

WYOMING PUBLIC-SAFETY COMMUNICATIONS OFFICIALS
ASSOCIATION

CONSTITUTION AND BY- LAWS

(Revised 1986)

ARTICLE I

ELECTION OF MEMBERS

- Section 1. Application of membership shall be made on a standard form of the National Organization. Upon receipt of application, the Secretary shall determine the qualifications, personal fitness, and classification of the applicant for membership. The applicant shall become a member in the class for which he is qualified upon payment of the first annual dues as provided for in Article IV of the By-Laws.

ARTICLE II

OFFICERS – DUTIES, POWERS

Section 1. PRESIDENT

It shall be the duty of the President to preside at all meetings of the Chapter. He shall appoint all standing and special committees. He shall act as chairman of the executive committee. He shall carry out the purpose of the Chapter as set forth in the Constitution.

Section 2. VICE-PRESIDENT

Shall assume the duties of the President in his absence. The Vice-President shall also be the Chapter's National Executive representative in accordance to the National By-Laws, Article V, Section 1.1

Section 3. SECOND VICE-PRESIDENT

Shall assume the duties of the Vice-President or the Secretary-Treasurer in the absence of either.

Section 4. SECRETARY-TREASURER

- a. It shall be the duty of the Secretary-Treasurer to keep a complete roster of the membership. He shall receive and answer all communications that may be submitted to him by members of this Association, and to perform such other duties as may be required of him by the executive committee. He shall keep the minutes of all the meetings of the Chapter and the executive committee, and shall issue all official statements and bulletins.
- b.

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It shall be his duty to receive all general funds belonging to the Association, and to pay all orders drawn on him by vote of the executive committee. He shall make annually a full report of all monies received and disbursed by him. He shall promptly deliver all monies, books and papers to his successor in office, or whomsoever the Chapter may designate to receive the same.

- c. Upon election of officers, he shall furnish the National Organization and the Federal Communications Commission with a list of the new officers.
- d. All minutes as required shall be substantially in accordance with the definition of minutes in Roberts Rules of Order.
- e. A report of all meetings will be submitted in writing to the National Office not more than thirty days after the adjournment of each meeting.

ARTICLE III

COMMITTEES

- Section 1. The standing committees of this Chapter shall be: Executive, Engineering and Research, Activity and Membership, Resolutions and By-Laws, Operating Procedure, Frequency Advisory, Teletype and Historical, The President shall make the necessary appointments to these committees within thirty days following the annual election of officers. Members of all standing committees, except the Frequency Advisory Committee, shall serve until the expiration of their terms which shall coincide with the first Chapter meeting of the calendar year where the President will formally announce his committee appointments.
- Section 2. Standing Committee: Other than Executive, Historical, and Frequency Advisory Committees shall consist of three members, one of which shall be appointed Chairman by the President.
- Section 3. Special Committees may be appointed by the President and their members shall serve at the pleasure of the President and their terms otherwise shall expire concurrently with that of the President.

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- Section 4. The Executive Committee shall consist of the President, Vice-President, Second Vice-President, Secretary-Treasurer, three additional members appointed by the President from the active membership and the immediate past president. Any vacancy occurring in the Executive Committee among these three additional members shall be filled by appointment by the President, from the active membership, for the remainder of the unexpired term. The powers and duties of the additional members of the Executive Committee may not be designated, and only members present and in person may vote or act at meetings of the Executive Committee.
- Section 4.1 The Executive Committee shall have full power and authority during intervals between Chapter meetings to perform all functions which the Chapter might perform, excepting it may not have the power to amend the Chapter's Constitution or By-Laws.
- Section 4.2 The Executive Committee shall report at meetings of the Chapter all measures considered by it since the last meeting for the welfare of the Chapter, and shall suggest means of advancing and putting into effect the purpose of the Chapter. It shall supervise all accounts for expenses, and shall audit the accounts of the Treasurer. It is a governing body of the Chapter, and it shall carry out all of the instructions given to it by the Chapter.
- Section 4.3 The Executive Committee shall convene on the call of the President, or on call of two-thirds of the members thereof.
- Section 4.4 A Majority of the members shall constitute a quorum of the Executive Committee.
- Section 5. The Engineering and Research Committee shall function as the Technical and Operating Standard Steering Group and maintain liaison with the other committees and with manufacturing for the purpose of providing technical aid to improve the art in the fields of installation, maintenance design, operating and allied matters.
- Section 6. The Activity and Membership Committee shall explore the field for new membership by devising methods, plans, projects and items of interest. It shall make recommendations on membership qualifications and classes, dues and allied matters. It shall encourage formative groups and work with new chapters. It shall attempt continued re-enrollment of desirable lapsed members.

