.3.3. It is in the nominator's best interest to return theadditional information or clarifications as quickly as possible to allow time for further review and additional requests of information if required.

3.3.4. Staff will complete a summary sheet to verify compliance with the eligibility criteria and forward this with only the Nomination Form and supporting documentation to the Credentials Committee no later than April 1. Extraneous material, including biographical information, shall be removed prior to forwarding to the Credentials Committee.

3.4. The Credentials Committee shall review thenomination for substantive compliance with the eligibility criteria.

3.4.1. In the event the Credentials Committee should have questions or require additional information, they shall ask staff to contact the nominator directly for the additional information.

3.4.2. Staff shall, on behalf of the Credentials Committee, forward the committee's findings and recommendations to the Board of Directors for review no later than April 30 of the calendar year of the Annual Conference at which the nomination is to be considered.

3.5. The Board of Directors ("Board") shall review the nomination for compliance with all applicable requirements.

3.5.1. In the event the Board should have questions or require additional information, staff shall be asked to contact the nominator directly for the additional information.

3.5.2. In the event the Board finds that the nominee satisfies all of the applicable criteria, then it shall ratify the nomination not later than May 31 of the calendar year of the Annual Conference at which the

nomination is to be considered. If ratified, the Board of Directors shall implement Paragraph 4.1 herein and forward the nomination to the Membership Quorum.

3.5.3. In the event the Board finds that the nominee does not satisfy all of the applicable criteria but also finds that a special circumstance exists, then it may ratify not later than May 31 of the calendar year of the Annual Conference at which the nomination is to be considered. If ratified, the Board of Directors shall implement Paragraph 4.1 herein and forward the nomination to the Membership Quorum.

3.5.4. In the event the Board finds that the nominee does not satisfy all of the applicable criteria and that no special circumstance exists, then it shall cause notification to theCredentials Committee, the Chapter President and the Executive Director that the nomination has been rejected along with a statement of the deficiencies.

3.6. The Board may waive the above processing deadlines to review and submit to the Membership Quorum for its consideration any nomination for Life Membership when it deems by a two-thirds majority vote of the entire Board that a special circumstance exists warranting waiver of the processing deadlines.

3.7. The Membership Quorum shall consider the nomination for designation as a Life Member during the First General Business Meeting held at the Annual Conference. Approval of the nomination shall require a majority affirmative vote.

4. This award shall be presented in accordance with the following:

4.1. If ratified, the Board of Directors shall cause a “congratulatory letter” to be prepared and sent to the member not later than June 1 of the calendar year of the Annual Conference at which the nomination is to be considered. A copy of the letter shall be forwarded to the Chapter President for information purposes.

4.1.1. The letter shall notify the member of their “nomination" for designation as a “Life Member” and that the nomination will be considered by the Membership Quorum at the upcoming Annual Conference.

4.1.2. The letter shall include an invitation for the member to attend the Annual Conference along with an explanation of the events that will occur. Specifically, the letter should notify the member that the Membership Quorum will consider his/her nomination during the First General Business Meeting held during the Annual Conference.

4.1.3. The letter shall also state that, subject to the Membership Quorum approving the nomination, the member and one guest who is a spouse, significant other or immediate family member will be invited to the Life Member Recognition Event and that the formal presentation of the award will be made at the Closing Event.

4.2. Provided that the Membership Quorum approves the nomination, the Association shall grant the member for future Annual Conferences a complimentary full registration, one complimentary spouse/guest registration, and two complimentary Closing Event tickets, but shall not otherwise reimburse the member for any expenses.

4.3. Provided that the Membership Quorum approves the nomination, the newly approved Life Member shall be invited to attend the Life Member Recognition Event.

Provided that the Membership Quorum approves the nomination, the President shall present an appropriate plaque and a “Life Member Pin” during the Closing Event held in conjunction with the Annual Conference at which the Life Member designation was approved.

4.4. Provided that the Membership Quorum approves the nomination, staff shall update the membership database and issue the member a new “membership card” showing the new designation.

5. Life Member Recognition Event

5.1. All Life Members, and one guest each who is a spouse, significant other, or an immediate family member, shall be invited to a complimentary meal function held as a “Life Member Recognition Event” in conjunction with the Annual Conference.

6. Life Member — Eligibility Requirements

6.1. To be eligible for APCO Life Member, the nominee shall, as a minimum, complete the requirements of either 6.1.1 or 6.1.2 through 6.1.4 identified below:

6.1.1. Served a full term as President of the Association; or

6.1.2. Be a member in good standing of APCO International for a minimum of fifteen (15) years;

6.1.3. Be a member in good standing at the time of the award; and

6.1.4. Have demonstrated at least five (5) significant contributions toward meeting the global needs of the Association with regards to all regulatory and policy making bodies, the commercial, general public safety, and international communities, or any combination thereof. A list of contributions to be used to determine Life Member qualifications is listed below:

6.1.4.1. Served at least four (4) years as an Executive Council Representative (or in combination with service on the Board of Directors).

6.1.4.2. Served at least four (4) years on the Board of Directors (or in combination with service as an Executive Council Representative).

6.1.4.3. Served at least two (2) years as a Group Leader.

6.1.4.4. Served at least four (4) years as a Commercial Advisory Council (CAC) member.

6.1.4.5. Served at least four (4) years as a Local Area Frequency Advisor.

6.1.4.6. Served at least one (1) term as the Chair of a Standing Committee, Special Committee or Task Force (e.g., APCO's Project Series, CALEA, etc.). Chairing each such Committee or Task Force would constitute a single contribution. A service term shall be defined by the type of committee; standing committee, special committee or task force.

6.1.4.7. Served at least two (2) years as an actively engaged member of an Association Advisory Committee (AdComm). Membership on each such Committee shall constitute a single contribution.

6.1.4.8. Served at least four (4) years as an actively engaged member of one or more Standing Committees; not more than two (2) contributions may be counted from this subsection. Membership on each such Committee shall constitute a single accomplishment.

6.1.4.9. Served as the Chair or Co-Chair of a Regional Conference, or as Chair of a Regional Conference Standing Committee; not more than two (2) contributions may be counted from the subsection.

6.1.4.10. Served at least one (1) year as the Chair or Co-Chair of an Annual International Conference, or as Chair of an Annual International Conference Standing Committee.

6.1.4.11. Served at least four (4) years as an actively engaged member of a committee identified in this Policy Manual as being an Executive Council Committee. Membership on each such Committee shall constitute a single contribution.

6.1.4.12. Made other significant contributions that promote APCO- International in a global scope or to the art of public safety communications (e.g., NPSTC, PSWAC, NCC, NASNA etc.); not more than one (1) contribution may be counted from the subsection.

6.1.4.13. Served two (2) terms as an actively engaged member of a Special Committee or Task Force (e.g., APCO's Project Series, CALEA, etc.). Membership on each such Committee shall constitute a single contribution. A service term shall be defined by the type of committee; standing committee, special committee or task force.

6.1.4.14. Served four (4) terms as an actively engaged member of an Standing Committee's sub-committee or workgroup, or

served two (2) terms as an actively engaged member of a Special Committee's sub-committee or workgroup, or Task Force's sub- committee or workgroup. Service on any such sub-committee or workgroup will only be considered a contribution when the member of the sub-committee or workgroup is not a member of the parent Standing Committee, Special Committee, or Task Force. A service term shall be defined by the type of committee; standing committee, special committee or task force.

6.1.4.15. Served at least one (1) term as the Chair of the Commercial Advisory Council (CAC). Chairing the CAC would constitute a single contribution. A service term is defined in Article VII, Section 7.6.

APPENDIX I
LIFE MEMBER NOMINATION FORM

Name of Nominee: _____

Chapter Making Nomination: _____

Qualifications:

Nominee has been a member of APCO since: _____(min. of 15 years required)

Nominee has made at least five (5) significant contributions in accordance with the requirements of the Membership Designations Section of the Policy Manual as noted below. For each contribution, list the appropriate sub-paragraph number (1-12). Provide supporting detail, as necessary. Additional contributions may be attached.

