



APCO International **Atlantic Chapter**

POLICY MANUAL

OF THE

ATLANTIC CHAPTER – APCO, INC.

POLICY MANUAL
ACCEPTED BY THE QUORUM
AT THE
ATLANTIC CHAPTER’S ANNUAL MEETING

SAMOSET RESORT ON THE OCEAN
ROCKPORT, MAINE

OCTOBER 26, 2011

Last approval of amendments by the Board of Directors
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[Changes to most sections of the Policy Manual require the approval by a two-thirds majority of the Board of Directors. Changes to any sections that require approval by the Quorum are noted in parenthetical clauses that appear after the title of the relevant sections of this index.]

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ARTICLE I: CHAPTER POLICY MANUAL

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 1.1: ESTABLISHMENT OF THE POLICY MANUAL

1. This Policy Manual is established to define the policies, practices, and procedures that are essential to the proper conduct of the organization.
2. The Policy Manual shall be maintained, and kept current, by the Chapter Secretary, with the guidance of the Board of Directors.
3. The Policy Manual shall be separate from but be part of the Bylaws, provided the requirements of the Bylaws are otherwise observed.

Section 1.2: AMENDMENT

1. The authority to establish new policies, amend, or delete sections of this Policy Manual is vested in the Board of Directors, unless otherwise provided in this Policy Manual.
2. Any modifications involving Board of Directors approval shall require a two-thirds majority of the whole Board of Directors.
3. Any change to the Policy Manual shall be communicated to the membership at the next general business meeting.

ARTICLE II: MEMBERSHIP APPLICATIONS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 2.1: APPLICATION

1. Applications for membership shall be made on standard application forms provided by the Association.
2. Applications for membership may be made through the Chapter or directly to the Association Office as may be appropriate in accordance with this Article.

Section 2.2: REVOCATIONS

1. The Association Board of Officers, upon a documented showing of reasonable cause, may revoke membership in the Association.
2. Such revocation, following procedures detailed in the Association Bylaws, will also terminate membership in this Chapter.

Section 2.3: OPTIONAL CHAPTER CHOICE

1. Those persons who live within the chartered area of one Chapter and work within the chartered area of another Chapter may hold membership in the Chapter of choice.

Section 2.4: DUES

1. The dues structure shall be specified in the APCO International, Inc. (Association) Policy Manual, which will define the Association and Chapter portions. The Association dues structure shall include two tiers for voting-eligible members. The Atlantic Chapter-APCO, Inc. will use the lower tier dues structure.
2. Life members shall not pay any Chapter dues.
3. Chapter Honorary members shall not pay any Chapter or Association dues. The Chapter Secretary shall forward to the Association Office a listing of such members along with a check from the Treasurer in the amount required by the Association.
4. The dues payment schedule, billing, and dues collecting will be accomplished by the Association office in accordance with APCO-International, Inc. Bylaws and Policy Manuals.

Section 2.5: CHAPTER MEMBERSHIP DESIGNATIONS

1. CHAPTER HONORARY MEMBER

- 1.1 The following persons are eligible for this category:
 - 1.1.1 Those who have made significant contributions to the objectives of this Chapter or,
 - 1.1.2 Those retired members who have held membership in any category, for more than ten (10) consecutive years.
- 1.2 This honor shall be bestowed, if the Chapter Board of Directors makes a motion to such effect, and the Chapter Quorum passes such a majority, by majority vote.
- 1.3 The benefits of this category are:
 - 1.3.1 A Paid subscription Public Safety Communications, and
 - 1.3.2 Increased fellowship due to recognition of contributions made especially in the event of this title being added to a current membership title.
- 1.4 The Chapter, upon conferring this membership category, shall pay the Association office the dues amount specified in the Association Policy Manual.
- 1.5 The term of this category shall be for a period of twelve (12) months and thereafter as the Chapter may determine to renew in accordance with this section.

2. CHAPTER LIFE MEMBER

- 2.1 This honor shall be bestowed upon qualified members by the Chapter upon recommendation by the Chapter's Board of Directors and majority approval of the Chapter Quorum.
- 2.2 This appointment shall be sent to the Membership Department at the Association office.
- 2.3 The privileges of a Chapter Life Member shall be determined by the category of membership for which the member would otherwise qualify.
- 2.4 The Chapter, in conferring this membership category, shall pay annually to the Association office the dues amount specified in the Association Policy Manual at the rate for the member's qualifying category, for each such member during the membership term.

ARTICLE III: CODE OF ETHICS AND CONDUCT

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 3.1: CODE OF ETHICS

1. We, the members of the Atlantic Chapter, recognizing the important role Public Safety plays in improving the quality of life throughout the states in our Chapter, and in acceptance of this personal obligation to our profession, its members, and the communities we serve, do hereby commit ourselves to the following ethical principles:
 - 3.1 Abide by the laws of the United States of America, the states in our Chapter, and all political subdivisions of the states in our Chapter.
 - 3.2 Govern our activities by the Bylaws and the duly adopted policies of the Atlantic Chapter.
 - 3.3 Protect the safety, health, and welfare of the public and proactively in those areas affecting the public interest.
 - 3.4 Manage each administrative problem objectively without discrimination.
 - 3.5 Refrain from seeking or dispensing personal favors.
 - 3.6 Broaden public knowledge and appreciation of APCO and its achievements.
 - 3.7 Encourage colleagues and co-workers in their professional development.
 - 3.8 Foster respectful relationships.

Section 3.2: CODE OF CONDUCT

1. Members shall:
 - 3.2 Support Atlantic Chapter's mission and purpose.
 - 3.3 Maintain the privacy and confidentiality of information where required unless disclosure is required by legal authority.
 - 3.4 Work to strengthen Atlantic Chapter's programs and services.
 - 3.5 Enhance Atlantic Chapter's public standing by demonstrating its goals and accomplishments through all we say and do. A cooperative spirit must be maintained when working with other professional and business organizations.
 - 3.6 Apply the principle of reasonableness to guide our actions.