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- Section 7. The Resolutions and By-Laws Committee shall submit appropriate resolutions pertaining to such matters as may be referred to it by the Conference Quorum, the Chapter elected officers and committees. It shall study, review and make recommendation with respect to resolutions submitted to this Chapter. It shall submit resolution in approved form to the Secretary as required in the Constitution and By-Laws of this Association.
- Section 8. The Operating Procedure Committee shall study, report and make recommendations on ideas, methods and planning related to communications operating procedure, records and files.
- Section 9. The Teletype and Data Processing Committee shall coordinate the activities of this Chapter with the activities of the Law Enforcement Teletype System (NLETS), the Wyoming Crime Information Center and the National Crime Information Center. The Chairman of this committee shall be an ex-officio member of the Operating Procedure Committee. This Committee shall act as liaison with the operating companies and it shall endeavor to have maintained reasonable rates and tariffs and allied service charges.
- Section10. The Frequency Coordinating Committee shall comprise the following:
- a. A nine member committee shall be appointed.
 - b. The committee shall be a mixture of technical and non-technical members.
 - c. The committee, to the extent possible, shall represent those who are eligible for APCO membership.
 - d. One committee member shall be appointed from each of the following agencies:
 1. State of Wyoming at large
 2. Wyoming Counties
 3. Wyoming Cities/Towns
 4. Emergency Medical Services
 5. Fire Services
 6. Wyoming State Highway Patrol
 7. Wyoming State Highway Department
 8. APCO at large
 9. APCO at large
 - e. Duties of the committee shall be fulfilled according to procedures adopted by it's membership.

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- Section 11. The Historical Committee shall consist of one member who shall be the Chapter Historian. The Chapter Historian shall serve as a member of the National Historical Committee. The Chapter Historian shall store, list and maintain that which he shall consider of historical value to the Chapter.
- Section 12. Standing Committee and their Chairman shall determine the matters they shall consider, subject to such direction as the President shall deem desirable to achieve the purposes of this Association; provided, no Presidential limitation shall be placed upon the Executive Committee.
- Section 13. Quorum of a Standing Committee, except as otherwise provided, shall be its Chairman and any number of members participating in a meeting or a membership poll.
- Section 14. The Nominating Committee shall be appointed by the President not less than 60 days before the election of Officers. The Nominating Committee shall be instructed by the President to consider only those active members whose objectives are in concert with the objectives of this organization. Consideration shall be given to the ability of the nominees to attend meetings and to travel to regional and national conferences. Nominees shall have the endorsement of their respective administrators to serve as an officer of this organization. Officers in this organization shall advance in rank in keeping with the accepted policy of the National Organization. Should an officer decline a nomination for advancement, the Nominating Committee shall nominate those officers who are willing and able to advance, by passing rank for rank , the officer declining advancement. The Nominating Committee may recommend re-nomination of any incumbent for the same rank, or may make recommendation of any active member otherwise qualified to serve in that rank. It is the purpose and intent of this Section and Article, that continuity of previously established programs will be maintained. The Nominating Committee shall also be governed as set forth in Article II, Section 2 of the Constitution.

ARTICLE IV

DUES

- Section 1. All dues for all classifications shall be in accordance with the National Dues Structure plus \$5.00 for the Chapter.

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ARTICLE V

MEETINGS

Section 1. MEETINGS

- a. A minimum of two (2) meetings will be held annually.
- b. The Annual meeting will be held in December of each year at a time and place selected by the membership.

ARTICLE VI

AMENDMENT PROCEDURE

Section 1. The Constitution and By-Laws of this Association may be amended only by the majority vote of the eligible voting members of the Chapter in attendance at a Chapter Meeting.

Any amending proposal shall have been previously submitted by formal resolution of the maker to the Resolutions and By-Laws Committee in accord with the provisions of ARTICLE VII, Section 1 of the By-Laws. After approval by the Resolutions and By-Laws Committee, the resolution proposing to amend the Constitution and By-Laws shall be submitted to the membership for ratification in a manner as an elections of officers, as set forth in ARTICLE IV, Section 2, of this Constitution.

Section 2. Resolutions passed and adopted by this Association in accord with other provisions of the Constitutions and By-Laws whether or not affecting the Constitution and By-Laws, shall be in force and effect upon the date of their having been passed, provided an exception to this effect is not otherwise contained in the language of the Resolution adopted.

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ARTICLE VII

PROCEDURE

- Section 1. Resolutions proposing amendments to these Constitution and By-Laws shall be written in formal character, shall include the exact location of the affected part, shall include the exact substitute wording, if any, and be presented in duplicate to the Chairman of the Resolutions and By-Laws Committee.
- Section 2. Resolutions and requests for drafting of resolutions shall be in writing and submitted to the Chairman of the Resolutions and By-Laws Committee in sufficient time for consideration and report prior to casting of ballots.
- Section 3. Each eligible voting member present at each regular meeting shall have one vote. Should votes be solicited by ballot, each eligible voting member shall have one vote.
- Section 4. Any controversy concerning the voting qualifications shall be decided by the Executive Committee.
- Section 5. All eligible voting members in good standing in attendance at any regular meeting of this Organization shall constitute a quorum to transact business, provided that due notification has been given of the meeting.
- Sections 6. An officer shall be impeached upon a two-thirds vote of the Executive Committee.
- Section 7. Upon any question coming before this Association, not otherwise provided in the Constitution and By-Laws, the Presiding Officer shall be governed by Roberts Rules of Order.