Significant Contributions

1. Sub-paragraph _____ _____

_____

2. Sub-paragraph _____ _____

_____

3. Sub-paragraph _____ _____

_____

4. Sub-paragraph _____ _____

_____

5. Sub-paragraph _____ _____

_____

Nomination Approved by Chapter Executive Committee: _____(date)

Credentials Committee Recommendation for approval:
_____(date)

Board of Directors Recommendation for approval:_____(date)

Approved by the Membership Quorum:_____(date)

ARTICLE IV: MEMBERSHIP

SECTION 4.5: CHAPTER LIFE MEMBERSHIP

PURPOSE

To provide guidelines for Georgia APCO Chapter Life Membership, a designation that can be awarded to individual chapter members based upon the member meeting an established set of guidelines set forth in the Chapter's Bylaws.

AUTHORITY

Establishment of a Chapter Life Membership shall be the responsibility and prerogative of the individual member's local APCO Chapter per Article IV, Section 4.5, of the Association's Policy Manual.

POLICY

1. The Chapter Life Member distinction is a designation that is added to the member's current membership category title.
2. The designation of Chapter Life Member is recognized only within the chapter conferring the distinction.
3. Other than being bestowed with the title, the membership privileges of a Chapter Life Member shall be determined by the category of membership for which the member would otherwise qualify.
4. The Chapter Life Member designation does not carry any added privileges at the Association level or within any other chapter(s) that the member happens to also belong.

    4.1. The Georgia Chapter may, when funds are available, annually pay to the Association Office the dues amount specified in the Association's Policy Manual for the category of APCO membership for which the Chapter Life Member is qualified.

        4.1.1. Eligibility for Chapter Life Member dues payment shall be conditional on the member's continued participation in public safety in Georgia or attendance and participation at least one Chapter Business Meeting per year.

        4.1.2. In the event that the Chapter discontinues payment of annual dues for a Chapter Life Member due to inactivity, annual payment as outlined in Section 4.1 will not be restored.

    4.2. To be eligible for this recognition, the nominee must:

4.2.1 Have been a member of APCO a minimum of fifteen (15) consecutive years, at least five (5) of which shall be as a member of this chapter; and:

4.2.2 Hold current membership in the appropriate membership category; and;

4.2.3 Have made at least five (5) major contributions at the Chapter and Association level, which have contributed significantly to the Chapter, Association, the commercial community, and/or the general public safety community. Items to be considered may include, but not be limited to the following. It is suggested that each additional completion of items 1 through 6 shall each constitute a single contribution.

4.2.3.1 Served a minimum full term as Chapter President;

4.2.3.2 Member of a Chapter Board of Officers for at least four (4) years;

4.2.3.3 Local Area Frequency Advisor for at least four (4) years;

4.2.3.4 Chapter Commercial Committee Chair for at least four (4) years;

4.2.3.5 Executive Council Member for at least four (4) years;

4.2.3.6 Regional or Annual Conference Chair;

4.2.3.7 Regional or Annual Conference Committee Chair;

4.2.3.8 Chapter Conference Chair;

4.2.3.9 Chapter Conference Committee Chair;

4.2.3.10 Chair of Association Standing Committee;

4.2.3.11 Chair of Chapter Standing Committee;

4.2.3.12 Major contribution to the art of communications;

4.2.3.13 Any item from the requirements for Life Membership in the Association (Article IV, Section 4.4, of the Association's Policy Manual – within the specified limitations) that is not already listed above.

5. This honor shall be bestowed upon qualified members by the Georgia Chapter upon recommendation by the Georgia Board of Officers and majority approval of the Chapter quorum. Notification of this appointment shall be sent to the Membership Department at the Association office.

6. Life members may be sanctioned for any violation of the code of conduct, code of ethics, or for conduct unbecoming of a Life Member or which has the potential to bring significant discredit upon the chapter or the public safety profession.

6.1. Any sanction imposed on a Chapter Life Member shall be made through the following procedures:

6.1.1. Any voting eligible member may submit a statement accusing a Chapter Life Member to the Chapter President.

6.1.2. The President shall immediately appoint a three person investigation committee consisting of two voting eligible members of the Chapter and one current member of the Executive Committee of the Board of Officers.

6.1.3. The investigation committee shall objectively and to the fullest extent possible, investigate all available evidence and make a full report of its findings to the Executive Committee of the Board of Officers within thirty (30) days of the filing of the accusation.

6.1.4. The Executive Committee shall, within fifteen (15) days, make a recommendation on the most appropriate action to take in response to the accusation. Such recommendation shall be: revocation of Chapter Life Membership; Suspension of the Chapter Life Membership; censure of the Chapter Life Member, or no action.

6.1.4.1. Given the high honor a Chapter Life Membership entails, the Executive Committee is cautioned that any ambiguity in the accusations or evidence should be construed in favor of the accused.

6.1.4.2. Should the recommendation be to take no action, the matter shall be deemed moot.

6.1.5. Should a recommendation be made to revoke, suspend, or censure the Chapter Life Member, the President shall report the accusations to the membership at the next regularly scheduled meeting of the quorum, and announce the recommendations of the Executive Committee.

6.1.6. The membership shall be polled by secret ballot to determine the sanction to be imposed upon the Chapter Life member. The ballot shall offer voters a choice between revocation, suspension, censure, or no action. The results of the vote shall be published by announcing the results to the membership.

ARTICLE IV: MEMBERSHIP

SECTION 4.6: CHAPTER HONORARY MEMBERSHIP GUIDELINES

PURPOSE

To acknowledge the guidelines for APCO Chapter Honorary Membership.

AUTHORITY

Establishment of a Chapter Honorary Membership is provided for in Article IV, Section 4.6, of APCO International's Policy Manual.

POLICY

1. Chapter Honorary Membership is a designation that can be awarded, at the prerogative of the Georgia chapter, to individuals (current APCO members or non-members alike) based upon the individual meeting an established set of guidelines.
2. The Chapter Honorary Member distinction is a designation that does not carry any added privileges at the Association level or within any other chapter(s) that the member happens to also belong.
3. The following persons are eligible for this category:
    - 3.1. Those who have made significant contributions to the objectives of the Georgia Chapter.
    - 3.2. Retired members who have held membership in any category for more than ten (10) consecutive years.
4. This honor shall be bestowed if the Georgia APCO Board of Officers makes a motion to such effect and the Chapter quorum passes such a motion by a majority vote.
5. The term of this category shall be for a period of twelve (12) months and thereafter as determined by the Chapter Board of Officers in accordance with the provisions of this section.
6. Chapter Honorary Members are not eligible to vote unless otherwise holding a voting eligible membership.

ARTICLE IV: MEMBERSHIP

SECTION 4.7: MEMBERSHIP DUES

PURPOSE

To establish the dues required for membership.

AUTHORITY

Dues rates are to be set for each category of membership and specified in the Policy Manual in accordance with Article XII of the Association Bylaws.

POLICY

1. Dues are due and payable on January 1st of each calendar year. Any adjustment to the dues structure must be approved in accordance with Article XII of the Association Bylaws.
    1.1. Any annual adjustments shall not exceed the cumulative or average change in the Consumer Price Index (CPI) rounded to the nearest U.S. dollar for the preceding Calendar Year or Years since the last increase was approved.
        1.1.1. A two-thirds majority vote of the whole Board of Directors is required for the CPI dues adjustment. The Board of Directors shall consider a potential CPI dues adjustment each year.
        1.1.2. In the event that no increase is approved for a particular year, thenext increase that can be approved by the Board of Directors will be cumulative only in the amount of the current Calendar Year's CPI adjustment plus the preceding three Calendar Years' CPI adjustment but not to include the Calendar Year in which the last dues increase was approved nor any year preceding that Calendar Year.
    1.2. If, for any reason, a resolution for a dues increase above the CPI adjustment as described above should be recommended by the Board of Directors, the Executive Council must indicate concurrence or non-concurrence. A majority vote of the Membership Quorum at the Annual Conference must then be received to approve such an increase.
2. The dues structure shall include two tiers for the "Chapter" portion of the Full Member category.
    2.1. The Chapter sets the tier level. The higher tier shall apply upon majority approval of the Chapter's Full Member quorum and shall remain in effect until rescinded.