- 3.7 Ensure ethical integrity and accept responsibility for our actions.
- 3.8 Serve the Atlantic Chapter in a loyal and honest manner and shall not knowingly be a party to any illegal or improper activities.
- 3.9 Treat each other with mutual respect and treat all persons fairly regardless of age, race, color, religion, national origin, political affiliation, sex, sexual orientation, marital status, or disability.
- 3.10 Perform their duties in an independent and objective manner and avoid activities that may impair, or may appear to impair, the independence or objectivity of the Atlantic Chapter.
- 1.10 Agree to undertake only those activities that they can reasonably expect to complete with professional competence.

ARTICLE IV: CONFLICT OF INTEREST

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 4.1: PURPOSE

1. The purpose of the conflict of interest policy is to protect Atlantic Chapter-APCO, Inc.'s (Chapter) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the chapter or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 4.2: DEFINITIONS

1. **Interested Person** – Any director, principal officer, or member of an interest, as defined below with governing board-delegated powers, which has a direct or indirect financial interest, is an interested person.
2. **Financial Interest** – A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - 2.1 An ownership or investment interest in any entity with which Chapter has a transaction or arrangement.
 - 2.2 A compensation arrangement with the Chapter or with any entity or individual with which the Chapter has a transaction or arrangement, or;
 - 2.3 A potential ownership or investment interest in, or compensation arrangement with, any entity or individual the Chapter is negotiating a transaction or arrangement.
3. **Compensation** – includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
4. A financial interest is not necessarily a conflict of interest. Under Section 3, subsection 3.2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 4.3: PROCEDURES

1. **Duty to Disclose** – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest, and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. **Determining whether a conflict of interest exists** – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Section 4.4: ADDRESSING THE CONFLICT OF INTEREST

1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The chairperson of the governing board or committee shall appoint, if appropriate, a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing board or committee shall determine whether the Chapter can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantage advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine, by majority vote of the disinterested directors, whether the transaction or arrangement is in the Chapter's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Section 4.5: VIOLATIONS

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstance, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take the appropriate disciplinary and corrective action.

Section 4.6: RECORDS OF PROCEEDINGS

1. The minutes of the governing board and all committees with board delegated powers shall contain:
 - 1.1 The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest.
 - 1.2 The nature of the financial interest.
 - 1.3 Any action taken to determine whether a conflict of interest was present.

- 1.4 The governing Board or committee's decision as to whether a conflict of interest, in fact, existed.
- 1.5 The names of the persons who were present for discussions or votes relating to, the transaction or arrangement.
- 1.6 The content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 4.7: COMPENSATION

1. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Chapter for services is precluded from voting on matters pertaining to that member's compensation.
2. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Chapter, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 4.8: ANNUAL STATEMENTS

1. Each director, principal officer and members of a committee with governing board-delegated powers shall annually sign a statement which affirms such person:
 - 1.1 Has received a copy of the conflict of interest policy,
 - 1.2 Has read and understood the policy,
 - 1.3 Has agreed to comply with the policy, and
 - 1.4 Understands the Chapter is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 4.9: PERIODIC REVIEWS

1. To ensure the Chapter operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.
2. The periodic reviews, at a minimum, shall include the following subjects:
 - 2.1 Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
 - 2.2 Whether partnerships, joint ventures, and arrangements with management organizations conform to the Chapter's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 4.10: USE OF OUTSIDE EXPERTS

1. When conducting the periodic reviews as provided for in Policy Manual Article IV, Section 4.9, the Chapter may, but need not, use outside advisors.
2. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE V: COMMITTEES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 5.1: DESIGNATIONS

1. Committees formed in this Chapter shall be classified as:
 - 1.1 **Standing Committees** – Perennial or annual type committees, which are assigned prescribed duties and responsibilities of a permanent nature.
 - 1.2 **Special Committees** – Ad-Hoc type committees, which are assigned specific duties and responsibilities in matters of a temporary, but significant nature. (Note: All special committees appointed by the President shall continue to serve and operate as such until the tasks for which they have been appointed have been completed to the satisfaction of the President for the good and welfare of the Chapter, or upon completion of the President's term of office).

Section 5.2: DUTIES

1. The duties of all committees shall be defined by the President, where otherwise not stated.

Section 5.3: STANDING COMMITTEES

1. Only voting-eligible members may serve as chairpersons of standing committees.
2. The President will assign a Chairperson of each committee from the committee membership.

1.1 EXECUTIVE COMMITTEE

1.1.1 The Board of Directors and appointed Officers shall constitute the Chapter Executive Committee.

1.2 BYLAW COMMITTEE

1.2.1 The Bylaw Committee shall assist in matters concerned with amending the Bylaws.

1.2.2 It shall be the duty of the Bylaw Committee to comment and advise the Board of Directors the appropriateness of, and any impact the proposed amendments will have on the Bylaws.

1.2.3 It shall attempt to assure that the documents are protected against any conflicts or ambiguities resulting from changes made or proposed.

- 1.2.4 The Bylaw Committee shall work to assure that the Chapter Bylaws are not in conflict with the Association Bylaws, and provide all the membership classifications and opportunities therein provided.
- 1.2.5 The Bylaw Committee shall be charged with coordinating the updating of the Chapter Bylaws on a continuing basis, and the providing of updated copies, or pages, to each member.
- 1.2.6 It shall also be the duty of the Bylaw Committee to receive from the Board of Directors any submitted or recommended changes to the Bylaws prepared by a member between meetings for their review and recommendations to the Meeting Quorum.