3. The dues rates for each category are listed below:

	Effective January 1, 2009 2010 Dues Period	Effective January 1, Dues Period
3.1. Full Member Dues		
Tier 1	$ 92	$92
Tier 2	$120	$120
3.2. Associate Member Dues	$ 69	$69
3.3. Commercial Member Dues	$154	$154
3.4. Governmental Membership Dues billed on and 3.2 one statement for entity.	Per 3.1	

4. Each Chapter shall receive a portion of the dues paid by members of that Chapter, such amount to support Chapter activities. The amount of the “Chapter” portion shall be based upon the following:
   4.1. For Full Members: 20% of the Tier 1 amount plus 100% of the difference between the Tier 1 amount and the Tier 2 amount if the Chapter has chosento set Tier 2 as the dues amount for their membership.
   4.2. For Associate Members: 20% of the dues amount.
   4.3. For Commercial Members: 30% of the dues amount.
   4.4. For members of the International Chapter, the above identified amounts shall be held in account by the Association. The use of these monies shall be restricted to support of the Executive Council Member from the International Chapter and to other activities in direct support of the Chapter.
5. The Association shall have the option of issuing all publications and other communications electronically or charging 10% over the normal appropriate membership dues for members of a Chapter outside the U. S. (including members of the International Chapter) to cover additional mailing expenses.
6. The specified dues are to be paid in United States dollars ($) as follows:
   6.1. Members in the United States of America and its Territories shall submit their dues to the Association Headquarters, which then shall distribute the “Chapter" portion, as appropriate.
   6.2. Chapters in countries other than the United States of America and its Territories may choose to have their members submit their dues to the Chapter office in which case the Chapter office may deduct the “Chapter" portion prior to forwarding the remainder to APCO headquarters. The purpose of this alternate procedure is to minimize the cost of transferring money from one country to another, then back again.

7. Individuals who become a new member from January through March will have their dues billed by headquarters staff at the full applicable rate. Individuals applying for membership from April through September will have their dues billed by headquarters staff at the full applicable rate, but shall have their dues for the following year pro-rated based on the month in which they join. No dues will be collected for a new member who becomes a member from October through December.

    7.1. Headquarters staff shall apply the pro-rated savings as a credit against thedues that will be due and payable on January 1 of the calendar year immediately following the year in which the individual becomes a member.

8. Individuals seeking membership in more than one Chapter (i.e. seeking to become “Multiple Members” in accordance with the Membership Designations section of this Policy Manual, shall pay dues in accordance with the following:

    8.1. The full amount of dues as described in Paragraph 3 above for membership inthe primary or “Home Chapter”; PLUS

    8.2. An amount equivalent to the “Chapter" portion as described in Paragraph 4 above for membership in the “additional” Chapter.

        8.2.1. Such “Chapter” portion shall be payable for each “additional” Chapter within which membership is desired.

    8.3. In accordance with Membership Designations section of this Policy Manual, members granted the “Life Member" designation are exempt from paying duesfor the life of the member or until such member resigns from the Association. The exemption from paying dues shall apply to all Chapters within which the member maintains a membership.

        8.3.1. This exemption from paying dues does not relieve the member from the requirement of the General Eligibility section of this Policy Manual wherein the member must have a business or work-related reason for requesting membership in Chapters other than his/her primary or “Home Chapter".

    8.4. APCO Headquarters shall distribute the dues collected for “Multiple Members” as follows:

        8.4.1. The primary or “Home Chapter" shall receive the “Chapter” portion received in accordance with Paragraph 8.1 above.

        8.4.2. Each “additional” Chapter shall receive the “Chapter" portion received in accordance with Paragraph 8.2 above.

ARTICLE IV: MEMBERSHIP

SECTION 4.8: AWARDS POLICY

PURPOSE

To establish the awards policy of the Chapter.

AUTHORITY

Establishment of the awards policy is the responsibility of the Board of Officers pursuant to Article VI of the Chapter's Bylaws.

POLICY

1. Awards are a form of recognition to individuals, committees and others for special service to the Chapter and Association.

2. The Chapter will make nominations to APCO International for recognition by the Association as deemed appropriate by the Chapter Board of Officers or a quorum of the membership.

3. The Judy Bryant Award of Excellence will be awarded periodically as deemed appropriate by the Board of Officers.

    3.1. Nominees for the Judy Bryant award must be current members of Georgia APCO and have been registered members for at least three years before being nominated.

    3.2. Qualified nominees will consistently demonstrated the characteristics embodied by Judy: dedication, leadership, humor, integrity, ethics and endurance.

    3.3. Nominations must be made in writing and submitted to the Board of Officers no later than forty-five (45) days before the conference at which the award will be presented.

    3.4. Winners of this award will be chosen by the Board of Officers and presented with the award at the conference award ceremony.

4. A President's Award may be presented periodically, at the discretion of the President, for special services, contributions, or achievements obtained by a public safety communications professional, whether or not such professional is an APCO member.

5. The outgoing President shall be awarded a plaque or other award as deemed appropriate by the Board of Officers at the closing banquet of the last conference of the President's term.

ARTICLE V: BOARD OF OFFICERS

SECTION 5.1: MEETINGS

PURPOSE

To establish the requirements for official meetings of the Board of Officers.

AUTHORITY

The Board of Officers shall meet and conduct the business of the chapter at such times and places as the President or a majority of the Board of Officers shall specify as authorized by Article VI, Section 6.7 of the Chapter's Bylaws.

POLICY

1. The Board of Officers shall, at a minimum, meet in person in the same city as the two formal chapter meetings as defined in Article II, section 2.7 of the Chapter's policy manual. These two required meetings shall each be held the first full day preceding the conference or chapter meeting.

    1.1 The Board of Officers may meet at such other times and places as necessary to conduct the business of the Chapter.

    1.2 Meetings held other than at conferences may be conducted via teleconference and other electronic means.

    1.3 Any Board Member not attending or participating in three (3) scheduled meetings in a given term of office, without having the prior approval of the President of the Chapter shall be removed from his/her term of office, and another Member appointed to complete his/her present term.

2. A Quorum consists of a simple majority of the members of the Board of Officers. A Quorum is required to conduct the business of the Board of Officers and it may not officially meet otherwise.
3. Copies of documents requiring the signatures of the Board of Officers shall be provided to the Board of Officers for review a minimum of twenty-four hours prior to signing.

ARTICLE V: BOARD OF OFFICERS

SECTION 5.2: MINUTES

PURPOSE

To establish a procedure for recording and retaining official minutes of meetings of the APCO Board of Officers.

AUTHORITY

Minutes of meetings of the Board of Officers are required by Article III, Section 3.3 of the Association's Policy Manual.

POLICY

1. The official minutes of the meetings of the Board of Officers will provide a permanent, written record of actions taken, decisions made, and a listing of items discussed.

2. The Chapter Secretary will record, in writing, all significant actions taken by the Board of Officers at each meeting.

3. Minutes of all official meetings of the Board of Officers shall be reviewed and approved by the Board.
   - 3.1 At the conclusion of each meeting, copies of the minutes taken shall be forwarded to each member of the Board of Officers within fifteen (15) days.
   - 3.2 Each member of the Board shall make any corrections necessary and return their corrections within ten (10) business days of receipt.
   - 3.3 The Board of Officers shall approve the minutes, as corrected, at their next meeting or at the first meeting at which the corrected minutes are available.
4. Official minutes of all meetings of the Board of Officers shall be retained for the life of the Chapter.