1.3 **FREQUENCY ADVISORY COMMITTEE**

- 1.3.1 The Frequency Advisory Committee shall serve the best interests of the users of the Public Safety Communications spectrum by providing frequency advisory services in accord with the policies and procedures provided by the Federal Communications Commission (FCC), and the APCO Automated Frequency Coordination (AFC) subsidiary.
- 1.3.2 The Frequency Advisory Committee shall also review proposed changes in both the rules and policies governing frequency coordination and all proposals to change the rules, methods, or use of the radio spectrum.
- 1.3.3 The Frequency Advisory Committee shall report these activities to the body, along with appropriate recommendations of action for the Chapter to consider.
- 1.3.4 Members of this Committee shall cooperate with all members of other frequency coordinating agencies, their goal being to achieve spectrum harmony to the greatest possible extent.

1.4 **MEMBERSHIP COMMITTEE**

- 1.4.1 The Membership Committee shall be responsible for the determination of eligibility for membership in accordance with the APCO International Policy Manual.
- 1.4.2 The Membership Committee shall actively explore ways to reach new members for APCO, and promote membership retention.
- 1.4.3 The Membership Committee shall perform all other membership related functions as assigned by the President, Board of Directors, or the Quorum.

1.5 **NOMINATING COMMITTEE**

- 1.5.1 The Nominating Committee shall consist of at least four (4) Past Presidents. If Past Presidents are not available, voting-eligible members will be appointed.

- 1.5.2 The members of the Nominating Committee shall actively solicit qualified, interested members with the goal to nominate those candidates who appear best qualified to serve the best interests of this Chapter.
- 1.5.3 The members of the Nominating Committee shall present their proposed slate of candidates for office before the Quorum at the Chapter's Annual meeting in accordance with Article XII of the Policy Manual of this Chapter.

1.6 **JAMES F. BLESSO SCHOLARSHIP COMMITTEE**

- 1.6.1 This Committee shall consist of the following:
 - 1.6.1.1 The Chapter President,
 - 1.6.1.2 First Vice President,
 - 1.6.1.3 Treasurer, and
 - 1.6.1.4 Two (2) voting-eligible members appointed by the President.
- 1.6.2 The Committee shall review all scholarship applications received and make recommendations to the Board of Directors for approval of all James F. Blesso Scholarship Awards in accordance with Article XIV of the Chapter Policy Manual.

1.7 **HISTORICAL COMMITTEE**

- 1.7.1 It will be the duty of the Historical Committee to receive and maintain all applicable records of the Chapter's membership and business.
- 1.7.2 The Historical Committee will periodically review Chapter membership information to determine eligibility for Senior, Life, Chapter Honorary, Chapter Life and Historical membership designations, and make appropriate recommendations of those designations to the Board.

1.8 **MEDIA COMMITTEE**

- 1.8.1 It will be the duty of the Media Committee to ensure, maintain and deliver appropriate Chapter and Board information to the membership by use of available media, to include, the Chapter Newsletter and any additional social media formats approved by the Board.

Section 5.4: SPECIAL or AD-HOC COMMITTEES

- 1. The President shall appoint these Committees as the need arises.

ARTICLE VI: BOARD OF DIRECTORS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 6.1: AUTHORITY

1. The Board of Directors is authorized to:
 - 1.1 Perform all functions and do those acts which the Chapter's Annual meeting Quorum might do which are not specifically reserved for others; provided, the Board of Directors shall not amend the Bylaws of the Chapter.
 - 1.1.1 A simple majority of this Board shall constitute a Quorum, and a simple majority vote of those present at a session, or polled in writing, electronic mail, or by tape recorded telephone communication shall determine all issues, except that in the event of impeachment proceedings.
 - 1.1.2 A special meeting must be called and two-thirds (2/3) majority vote will be required for said impeachment.
 - 1.2 Convene or poll itself by a majority vote of its members at any time in accordance with this Article.
 - 1.3 Institute and carry out impeachment and revocation proceedings.
 - 1.4 Require adherence to the APCO and Chapter Bylaws.
 - 1.5 Conduct necessary meeting sessions required to manage Chapter business matters.
 - 1.6 Tape recordings of telephone conversations.
 - 1.6.1 Such taping shall be done with the full knowledge and consent of all parties to the conversation.
 - 1.6.2 Such consent shall be made part of the taped record.
 - 1.7 Any significant action taken by the Board of Directors shall be recorded in minutes of the meeting and published in the Chapter newsletter, and be distributed on the Chapter list server.
 - 1.7.1 In the event there is no newsletter, the Secretary of the Chapter will present the significant actions to the quorum at the next Chapter meeting.

Section 6.2: BOARD MEETINGS

1. The Board of Directors shall:
 - 1.1 Meet in conjunction with, but prior to, the first General Business Session at the Chapter's Annual meeting for the purpose of the following:
 - 1.1.1 Examine the Secretary's Report and the Treasurer's Financial Report.
 - 1.1.2 To decide on recommendations to make to the Business Session Quorum that would advance and affect the objectives of the Chapter and the Association.
 - 1.2 Two weeks prior to the Chapter's Annual meeting, written notice by the President is required to schedule a meeting of the Board of Directors, except for the following:
 - 1.2.1 When a Conference is convened,
 - 1.2.2 When the Fall Meeting of the Chapter is convened, or
 - 1.2.3 As otherwise provided by a majority vote of Board of Directors.
 - 1.3 The expense of attending such meetings shall be that of those attending said meeting.

ARTICLE VII: PRESIDENT and OTHER OFFICERS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 7.1: AUTHORITY

1. The President shall have the authority to:
 - 1.1 Carry out the duties outlined in the Bylaws, and those policies duly adopted by the Quorum or the Board of Directors.
 - 1.2 Incur reasonable and proper personal expense, reimbursable by the Chapter, and authorize such expenditures by others.
 - 1.3 Engage and maintain the services of legal counsel when authorized by the Quorum or Board of Directors.
 - 1.4 Poll or call the Board of Directors or any Committee into session.
 - 1.5 Require, enforce, and rule by parliamentary procedures.