ARTICLE V: BOARD OF OFFICERS

SECTION 5.3: SIGNIFICANT ACTION PROCEDURES

PURPOSE

To establish the requirements for reporting significant actions of the Board of Officers to the membership.

AUTHORITY

The membership shall be notified by the President of significant actions taken by the Board of Officers as authorized by Article VII, Section 7.1 of the Chapter's Bylaws.

POLICY

1. The Board of Officers may take a variety of actions in performing their duties.
    1.1 The Board of Officers may be required to take actions under exigent circumstances in which the Board must act before it can reasonably obtain ratification from the Membership. The Membership will be asked to ratify this action after the fact. Exigent circumstances include the following:
        1.1.1. Failing to act would bring irreparable harm to the reputation of the Chapter.
        1.1.2. Failing to act would cause a financial loss exceeding $1,000.
        1.1.3. Failing to act would eliminate an opportunity for the benefit of the Chapter based on a deadline set by a source outside of the Chapter.
    1.2. Significant actions are those that cannot wait until the next scheduled membership meeting. Significant actions include the following:
        1.2.1. Non-substantive changes to the Bylaws.
        1.2.2. Any action that would amend, or otherwise affect the currently filed status, of the Articles of Incorporation of the Chapter.
        1.2.3. Any action that would modify or waive a requirement contained in the Chapter Policy Manual.

2. When the Board of Officers takes action based on exigent circumstances, they shall provide the following facts to the membership within thirty days of taking such action.
    2.1. The Board shall provide the Membership with the details of the actions they took within thirty (30) days of the meeting of the Board. Notification

may be made by electronic means, including a posting on the official website of the Chapter.

2.1.1. All the facts, issues and anything known to be controversial about the matter shall be clearly spelled out in the notification.

2.1.2. All the reasons for having to use the rule rather than wait for a regularly scheduled meeting of the quorum shall be spelled out and justified by the Board of Officers. (Examples: emergency conditions or time constraints).

2.2. The Board shall identify the harm the Chapter would have experienced should they not have taken action.

2.3. The Board will list any alternatives they considered prior to their action

2.4. The Board will identify any consequences that would impact the Chapter if their action is not ratified by the Membership.

2.5. Should the quorum fail to ratify the Board's action taken under exigent circumstances the Board shall return the Chapter as near as possible to its condition prior to the Board's action.

ARTICLE V: BOARD OF OFFICERS

SECTION 5.4: OFFICER CANDIDATES

PURPOSE

To establish the criteria for candidates for the Chapter's Board of Officers.

AUTHORITY

Qualifications to run for election to the Chapter's Board of Officers are established in Article VI of the Chapter's Bylaws.

POLICY

1. The right to hold elected office is a privilege of voting eligible members (as defined by APCO International) only.

2. All prospective chapter officer nominees, including incumbents, shall, no later than 90 days prior to the election, announce their candidacy for the office which they wish to hold.

   2.1 This should be done in the form of a letter of intent to the Chapter President, along with a letter of support from their agency and department head, if applicable. The letter of intent shall include affirmation that the prospective nominee is not a current board officer of any other Georgia Chapter 911 professional organization.

   2.2 There will be no nominations from the floor.

   2.3 In the event that any candidate is lacking the required documents after the 90 day deadline, that candidate's nomination shall not be validated by the nominating committee.

   2.4 If there is not a sufficient number of validated nominations within the 90 day deadline, the membership will be notified that nominations are still needed, and all letters of candidacy and supporting documents must be presented no later than 12:00 noon the day following the regularly scheduled opening business meeting at which the election is held. The credentials committee shall verify the qualifications of any candidates nominated pursuant to this paragraph.

   2.5 An election will be held at a called business meeting. Only voting eligible members, as confirmed by APCO International's membership records will be permitted to cast a vote.

ARTICLE V: BOARD OF OFFICERS

SECTION 5.5: ELECTION PROCEDURES

PURPOSE

To establish the criteria for the election of candidates for the Chapter's Board of Officers.

AUTHORITY

Election procedures are established pursuant to Article VI of the Chapter's Bylaws.

POLICY

1. Officers shall be elected by secret ballot from nominations submitted by the nominating committee.

    1.1 Should a candidate be unopposed in an election, members shall complete a secret ballot indicating their choice to confirm, or not confirm, the election of the candidate to the office for which they had been nominated.

2. Elections shall take place in an online format beginning one week prior to the to the first scheduled business meeting at the annual fall conference, in addition to in-person voting during the fall conference. Each eligible voting member shall be allowed to cast one ballot to select candidates. All election platforms will close immediately prior to the second scheduled business meeting at the annual fall conference. Winners shall be determined by a simple majority of the ballots cast. In the event a candidate does not obtain a majority of the votes cast, a runoff election shall be held between the two (2) candidates who received the greatest number of votes.

    2.1 Candidates must be eligible to hold office in accordance with Article IV of the Chapter's Bylaws.

    2.2 An election will be held at the second general business meeting of a conference.

3. Voting eligibility will be confirmed using APCO International's membership records.

ARTICLE V: BOARD OF OFFICERS

SECTION 5.6: OFFICER REMOVAL PROCESS

PURPOSE

To define the procedures to be followed after a member of the Board of Officers is accused of improper conduct.

AUTHORITY

A member of the Board of Officers may be removed from office as authorized in Article V, of the Chapter's Bylaws.

POLICY

1. A member of the Board of Officers may be removed for reasons of malfeasance (an act that is positively unlawful), misfeasance (the doing of a lawful act in an unlawful or improper manner), nonfeasance (failure to perform a duty) of duty, or for committing such other act(s) that bring significant discredit upon the Chapter.
2. Persons, either members of the Chapter or other persons, may accuse a member of the Board of Officers of misconduct by submitting a written accusation to the President of Georgia APCO. Such written accusation shall be as specific as possible.
3. Upon receipt of the written accusation, an investigation of the accusations shall be conducted as follows:

    3.1. The Senior Member of the Board of Officers not accused shall immediately notify the accused and the other members of the Board of Officers of the accusations.

    3.2. The Senior Member of the Board of Officers not accused shall appoint a three-person "Investigation Committee" consisting of Past Presidents, Past Board Officers, Chapter Life Members, and long-standing Chapter Members. Should the accusations contain allegations of a criminal nature, the matter will be turned over to the proper investigative authority. The accused shall be immediately placed on an administrative leave of absence and removed from all duties, responsibilities, privileges and authorities associated with their position until completion of the criminal investigation or removal in accordance with the Chapter Bylaws and Policy Manual.

    3.3. The Investigation Committee shall review the facts and circumstances related to the accusations and shall draw conclusions as to the merit of

the accusations. The Investigation Committee shall prepare a written report on its findings. The report shall be presented to the Board of Officers, the accused, and the accuser.

3.4. If the Investigation Committee finds that the accusations are without merit, the matter is settled and no further action is required.

3.5. If the Investigation Committee finds that the accusations are with merit, their findings shall be provided to the Senior Member of the Board of Officers not accused. This member shall immediately forward a copy of the accusation and the report to each member of the Board of Officers. Members of the Board of Officers shall hold the report and all other communications regarding the findings in the strictest confidence.

3.6. If the findings indicate the officer is to be considered for removal, the Senior Member of the Board of Officers not accused shall immediately place the officer on Administrative Leave.