Section 7.2: DUTIES

1. In addition to other such duties as may be required, the President shall:
 - 1.1 Attend and preside at all Chapter Business Meetings.
 - 1.2 Act as Chairperson of the Board of Directors.
 - 1.3 Appoint Committees in accordance with Article V of the Chapter Policy Manual.
 - 1.4 Keep the membership and Board of Directors appropriately informed.
 - 1.5 Make appointments to fill vacancies in offices in accord with Chapter Policy Manual Article XII.
 - 1.6 Carry out the purposes of this Chapter as set forth in Article I, Section 2 of the Bylaws of this Chapter.
 - 1.7 Set goals, policies, and pursue said purpose.
 - 1.8 Present and propose amendments to the Chapter budget for consideration and approval by the Board of Directors.
 - 1.9 Appoint and Special or Ad-Hoc Committees as deemed necessary.

Section 7.3: OTHER OFFICERS

1. Other Officers shall serve in the same manner and for the same purposes as the President, and shall, in good faith, support and carry out the policies of the President and Chapter
2. Shall also serve in the absence of the President, in the order of their rank as follows:
 - 2.1 President Elect
 - 2.2 1st Vice President
 - 2.3 Immediate Past President, and
 - 2.4 Executive Council Representative
3. The President-Elect shall:
 - 3.1 Plan, appoint members-elect of Committees, and otherwise prepare for the pending administration in order to maintain the momentum of the Chapter.
 - 3.2 Keep the President and the Secretary informed of said planning and preparation.
 - 3.3 Require the President's prior approval for the expenditure of funds for such purposes.
4. Other Officers are empowered to act in a reasonable and proper manner as may be required to perform the duties assigned to them.

ARTICLE VIII: SECRETARY

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 8.1: AUTHORITY

1. The Secretary shall have the authority to carry out the duties as outlined in the Bylaws and those policies duly adopted by the Quorum or the Board of Directors.

Section 8.2: DUTIES

1. It shall be the duty of the Secretary to:
 - 1.1 Serve as Secretary to the President and Board of Directors, and during the Chapter Meetings Business Sessions.
 - 1.2 Keep a complete roll of the Chapter membership.
 - 1.3 Receive and answer all communications that may be received, maintain orderly records of same, and perform such other duties as may be required by the President or Board of Directors.
 - 1.4 Post all Executive Board conference calls or meeting minutes to PSConnect under the Atlantic APCO – Executive Board community.
 - 1.5 Post all Chapter General Business Meeting minutes held at the APCO International Conference, the Annual Fall Conference or any other Chapter Business meeting to PSConnect under the Atlantic APCO community.
 - 1.6 Perform all duties as required of the Secretary by the Association and Chapter Bylaws.
 - 1.7 Maintain Chapter Policy Manual at the direction of the Board of Directors.
 - 1.8 Attend all Chapter Meeting Business sessions. The expense of attending such meetings shall be that of the Secretary unless otherwise authorized by the Chapter Quorum.

ARTICLE IX: TREASURER

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 9.1: AUTHORITY

1. The Treasurer shall have the authority to carry out the duties as outlined in the Bylaws and those policies duly adopted by the Quorum or the Board of Directors.

Section 9.2: DUTIES

1. It shall be the duty of the Treasurer to:
 - 1.1 Receive all funds belonging to the Chapter and deposit same in accounts as directed by the President, Board of Directors, or Chapter Quorum.
 - 1.2 Disburse moneys in a manner and amounts authorized by the President, Board of Directors, or Chapter Quorum.
 - 1.3 The Treasurer shall record all receipts and disbursements in a simple cash accounting method, clearly showing the date, amount, purpose, to whom paid, or from whom received.
 - 1.4 Report in written itemized form the above transactions to the President or Board of Directors at their request, and to the Chapter Quorum at the Chapter's Annual meeting.
 - 1.5 Make all books available to Chapter appointed auditors, or others, as directed by the President, Board of Directors, or Meeting Quorum.
 - 1.6 Promptly deliver all moneys and records to the successor in office, or to whomever the Board of Directors may designate to receive them.
 - 1.7 Attend all Chapter Meeting business sessions. The expense of attending such Meetings shall be that of the Treasurer unless otherwise authorized by the Chapter Quorum.

ARTICLE X: EXECUTIVE COUNCIL REPRESENTATIVE

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 10.1: AUTHORITY

1. The Executive Council Representative shall have the authority to carry out the duties as outlined in the Association and Chapter Bylaws and those policies duly adopted by the Quorum or the Board of Directors of the Atlantic Chapter.

Section 10.2: DUTIES

1. In addition to other such duties as may be required the Executive Council Representative shall:
 - 1.1 Be the Chapter representative to the Association Executive Council. In this capacity, the Representative shall present the official position of the Chapter, wherever determined by the Quorum or the Board of Directors, to the Association. The Representative shall strive for harmonious relationships between the Chapter and the Association.
 - 1.2 Report the proceedings of Association Executive Council meetings to the Chapter President, Quorum, and Board of Directors.
 - 1.3 Make recommendations to insure that Chapter purposes are in accord with those set forth in the Association.
 - 1.4 Attend all meetings of the Association Executive Council and of the Atlantic Chapter. The expense of attending such meetings shall be that of the member; however, the Chapter Board of Directors may authorize funding for attendance at an Executive Council meeting.

ARTICLE XI: CHAPTER COMMERCIAL ADVISORY MEMBER (CCAM)

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 11.1: AUTHORITY

1. The Chapter Commercial Advisory Member (CCAM) shall have the authority to carry out the duties as outlined in the Bylaws and those policies duly adopted by the Quorum or the Board of Directors.

Section 11.2: DUTIES

1. The Chapter Commercial Advisory Member (CCAM) shall be an advisor to the Board of Directors and liaison to the APCO Commercial Advisory Council (CAC) and to the Commercial Community.

ARTICLE XII: OFFICER ELIGIBILITY – NOMINATION

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 12.1. ELIGIBILITY:

1. Candidates for elective Office shall:
 - 1.1 Be voting-eligible members who shall have been an APCO member for at least thirteen (13) months, and
 - 1.2 Attended a minimum of one (1) of the last four (4) APCO International Conference and Expositions, and,
 - 1.3 Attended one (1) of the last two (2) Atlantic Chapter Annual Meetings.
2. No member may hold more than one officer position at the same time.
3. Candidates should be compliant with Article XII, Appendix I, II, III and IV of this Policy Manual.

APPENDIX I

DESIRABLE ATTRIBUTES

To serve the Atlantic Chapter effectively, candidates should consider their background, education, and experience with regard to the following desirable attributes:

1. **Leadership Skills:** APCO is a sizable not-for-profit corporation. Many of the Association’s members volunteer their time and talent toward helping the Association achieve its goals. Candidates should consider their ability to serve as a top-level executive of such an organization.
2. **Budgeting Skills:** the Atlantic Chapter has a large budget that supports widely varied goals and objectives. Candidates should consider their ability to develop and administer such a budget.
3. **Contracting Skills:** Officers on the Board should be familiar with the development of contracts for goods and/or services to include negotiating such contracts. They also should be familiar with the administration and enforcement of such contracts.
4. **Meeting Skills:** Officers on the Board either conduct meetings or represent the Atlantic Chapter in various meetings. Candidates should consider their inter-personal skills, negotiating skills, ability to work with a varied group of individuals, and ability to bring such a varied group to consensus.
5. **Communication Skills:** Officers on the Board represent the Atlantic Chapter in a variety of ways. These may include speaking to both large and small groups of people; presenting Atlantic Chapter’s viewpoint to elect and appointed officials both verbally and in writing; and preparing statements and articles for publication in magazines, newspapers, and other media. Candidates should consider both their public speaking and writing skills.
6. **Ability to travel:** Officers on the Board represent the Atlantic Chapter at a variety of meetings and other functions that require travel throughout the Chapter and the United States.

APPENDIX II

TIME COMMITMENT

To serve the Atlantic Chapter effectively, the Officers on the Board must dedicate a significant amount of time to the endeavor. In addition to frequent meetings with other Officers and various committees to discuss business matters, Officers are required to represent the Atlantic Chapter at various meetings and functions held by others. Candidates should consider the following:

1. Participation in the required meetings may consume various periods of time. Most are of one or two days in length; some are for an entire week; and a few are for a longer period of time.
2. Participation in the required meetings may require travel on Saturdays, Sundays, and/or Holidays.
3. To help minimize travel, some meetings may be conducted using telephone conference call facilities. Nonetheless, these meetings require time out of an Officer's day and may last for a period of two or more hours.
4. The scheduling of most of these meetings is not a matter that can be controlled by the Officer. The Officers, however, have some flexibility as to which Officer(s) should attend a specific meeting or function.
5. Officers on the Board are required to review large volumes of e-mail, regular mail, and other printed material. Officers are expected to respond to such material in a timely manner.
6. The commitment of time will extend over the entire period of time for which the Officer will serve. Normally, the time commitment is less while serving in the lower offices and increases as one moves upward toward becoming the President.
7. In considering the time commitment, members should include an evaluation of how it will affect their normal job duties, how it will affect their employer, and how it will affect their family and loved ones.

APPENDIX III DECLARATION OF CANDIDACY

PRINTED NAME: _____

MEMBERSHIP NUMBER: _____

E-MAIL ADDRESS: _____

DAYTIME TELEPHONE NUMBER: _____

OFFICE FOR WHICH I DESIRE TO BE A CANDIDATE: _____

FOR THE ELECTION OCCURRING IN THE YEAR: _____

I certify that I have met all the minimum qualifications for office, which include:

- I am a citizen of the United States
- I am a voting-eligible member of the Association in good standing.
- I am a Member of APCO for at least thirteen (13) months.
- I have attended at least one (1) of the last four (4) APCO International Conference & Expositions.
- I have attended at least one (1) of the last two (2) Atlantic Chapter Annual Conferences.

I have read Appendix I (Desired Attributes) and fully understand the background, education, and experience necessary to serve as a Board Officer. I believe I possess most, if not all, of those desirable attributes.

I have read Appendix II (Time Commitment), and fully understand the time commitment required as a Board Officer and hereby commit to satisfying those requirements over the term of my office.

Furthermore, I have discussed my candidacy with my supervisor and/or manager including a discussion of the support required from my employer. My employer has acknowledged its willingness to provide that support as evidenced by the attached **EMPLOYER’S CONCURRENCE OF CANDIDACY**.

List the most recent APCO International Annual Conference and Expositions attended:

List the most recent Atlantic Chapter – APCO Annual Meetings attended:

Candidates for the International Executive Council Representative are required to have held elected office within the Chapter for a minimum period of two (2) years. Provide a brief description of the most recent offices held and the terms of office satisfying this requirement:

Therefore, I hereby submit my name as a candidate for the office identified above for the election year listed.

SIGNED: _____ **DATE:** _____

APPENDIX IV

EMPLOYER’S CONCURRENCE OF CANDIDACY

_____ has discussed the desire to declare candidacy for election

as the _____ of the Atlantic Chapter – APCO, Inc.

As the candidate’s employer, I am keenly aware of the value in value in Atlantic Chapter’s mission and the honor of Atlantic Chapter – APCO, Inc. service.

During our discussion, we reviewed the candidate’s need for strong support from the employer to serve effectively as an elected Officer on the Board.