3.7. The Senior Member of the Board of Officers not accused shall schedule a meeting of the Board of Officers to occur not less than fifteen (15) days and not more than forty-give (45) days after the date the Investigation Committee submits its report except that a longer period time is permitted upon a majority vote of the Board of Officers and the consent of the accused. In scheduling this meeting, the Senior Member shall provide the Board of Officers a minimum of thirty (30) day notice of the time and place for the meeting. This notification is to allow Board Officers time to make appropriate arrangements for their own attendance. The cost of travel to/from the meeting, lodging, and per diem for the Board of Officers, for the Chair of the Investigation Committee and for the Chapter's Legal Counsel shall be the responsibility of the Chapter subject to the Chapter's travel policy.

3.8. The Board of Officers meeting shall be held in "Executive Session" with attendance restricted the Board of Officers, the Chair of the Investigation Committee, the accused, the accuser, Legal Counsel for the Chapter, and legal counsel for the accused.

3.9. The Board of Officers shall review the written report of the Investigation Committee and make such inquiry, as it deems appropriate.

3.10. The accuser shall be permitted to make comments on the reasons for his/her accusations and to make comments regarding the report prepared by the Investigation Committee.

3.11. The accused shall be permitted to make comments in his/her defense and to question the accuser and the Chair of the Investigation Committee. The accused's legal counsel may make comments and ask questions, as appropriate.

3.12. The Board of Officers shall vote by secret ballot on a motion to remove the accused from office. To pass, the motion must receive a two-thirds (2/3) vote of the entire Board of Officers as stipulated in the Chapter's Bylaws.

3.13. The Board of Officers also may vote to “censure” the officer upon a finding that the accused committed the act contained in the investigation but such act was not of a severity to warrant removal from office. Such vote to “censure” shall be by secret ballot and require a majority vote of the Board of Officers members in attendance at the meeting.

3.14. In the event the Board of Officers votes to remove the officer from office, the Senior Member of the Board of Officers not accused shall cause to be posted to the website and on PSConnect, a statement that the officer had been removed from office for cause as determined by the Board of Officers. The details of the accusations made and the results of the investigation shall not be released to the public and all persons involved should refrain from discussing the matter.

3.15. In the event the Board of Officers votes to “censure” the officer, the Senior Member of the Board of Officers not accused shall cause to be posted to the website and on PSConnect, a statement that the officer had been “censured” for cause as determined by the Board of Officers. The details of the accusations made and the results of the investigation shall not be released to the public and all persons involved should refrain from discussing the matter.

ARTICLE V: BOARD OF OFFICERS

SECTION 5.7: CAMPAIGN PROCEDURES

PURPOSE

To establish acceptable activities for members running for election to the Chapter Board of Officers.

AUTHORITY

The Chapter's members elect members of the Board of Officers as authorized in Article VI, of the Chapter's Bylaws.

POLICY

1. The following procedures shall apply during a candidate's campaign prior to the election.

    1.1. Candidates are encouraged to submit articles for posting on the website and on PSConnect.

    1.2. Registration packet "stuffers" are limited to one item. It is the responsibility of the candidate to arrange to have the item placed in the packets.

ARTICLE VI: COMMITTEES AND TASK FORCES

SECTION 6.1: COMMITTEES AND TASK FORCES

PURPOSE

The purpose of the following policy is to establish the designations, rules and duties of APCO Committees and Task Forces.

AUTHORITY

Establishment of the Committees and Task Forces is the responsibility of the President of the Chapter as guided by the Bylaws, and Board of Officers.

POLICY

1. Standing Committees

    1.1. Committee members should represent a cross-section of the active members of the chapter except as noted below. Members of Standing Committees, with the exception of the Executive Committee, shall serve at the pleasure of the President and their terms shall expire concurrently with that of the President unless dissolved earlier.

    1.2. The **Executive Committee** shall consist of a President, Vice President, Secretary, Treasurer, Executive Council Representative, and the immediate Past-President.

        1.2.1. Specific duties of the Executive Committee are enumerated in Article VII of the Chapter Bylaws.

        1.2.2. Members of the Executive Committee are elected by the membership quorum on staggered terms as defined in Article VI of the Chapter's Bylaws.

    1.3. The **Credentials Committee** shall consist of at least three (3) past Presidents of the chapter, if available and they agree to serve, that are members in good standing, one of which shall be actively participating in the chapter meetings.

        1.3.1. The Chairperson of which shall be appointed by the Chapter President.

        1.3.2. In the event that three (3) past Presidents are not available to serve, the President may appoint a maximum of two long-term

members of the Chapter who hold a voting eligible membership, to the credentials committee.

1.4. The **Membership Committee** shall explore, and with the approval of the Board of Officers, implement programs that enhance the membership of the chapter by recruiting new members, retaining current members, and encouraging lapsed members to renew their membership. Regional Ambassadors shall be a subcommittee of the Membership Committee.

1.5. The **Historical Committee** shall procure and maintain historical information and documents pertaining to past activities of the Chapter.

1.6. The **Bylaws and Policy Committee** shall maintain the Chapter's governing documents and review proposals for additions or revisions to such documents.

2. Special Committees

2.1. The President may appoint special Committee's as he deems necessary for specific tasks. These may include:

2.1.1. The Awards Committee is responsible for receiving and reviewing nominations for awards and recommending nominees for recognition by the Chapter.

2.1.2. The Legislative Committee is responsible for monitoring legislative developments on both the State and Federal level that may affect the Chapter and its membership.

2.1.3. The Conference Committee responsible for planning and executing chapter training workshops and conferences.

2.1.4. The Training Committee shall work with the conference and Regional Ambassador Committees to develop and coordinate training opportunities to be presented by the Chapter.

2.2. Members of special committees shall serve at the pleasure of the President and their terms shall expire concurrently with that of the President unless dissolved earlier.

2.3. The President and a majority of the Board of Officers shall specify duties of special committees.

3. An appointed Committee member may be declared to be unfit for further service and replaced on the committee if, without a valid excuse, one repeatedly fails to participate in Committee meetings, fails to contribute one's fair share in

accomplishing the committee's duties, or violates the Member Code of Conduct or Member Code of Ethics.

3.1. In order for an appointed Committee member to be declared unfit for further service on the committee, the Committee Chair must notify the President in writing describing the specific problems.

3.2. The President shall issue a decision within 30 days of notification as to whether he will disqualify the member or not.

3.3. If the President chooses to disqualify the member, he shall direct the Chapter Secretary to notify the member in writing within 10 days of this disqualification from the committee to include the reason(s) for the disqualification.

ARTICLE VI: COMMITTEES AND TASK FORCES

SECTION 6.2: CREDENTIALS COMMITTEE

PURPOSE

The purpose of the following policy is to establish the rules and duties of the Georgia APCO Credentials Committee.

AUTHORITY

Establishment of the Committee is the responsibility of the President of the Chapter as guided by the Bylaws, and Board of Officers.

POLICY

1. The Chapter President shall appoint the Chairperson of the Credentials Committee.

2. The Credentials Committee shall meet either in person or by conference call within twenty (20) days of the close of the period in which candidates must announce their intention to seek office.

3. The committee shall review the nominations to determine the candidates qualifications for office.

    3.1 Only nominations supported by a letter of interest and a letter of agency support, when applicable, received by the stated deadline shall be considered.

    3.2 Only those qualifications as enumerated in Article VI and Article VII of the Chapter's Bylaws may be considered when determining a Candidate's eligibility for office.

4. This committee shall report a slate of nominees to the chapter prior to the casting of ballots, to be considered by the quorum, in accordance with Article V, the Board of Officers.

ARTICLE VI: COMMITTEES AND TASK FORCES

SECTION 6.3: MEMBERSHIP COMMITTEE

PURPOSE

The purpose of the following policy is to establish the rules and duties of the Georgia APCO Membership Committee.

AUTHORITY

Establishment of the Committee is the responsibility of the President of the Chapter as guided by the Bylaws, and Board of Officers.

DEFINITION

The Membership committee will consist of an Active Member appointed by the President. The Membership committee shall all explore and, with the approval of the Board of Officers, implement programs to enhance the membership of this chapter, through recruitment of new members, the retention of current members and by encouraging past members to rejoin the chapter.