This support includes, but may not be limited to, the following:

1. The commitment of a significant amount of time to the performance of one’s duties as an Officer of the Board. This may include travel away from the workplace. It also may include time during the normal workday while at the workplace. The commitment of time will extend over the entire period that an individual serves as an Officer on the Board.
2. The need for the candidate to have access to telephone, facsimile, and mail services at the work place during normal work hours.
3. The need for the candidate to have access to an e-mail account during normal work hours that allows for the delivery of e-mail messages with attachments.

I hereby agree to provide the support identified above. I concur with my employee becoming a candidate for office in the Chapter and, if elected, serving a full term as an Officer on the Board of the Atlantic Chapter – APCO, Inc.

SIGNED: _____ **DATE:** _____

PRINTED NAME OF AGENCY REPRESENTATIVE: _____

AGENCY NAME: _____

Section 12.2: NOMINATION:

1. Voting-eligible members of the Chapter who seek elective office shall make their candidacy known to the Chairperson of the Nominations Committee as follows:
 - 1.1. Nominations for elective office may be made least 10 days before the convening of the Chapter's Annual meeting or;
 - 1.2. Nominations may be made and seconded, on the floor, at any Business Meeting of the Chapter during the Chapter's Annual meeting.
 - 1.2.1. No floor nominations shall be made later than 6:00 P.M. EST of the day preceding the election.
2. The Nominations Committee shall interview all candidates for elective office to determine the following:
 - 1.1 Compliance with nomination procedures.
 - 1.2 Eligibility for office.
 - 1.3 Availability to carry out the responsibilities of the position, including employer/agency support.
 - 1.4 Commitment to the Atlantic Chapter – APCO, Inc., as evidenced by past participation in the Chapter.
 - 1.5 Understanding of the purpose, goals, and objectives of the Atlantic Chapter – APCO, Inc.
 - 1.6 Experience and training which can be applied in carrying out the responsibilities of the office.
 - 1.7 Opinions and positions on other related issues, which are deemed appropriate by the Nominations Committee.

Section 12.3: ELECTION:

1. The election of Officers shall take place at the last regularly scheduled business session of the Chapter's Annual meeting.
2. The candidates for President Elect, First Vice President and Executive Council Representative shall be elected at the Chapter's Annual meeting.
3. The Nominations Committee shall make its report to the quorum immediately preceding the vote for elective offices.
4. The Chairperson and members of the Nominations Committee shall administer, conduct, and tally all votes in the election process.
5. Officers shall be elected by secret, written ballot, and must obtain a majority vote of the voting-eligible members present.
6. Should there be more than two candidates for a single office and the majority vote of the quorum is not determined on the first ballot, run-off election shall be held until one candidate receives a majority.

7. Unless otherwise requested by a losing candidate, the ballots shall be turned over to the Chapter Secretary for destruction.

Section 12.4: TERMS OF OFFICE:

1. Officers shall be in office for a period of twelve (12) months or until the Chapter's Annual meeting immediately following the Chapter's Annual meeting during which they were elected.
2. Officers shall remain in office until their successors are installed in office.

Section 12.5: SUCCESSION:

1. The current President-Elect shall succeed the President at the Chapter's Annual meeting.
2. All other Officers shall be elected.

Section 12.6: VACANCIES:

1. Vacancies in the office(s) of President, and President-Elect shall be filled by advancement in rank.
2. Vacancy in the office of First Vice-President and Executive Council Representative shall be filled by Presidential appointment in accordance with Article VII Section 7.2 of the Policy Manual subject to confirmation by the Board of Directors.
3. Such advancements and appointments shall be in Acting Capacity only until time of the next regular election of Officers.

Section 12.7: IMPEACHMENT:

1. The removal of an Officer from office of the Chapter shall require a two-thirds (2/3) vote of the Board of Directors and two-thirds (2/3) vote of the Quorum.
2. In event of protest, a hearing period of not less than thirty (30) , and not more than sixty (60) days (60) shall be required.
3. The Board of Directors may suspend an Officer from office during such period.
4. In the event of impeachment or suspension of an Officer, the vacancy shall be filled in accordance with Article XII Section 6.

ARTICLE XIII: CONFERENCES - MEETINGS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 13.1: MEETING SCHEDULE:

1. The Chapter shall meet at least twice during each calendar year. The Annual Chapter's Annual Meeting shall be one (1) of the required meetings.
 - 2.1 The Chapter's Annual Meeting shall be held within the Chartered area of the Chapter. The place of such meeting shall be determined at the Annual Fall Business Meeting by the following method:
 - 2.1.1 The Chapter's Annual Meeting shall be scheduled between October 1 and November 15 each year.
 - 2.1.2 The Chapter's Annual Meeting shall not be scheduled to occur during any major religious holiday.
 - 2.1.3 The location of the meeting shall be determined by a rotating schedule wherein each State in the Chapter is offered the opportunity to host a meeting.
 - 2.1.4 Should there not be any interest by the members of that State to host a meeting; the next state in rotation shall be given the opportunity.
 - 2.1.5 The rotation order shall be: New York, Maine, Connecticut, Massachusetts, New Hampshire, Rhode Island, New Jersey, Vermont, repeated.
 - 2.1.6 The Board of Directors may select such other date, in accordance with above, and place they deem proper in the event that the date or place selected by rotation shall later prove to be undesirable or unavailable for such meeting.
 - 2.1.7 The policies and procedures for the Annual Meeting are contained in a separate document entitled "**Atlantic Chapter Meeting Planning Guide**".
 - 2.2 The President shall determine the place and date of the required additional Chapter Meeting.
 - 2.2.1 The second required Chapter Meeting shall occur prior to the end of August each year.
 - 2.2.2 The Chapter Secretary or the meeting's host member shall mail members notice for such meetings to the Chapter at least thirty days (30) prior to the scheduled date.
 - 2.3 Atlantic Chapter Meetings held at the East Coast Regional and APCO International Annual Conferences shall not have to comply with the thirty day (30) notice requirement.
 - 2.3.1 The President and host members shall arrange location and time for Chapter Meetings.

2.4 Meeting notices will also be posted on the following:

2.4.1 The Atlantic Chapter List Server

2.4.2 The Atlantic Chapter Website

2.4.3 The Atlantic Chapter Community Page on PSConnect.

Section 13.2: MEETING QUORUM:

1. A Meeting Quorum shall consist of the voting-eligible members present and voting at a regular Chapter Business Meeting session.

Section 13.3: MEETING MAJORITY:

1. A simple majority of voting-eligible members present and voting at a Chapter Business Meeting session shall decide all issues except an amendment to the Bylaws, which is governed by Article XII Section 1 of the Bylaws.

ARTICLE XIV: JAMES F. BLESSO SCHOLARSHIP PROGRAM

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 14.1: GOAL

1. The Atlantic Chapter – APCO, Inc. is committed to increasing the interest and participation in the programs provided by the Association, to increase the impact of the programs to the participants, the donors and the Chapter, as well as promoting the building of future leaders within the profession and the Association. To these ends, the Atlantic Chapter has established the James F. Blesso Scholarship Program. The Chapter Board of Directors truly feels the developing of our members is an investment in the future.

Section 14.2: JAMES F. BLESSO SCHOLARSHIP COMMITTEE

1. The James F. Blesso Scholarship Committee is comprised of the following:
 - 1.1 Chapter President
 - 1.2 First Vice President
 - 1.3 Treasurer
 - 1.4 Two (2) members from the voting-eligible member classification appointed by the President.
2. The James F. Blesso Scholarship Committee shall review all scholarship applications received, and make a written recommendation to the Board of Directors for approval of all James F. Blesso Scholarship Awards.

Section 14.3: FUNDING

1. The Chapter shall provide 50% of their Annual Dues income for funding the James F. Blesso Scholarship Program.
2. The Treasurer shall submit a report to the James F. Blesso Scholarship Committee at the close of the calendar year identifying that amount of annual award funds available for the coming year.
3. This report will include the following:
 - 3.1 Financial information on funds accrued through membership dues.
 - 3.2 Interest accrued on the Chapter Money Market Account.
4. The James F. Blesso Scholarship Committee shall review these figures and make a written recommendation to the Board of Directors prior to the next scheduled Chapter meeting.

5. The James F. Blesso Scholarship Committee recommendation, based on the financial figures, shall include:
 - 5.1 The total funds available for scholarship awards.
 - 5.2 The number of scholarships to be awarded.
 - 5.3 The amount of each available scholarship to be awarded.
 - 5.4 A summary of the scholarships applied for and awarded for the prior year.
6. Any unused funds and/or funds not awarded shall not be rolled over or remain in the scholarship fund for use in the following year. The unused and/ or not awarded funds will be returned to the Chapter's general bank account.

Section 14.4: APPLICATION OF JAMES F. BLESSO SCHOLARSHIP FUNDS

1. The APCO Institute ADCOMM will develop a list of approved professional training to which scholarship funds may be applied. As one of our goals is to increase interest and participation in APCO programs, this list will include all classes provided by the APCO Institute including the APCO Virtual College in partnership with Jacksonville State University.
2. It is also the goal of the Chapter to see these scholarships become professional development tools in a diverse and changing industry. Expert training in areas not addressed by APCO Institute classes may be desirable. The James F. Blesso Scholarship Committee shall use the ADCOMM list as a guideline but as part of its annual recommendation to the Chapter Board of Directors, the James F. Blesso Scholarship Committee shall present a schedule of approved tuition alternatives.
3. James F. Blesso Scholarship may also be applied to registration fees for Chapter and/or APCO International Conferences not to exceed one-third (1/3) of the total scholarship award.
4. Scholarship funds shall apply to the following:
 - 4.1 Books, registration, or other actual course expenses
5. Scholarship funds **may not** be applied to the following:
 - 5.1 Travel, lodging, meals or any other living expenses.

Section 14.5: COMPLETION OF FUNDED COURSES

1. James F. Blesso Scholarship recipients shall return certificates of course completion along with paid receipts for allowable course expenses to the Atlantic Chapter Treasurer within thirty days (30) of course completion.
2. All courses must be scheduled prior to the closure of the scholarship period.
3. All courses must be completed within sixty days (60) of the end of the scholarship period.
4. Requests for allowable registration fee reimbursement for Chapter and/or APCO International Conferences shall require a copy of the registration form and a paid receipt showing the actual amount paid.

Section 14.6: CHAPTER MENTORS

1. The James F. Blesso Scholarship Program goals address developmental as well as educational aspects of career development. As the oldest and most widely respected organization of public safety communications professionals, APCO International, Inc. encompasses an extremely qualified pool of mentors. APCO Chapters have an important role as the source of these mentors.
 - 1.1 The Chapter will establish a list of members who are willing to serve as mentors for scholarship recipients.
 - 1.2 At the request of a scholarship recipient, a Chapter Mentor will be assigned.

Section 14.7: APPLICATION CRITERIA & SUBMISSION PROCESS

1. APPLICANTS

- 1.1. All applicants shall meet the following standards:
 - 1.1.1. Be currently employed or retired from the Public Safety Communications field.
 - 1.1.2. Accumulate at least one (1) year of experience within their chosen field, with at least eight (8) months of continuous service.
 - 1.2.3. Be a member of the Atlantic Chapter – APCO, Inc. within the “Full Member” or “Associate Member” classification or be willing to maintain membership in these classifications during the duration of the scholarship period.
 - 1.2.4. Provide with the application, a letter of recommendation from their current employer, if applicable.
 - 1.2.5. Demonstrate a commitment to high career standards with long-term goals in the Public Safety Communications field.
 - 1.2.6. Demonstrate commitment to continuing education and self-improvement.
 - 1.2.7. Submit a completed application within the prescribed timeline period.