POLICY

1. **Mission Statement**

   We are dedicated to providing an effective channel of communication between our membership and Board of Officers. We are committed to providing training, networking, and other resource materials to public safety constituents of our regions. We are organized, trained and committed to effectively recruiting members from every area of public safety that are eligible for membership in APCO, International and its Georgia Chapter. We will work to accomplish our mission in a manner that inspires the trust and confidence of all that we serve.

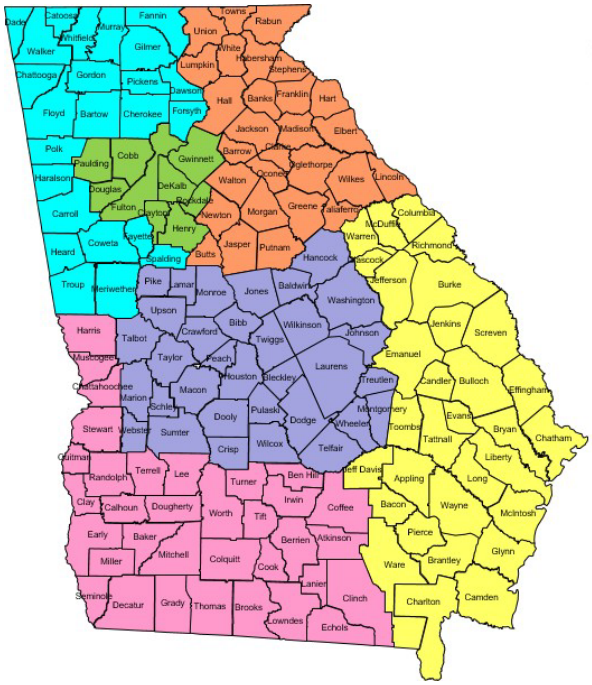
2. **Program Goals**: the Board of Officers has established the following program goals for the Membership Committee and Program;

   2.1 To establish an open line of communications between and among our membership and its Board of Officers;
   2.2 To facilitate the education of other public safety communications personnel with regards to APCO, International and its Georgia Chapter in terms of mission, purpose, and benefits;
   2.3 To recruit other public safety communications personnel to join APCO and take advantage of the training, networking, and services that we provide; and

2.4 To establish a sense of community among public safety communications personnel in an effort to share ideas, programs, and resources with each other.

3 Program Structure

Since implementation, the program has been based on regions as outlined by the Georgia Emergency Management Agency. There are currently eight (8) regions as delineated in the chart below.



Each region shall be assigned a Membership Ambassadors to serve as a point of contact for membership and the Board of Officers.

4. Term of Service

4.1 Regional Ambassadors shall serve two year terms consistent with Presidential elections.

4.2 Chapter President appoints members of the committee. Ambassadors may be reappointed by subsequent Presidents with no limit on the number of terms an ambassadors may serve, so long as that member continues to meet the requirements for active membership status.

5. Appointment

5.1 Members interested in serving as a Regional Ambassador shall submit a letter of interest and a letter of agency support by February 1st of each even numbered year for consideration by the incoming Presidential candidate(s).

5.2 Appointments will be made once the President has been elected.

5.3 In the event that a Regional Ambassador position is vacated, it is at the discretion of the President to appoint a replacement.

6. Duties & Initiatives

The Membership Committee Chair and their recruited Ambassadors will be responsible for fulfilling the following duties:

6.1 Membership

- Actively recruit new members
- Send out welcome letters and materials to new members
- Follow up with expired members to encourage renewal
- Serve as point of contact with members and others interested in chapter or association activities
- Provide membership materials to potential members
- Serve as the Communications Officer of the Year Award Committee

6.2 Communication

- Submit monthly reports of contacts (new members, contacts with current, expired, or potential members).
- Upon request of the President attend meetings of the Board of Officers and present a report to the Board regarding committee activity (presentation made by chairperson or designee).
- Attend business meetings and present a report to the quorum regarding committee activity (presentation made by chairperson or designee).
- Communicate identified needs of the membership to the Board of Officers.
- Communicate with members regarding developments or initiatives of concern to the chapter, association and its membership (conferences, legislation, etc.).
- Make recommendations for the development of and serve as the Silent Key Committee.
- Provide information and articles to be presented through our chapter web page and newsletter.

6.3 Regional Meetings & Training

- Host regional meetings for emergency communications personnel to network, discuss issues of mutual concern, and learn about the benefits of membership in APCO
- Identify and facilitate the delivery of regional training

6.4 Conferences

- Upon request of Conference Chair assist in conference pre-planning (recommend training topics, speakers, securing vendors, and preparations)
- Upon request of President or Conference Chair assist with conference activities (registration, vendor setup, attendee bags)

ARTICLE VI: COMMITTEES AND TASK FORCES

SECTION 6.4: HISTORICAL COMMITTEE

PURPOSE

The purpose of the following policy is to establish the rules and duties of the Georgia APCO Historical Committee.

AUTHORITY

Establishment of the Committee is the responsibility of the President of the Chapter as guided by the Bylaws, and Board of Officers.

POLICY

1. The Historical Committee shall cooperate with the APCO International Historical Committee, to preserve the history of the Chapter, and the Association.

2. The Historical Committee shall procure and maintain historical information and documents pertaining to past activities of the Chapter.

3. The Historical Committee shall develop, to the extent possible, an electronic archive of the Chapter's historical documents.

ARTICLE VI: COMMITTEES AND TASK FORCES

SECTION 6.5: BYLAWS AND POLICY COMMITTEE

PURPOSE

The purpose of the following policy is to establish the rules and duties of the Georgia APCO Bylaws and Policy Committee.

AUTHORITY

Establishment of the Committee is the responsibility of the President of the Chapter as guided by the Bylaws, and Board of Officers.

POLICY

1. The Chapter's Bylaws shall be reviewed annually to ensure compliance and concurrence with the Bylaws and policies of APCO International, Inc.

2. The Chapter's Policy Manual shall be reviewed annually to ensure compliance and concurrence with the Chapter's Bylaws.

3. The Bylaws and Policy Committee shall review and process proposals for amending the Chapter's governing documents in accordance with Article I and Article II of this Policy Manual.

ARTICLE VI: COMMITTEES AND TASK FORCES

SECTION 6.6: AWARDS COMMITTEE

PURPOSE

The purpose of the following policy is to establish the rules and duties of the Georgia APCO Awards Committee.

AUTHORITY

Establishment of the Special Committees is the responsibility of the President of the Chapter as guided by the Board of Officers.

POLICY

1. The Awards Committee will receive and review nominations for all awards bestowed by the Chapter.

2. After reviewing nominations the committee will recommend to the Board of Officers the nominee who most closely meets the established criteria for the award.

3. The Awards Committee may develop and suggest criteria for new awards as deemed appropriate. All new awards must be approved by a majority vote of the Board of Officers prior to implementation.

ARTICLE VI: COMMITTEES AND TASK FORCES

SECTION 6.7: TRAINING COMMITTEE

PURPOSE

The purpose of the following policy is to establish the rules and duties of the Georgia APCO Training Committee.

AUTHORITY

Establishment of Standing Committees is the responsibility of the President of the Chapter as guided by the Bylaws and Board of Officers.

POLICY

1. The Training Committee shall work with the conference and Regional Ambassador Committees to develop and coordinate training opportunities to be presented by the Chapter.

2. The Training Committee shall work with the Conference Committee to establish and deliver the training agenda for Chapter Conferences and Training Workshops.

3. The Training Committee shall follow established Chapter policies regarding conference procedures, speaker's fees, and travel reimbursement.

ARTICLE VI: COMMITTEES AND TASK FORCES

SECTION 6.8: CONFERENCE COMMITTEE

PURPOSE

The purpose of the following policy is to establish the rules and duties of the Georgia APCO Training Committee.

AUTHORITY

Establishment of Special Committees is the responsibility of the President of the Chapter as guided by the Bylaws and Board of Officers.

POLICY

1. The Conference Committee shall present a minimum of two training events each calendar year. One event shall be known as the annual conference, the other as a training workshop.

2. The Conference Committee shall generally consist of members of the Training Committee, and at least one member of the Executive Committee of the Board of Officers, who shall serve as Chair of the committee.

3. The Chair shall negotiate the most favorable terms possible when soliciting proposals for meeting space, meals, and other costs associated with the conference.

    3.1 All contracts must be approved by the full Board of Officers prior to signing.

    3.2 The Conference Committee may not obligate Chapter funds for any purpose other than those expressly allowed in Article VIII of this policy manual.

ARTICLE VII: ELECTRONIC PUBLICATIONS

SECTION 7.1: INTERNET PRESENCE

PURPOSE

To establish guidelines for the maintenance of the official website of the Georgia Chapter of APCO.

AUTHORITY

The Board of Officers is responsible for carrying out the business of the Chapter pursuant to Article VI of the Chapter's Bylaws.

POLICY

1. The Georgia Chapter of APCO shall maintain a presence on the Internet which will serve as the Chapter's official website.

2. The Chapter may, at the discretion of the Board of Officers, engage in Social Media to communicate with the Chapter's membership and to promote the Chapter's activities.

3. The Board of Officers will appoint a Website Administrator who shall maintain the website in accordance with the wishes and desires of the Board of Officers.

ARTICLE VII: ELECTRONIC PUBLICATIONS

SECTION 7.2: MEMBER COMMUNICATIONS

PURPOSE

To establish guidelines for the maintenance of the official website of the Georgia Chapter of APCO.

AUTHORITY

The Board of Officers is responsible for carrying out the business of the Chapter pursuant to Article VI of the Chapter's Bylaws.

POLICY

1. The Board of Officers may establish an electronic newsletter to be published on the Chapter's official website.

2. The Board of Officers may establish such other means of communicating Chapter activities to the membership as it deems necessary and appropriate.

ARTICLE VIII: CONFERENCES

SECTION 8.1: GENERAL

PURPOSE

To establish guidelines for the conferences of the Georgia Chapter of APCO.

AUTHORITY

The Board of Officers is responsible for establishing policies and procedures for the presentation of training conferences to the membership of the Chapter.

POLICY

1. The Chapter shall present a training conference or workshop at least twice per year.

2. Each conference or workshop shall present the membership with at least eight hours of training related to public safety communications.

3. Each conference or workshop shall include at least one business meeting, at which the quorum will be presented with updated information on developments within the Chapter and Association.

ARTICLE VIII: CONFERENCES

SECTION 8.2: PAYMENT OF SPEAKER EXPENSES

PURPOSE

To establish guidelines for the reimbursing and paying of expenses incurred by speakers at conferences of Georgia APCO.

AUTHORITY

The Conference Committee shall recommend speakers for conferences and workshops as deemed appropriate. Speakers who are confirmed to speak may be eligible for reimbursement of certain expenses. The payment of speaker expenses shall not be confirmed without the approval of a majority of the Board of Officers.

POLICY

1. Speakers who are confirmed to speak at a Georgia APCO conference may be extended complimentary lodging according to the following guidelines as long as funds are available and upon approval of a majority of the Board of Officers.:

    1.1 Speakers attending from within the State of Georgia may be provided complimentary lodging for one night's stay.

    1.2 Speakers attending from outside of the State of Georgia may be provided complimentary lodging for two night's stay.

2. Meal expenses may be reimbursed at a rate not to exceed the limits established in the Federal per diem guidelines.

3. Speakers traveling from out-of-state may be reimbursed for travel expenses following general travel guidelines established in Article VIII, of this policy manual.

ARTICLE VIII: CONFERENCES

SECTION 8.3: CHAPTER CONFERENCE

PURPOSE

To establish guidelines for organizing and presenting a chapter conference and business meeting.

AUTHORITY

The Board of Officers shall be responsible for setting procedures and policies regarding the presentation of training conferences.

POLICY

1. The Chapter shall meet no less than twice a year.

2. The place of such meeting shall be determined by the following method:

    2.1. The Conference Chair shall request bids from hotels, conference centers, and other facilities that are large enough to accommodate the Chapter conference.

    2.2. The Conference Committee Chair shall make a recommendation to the Board of Officers as to the most favorable location for the conference.

3. The Conference shall include at least one official business meeting at which the quorum shall be updated on developments within the Chapter.

4. The Conference may include a vendor exhibit at the discretion of the Board of Officers.

5. Conference Committee Chair Duties:

    5.1. The Chairperson of the Conference Committee shall negotiate a contract proposal with the Conference facility at the direction of the Board of Officers. Such contract must include at a minimum:

        5.1.1. A number of sleeping rooms at the Conference Hotel blocked for use by the expected attendees at a negotiated rate;

        5.1.2. Reserved meeting and exhibition space needed for training and vendor exhibits, as applicable, at a negotiated rate;

5.1.3. Allowances for changes during the course of the contract that are reasonable and mutually agreeable, such as a release of a number blocked sleeping rooms if reservations do not meet a certain level before a certain date;

5.1.4. Negotiated rates for audio visual equipment, food costs, meeting spaces, event orders, break, banquet and vendor exhibit set-ups, and other hotel services;

5.1.5. Explanation of all Event Orders to include time, date, location, type, audio-video equipment, special instructions and cost.

5.1.6. Specific menu selections for breaks, banquets, and other food related events.

5.1.7. Any penalty costs for additional set-ups or last minute changes to event orders.

5.1.8. No “attrition” clauses or other guarantees not normally required of non-profit or State organizations shall be included in any negotiated contract for conference services.

5.1.9. Any required deposit and a specific statement requiring the amount of the deposit to be deducted from the final invoice before payment is made.

5.2. The Chairperson of the Conference Committee shall ensure that conference expenditures do not exceed the projected conference cash flow.

6. Commercial Members or other vendors who wish to sponsor an event at the conference may do so in one of the following manners:

6.1. Donate a set amount of money to the Chapter for a coffee/soft-drink break which the Conference committee arranges with the host property.

6.2. Contract directly with the host property to sponsor an event (luncheon, break, reception).

6.3. Purchase a tiered sponsorship (Silver, Gold, Platinum) for a set dollar amount. This option is most effective at large events such as joint conferences and symposia.

7. The Conference Committee is responsible for ensuring that scheduled events occur in the manner established in the contract. Any deviations from contracted arrangements must be noted, and the Conference Chair informed so that those changes can be negotiated at the close of the conference.

8. Breaks, Banquets, Luncheons

    8.1. Food and beverage orders should be based on the number of attendees expected at the event.

    8.2. Breaks should have a scheduled starting and ending time that is strictly adhered to.

    8.3. A cut-off date and time for the purchase of additional event tickets should be set and published to ensure sufficient orders are placed without incurring contractual penalties.

9. Conference materials and supplies may be shipped to the host facility in the name of the Conference Chair, and retrieved upon his/her arrival if so desired.

ARTICLE VIII: CONFERENCES

SECTION 8.4: JOINT CONFERENCES

PURPOSE

To establish policies and guidelines for conducting joint conferences of Georgia APCO and other organizations dedicated to the advancement of public safety communications in Georgia.

AUTHORITY

The Board of Officers is authorized to enter into an agreement with any other organization dedicated to the advancement of public safety communications to hold periodic joint training conferences.

POLICY

1. The President may appoint a special committee to serve on the Joint Conference Committee.

2. The nature of the agreement between the Chapter and any other organizations joining together to present a conference shall be enumerated in a Memorandum of Understanding negotiated during a joint meeting of the Boards of those organizations.

3. All applicable Chapter and Association bylaws and policies shall be followed during joint conference planning and delivery.

ARTICLE IX: TRAVEL AND REIMBURSEMENT

SECTION 9.1: GENERAL TRAVEL AND REIMBURSEMENT POLICY

PURPOSE

To provide uniform guidelines for reimbursement of expenses to eligible members of the Board of Officers and Regional Ambassadors.

AUTHORITY

The Board of Officers is required to manage the finances of the Chapter under Article VI of the Chapter's Bylaws.

POLICY

1. The Chapter President, Vice President, Executive Council Representative, the Secretary and Treasurer are the only members of the Chapter for whom expenses will generally be reimbursed.
2. Expenses will only be reimbursed as detailed in the following paragraphs.
3. Eligible members will be reimbursed for out of pocket expenses related to the operation of their office.
    - 3.1 Other Board Officers may request approval to have expenses paid or reimbursed by the Chapter.
    - 3.2 The President may authorize expenditures by Board Officers up to $500 without the prior approval of the Full Board, provided that the Board is notified as soon as practical, via electronic means, of the nature and amount of the expenditures.
    - 3.3 Regional Ambassadors shall have all expenses approved by the entire Board prior to the purchase/travel.
4. Members to whom a Chapter debit card have been issued, shall pay all eligible expenses with the Chapter debit card.
5. In addition to out of pocket expenses, those related to attending the APCO International Annual Conference, including travel, meals, lodging, and registration for the Chapter President, Vice President, and Executive Council Representative are eligible for reimbursement. These Officers are expected to attend each Annual Conference, or to send a proxy who shall be approved by the Board of Officers.
6. The Chapter Secretary and Treasurer will generally be reimbursed only for expenses related to the operation of that office, or at the discretion of the Executive Board.

7. APCO International is now receiving all revenue and paying all expenses relating to Frequency Coordination. Therefore, the Frequency Coordinator shall not be eligible for reimbursement by the Chapter for expenses related to coordination activities or attendance at the annual conference.

8. Expenses shall be limited in accordance with the following guidelines.

   8.1 **Lodging:** The Chapter will pay or reimburse lodging expenses, at the single conference rate or government rate, for the President, Vice President and Executive Council Representative or their proxies for an approved conference or meeting at the conference or at the meeting rate for the duration of the conference or meeting. Upgrades to larger rooms or for doubles if billed at a higher rate are at the member's expense and shall not be reimbursed. Original, itemized receipts must be submitted as part of the expense statement outlined below.

   8. 2 **Airfare:** The Chapter will pay or reimburse airfare expenses up to the cost of a 21-day advance coach round trip airfare ticket. Any upgrades are at the member's expense and shall not be reimbursed. Original, itemized receipts must be submitted as part of the expense statement outlined below.

   8.3 **Mileage:** Should the member decide to drive, or if driving is more convenient due to distance or time, the Chapter will pay or reimburse the lesser amount of a 21-day advance coach airfare ticket airline or the current IRS mileage rate. If mileage rate is selected the expense will not exceed that of a 21-day advance coach airfare ticket. The member shall be responsible for determining and providing proof of the lowest 21 day advance coach airfare rate prior to requesting reimbursement. Proof may be in the form of a screen shot or print out of an airlines website showing the fare published 21 days prior to departure. Mileage expenses will be reimbursed based on federal guidelines.

   8.4 **Parking:** Parking expenses at the departure airport will be reimbursed at the rate long-term parking rate at the departure airport or the cost of a round-trip cab ride from the member’s home or place of business to the departure airport, whichever is less. The member is expected to choose the least costly option. Parking at the hotel will be reimbursed at the daily rate for self-parking in the hotel’s garage or lot or the closest parking facility. An original receipt must be submitted as part of the expense statement outlined below.

   8.5 **Food and Beverage:** The Chapter will pay or reimburse food & beverage expenses at a rate not to exceed established federal per-diem guidelines for the duration of the conference or meeting. Original, itemized receipts must be submitted as part of the expense statement outlined below.

      8.5.1 When using the federal per-diem guidelines the individual meals will not be broken down into a specific dollar amount.

8.5.2 Food & Beverage expenses cannot be averaged over the length of the event in order to comply with the established federal guideline per-day ceiling.

8.5.3 **Alcoholic Beverages are not reimbursable**.

8.6 **Miscellaneous Expenses:** In general expenses for personal services are not reimbursable or covered. Examples of personal services would be in-room movies, room service, and personal local telephone calls, expect as detailed below. All miscellaneous expenses must be accompanied by a receipt and a statement of explanation.

8.6.1 A single, long distance telephone call not to exceed $10 per day will be allowed. Expenses for other long distance telephone calls are not automatically reimbursable.

8.6.2 Members who are required to be away from home for more than five consecutive days may request reimbursement for reasonable laundry charges.

8.6.3 All Miscellaneous Expenses are subject to Executive Board approval before reimbursement will be made

9. All expenses paid or reimbursed by the Chapter, exceeding $5.00, shall be documented.

9.1 An original itemized receipt from the service provider should be submitted whenever possible. If no such receipt exists, a credit card receipt will suffice. Copies of receipts will not be accepted.

9.3 All requests for reimbursement shall be made on the proper current Expense Statement/Reimbursement form.

9.4 In the case of direct payments a copy of the registration form or other proper documentation shall accompany the request.

10. Payments for all covered expenses or reimbursements in paragraphs 8.1–8.5 will be processed upon receipt by the Treasurer.

11. Exceptions to this policy shall require a simple majority vote of the Board of Officers.

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

GA APCO Travel Expense Statement

NAME _____
Last First Middle Initial

Date	TIME Departed / Arrived	Location/Points Visited	DETAILS OF SUBSISTENCE (Attach Lodging Receipt(s)) B'fast	Lunch	Dinner		Lodging	TOTAL	Do not write in this space for Treasurer's Com
TOTALS									
EXPLAIN ANY UNUSUAL AMOUNTS FOR SUBSISTENCE:									
								XXXX XX	
MILEAGE _____ MILES _____ @ PER MILE (Must be supported by automobile mileage record)									
TOTAL TRAVEL EXPENSE									
MISCELLANEOUS EXPENSES (Explain in section on attached form.)									
CHARGED TO THE CHAPTER VISA CARD **SUBTOTAL**									
LESS PREPAID COSTS									
AMOUNT DUE TO TRAVELER									

I do solemnly swear, under criminal penalty , that the above statements are true and I have incurred the described expenses and the National use mileage in the discharge of my official duties for the Chapter..

SIGNED: _____ DATE: _____

AUTOMOBILE MILEAGE/MISC EXPENSES RECORD

GEORGIA LICENSE NO. OF CAR _____ PERIOD ENDING _____

Prepare daily, using a separate block for each day's county use travel and for each departure from your location.

Day	DAILY TRAVEL (Points Visited)		ODOMETER READING		MILES TRAVELED		
			Starting	Ending	Miles Daily	Personal Use	Chapter Use
	FROM:	TO:					
	Points Visited						
	FROM:	TO:					
	Points Visited						
	FROM:	TO:					
	Points Visited						
	FROM:	TO:					
	Points Visited						
				Personal Vehicle			

Transfer total county GA APCO use miles to travel expense section (front side) for computation of amount at the prescribed mileage rate.

Purpose of Trip: (Attach copy of approved TRAVEL REQUEST)

Day	COMMON CARRIER, TAXI, LIMOUSINE (Explain, attach receipts for common carrier)	Amount	Day	MISCELLANEOUS (Explain, attach receipts except for tele. and telg)	Amount
TOTAL AMOUNT (ENTEIN APPROPRIATE LINE OF ABOVE EXPENSE SECTION)			TOTAL AMOUNT (ENTER IN APPROPRIATE LINE OF ABOVE EXPENSE SECTION)		