2. APPLICATION TIMELINE

- 1.1 The James F. Blesso Scholarship Committee must receive all applications no later than June 1st of each year.
- 1.2 James F. Blesso Scholarship awards will be announced at the Atlantic Chapter meeting held at the APCO Annual International Conference.
- 1.3 Absolutely no late applications will be accepted.

3. APPLICATION CONTENT

- 1.1 The application form is included with this program packet under Exhibit “A”. A complete application shall consist of the following:
 - 1.1.1 Completed Application Form
 - 1.1.2 A brief summary of work history.
 - 1.1.3 A letter of recommendation from the current employer, if applicable.
 - 1.1.4 All inquiry and response questions answered.
 - 1.1.5 An essay on career goals and training objectives, as well as an explanation of your demonstration to a commitment to high career standards and commitment to continuing education and self-improvement. Use separate sheet of paper for essay.

4. APPLICATION SUBMISSION

- 1.1 All applications shall be submitted to the Chairperson of the James F. Blesso Scholarship Committee. The address of the current Chairperson can be found on the APCO Atlantic Chapter web page <http://www.apco-atlantic.org>.
 - 1.1.1 SELECTION CRITERIA**
 - 1.1.1.1 Incomplete applications or late applications will not be scored, and/or processed for a James F. Blesso Scholarship.
 - 1.1.1.2 The James F. Blesso Scholarship Application, Attachment “A”, will be rated on a scale of 1 to 5, with five (5) being the most acceptable.
 - 1.1.1.3 The James F. Blesso Scholarship Applicant Rating Scale, Attachment “B”, will tally the scores from Attachment “A”. The maximum score will be 30 out of 30.
 - 1.1.2 SELECTION PROCESS**
 - 1.1.2.1 All complete applications will be reviewed and scored by the James F. Blesso Scholarship Committee.
 - 1.1.2.2 The James F. Blesso Scholarship Committee will then make recommendations to the Board of Directors, who shall vote on final approval of the James F. Blesso Scholarship.

Attachment “A”

**APCO ATLANTIC CHAPTER
JAMES F. BLESSO SCHOLARSHIP APPLICATION**

Please complete all sections of the application form in legible handwriting or other electronic means (typewriting or computer processing).

SECTION 1 – APPLICANT INFORMATION

Last Name	First Name	Middle name or initial
-----------	------------	------------------------

Mailing Address: _____

City: _____ State: _____ Zip: _____

APCO Membership Number: _____ (if applicant is an APCO Member)

Work Telephone Number: () _____

Home Telephone Number: () _____

Email: _____

CURRENT EMPLOYER

Name of Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Position Held: _____

Length of Employment: _____

Supervisors Name: _____

Telephone Number: () _____ Email: _____

SECTION V – ESSAY

1. Please describe in your own words (between 500 and 1,000 words) your reasons for applying for this scholarship, and what you hope to achieve if you are selected.

Attach your essay on a separate sheet of paper.

SECTION VI – ADDITIONAL INFORMATION

1. Please include any additional information you would like to share (hobbies, family, etc.) or information you feel is important to your scholarship request.

APPLICANTS SIGNATURE: _____ **DATE:** _____

Attachment “B”

**APCO ATLANTIC CHAPTER
JAMES F. BLESSO SCHOLARSHIP FUND
APPLICANT RATING FORM**

Applicants Name: _____

Contact Telephone Number: () _____

Please circle your appropriate response base on the following scale:

(1 – least acceptable to 5 – most acceptable)

- 1. Application form has been correctly submitted. 1 2 3 4 5
- 2. Employers recommendation. 1 2 3 4 5
- 3. Five year goals are realistic and attainable. 1 2 3 4 5
- 4. Significant contribution made or desired is commendable. 1 2 3 4 5
- 5. Essay is clear and concise. 1 2 3 4 5
- 6. Reasons for application are valid and genuine. 1 2 3 4 5

SCORE: _____ /30

OTHER COMMENTS:

SCHOLARSHIP COMMITTEE MEMBER: _____ (Print Name)

SIGNATURE: _____ DATE: _____

ARTICLE XV: PUBLICATIONS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 15.1: PUBLICATIONS

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

ARTICLE XVI: ASSETS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 16.1: RETENTION

1. All rights, title and interest, both legal and equitable, in and to property of the Chapter, shall remain in the Chapter.
2. The Secretary shall keep an inventory of such assets.

Section 16.2: RELEASE

1. Chapter property in the hands of others for the purposes of the Chapter shall be returned to the Chapter immediately upon demand.

Section 16.3: DISSOLUTION

1. Should Atlantic Chapter – APCO, Inc. be dissolved, in whole or part, all of its interests may, at the direction of the Chapter's Annual Fall Meeting Quorum, based upon the number of voting-eligible members, be equitably distributed to any remaining or formed Chapters covering the states of New Jersey, New York, Connecticut, Rhode Island, Massachusetts, Maine, Vermont and/or New Hampshire.
2. Should APCO International, Inc. become dissolved then Atlantic Chapter's interests shall be distributed to an organization or organizations of similar purposes as selected by a two-thirds (2/3) vote at a Chapter's Annual Fall Meeting Quorum.

ARTICLE XVII: BONDS – LIABILITY – EXPENSES

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 17.1: BONDS

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

Section 17.2: LIABILITY

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

Section 17.3: COSTS

1. The Chapter shall bear the costs associated with the provisions of this Article, should there be no other funding source, for the following:
 - 1.1 The President and one additional Board member attending the East Coast Regional Conference, if held.
 - 1.2 The Executive Council Representative attending Executive Council meetings.
 - 1.3 The President attending the International Annual Conference to represent the Chapter.

Section 17.4: SPECIFIED EXPENSES

1. The President, Secretary and Treasurer shall be authorized the necessary funds to fulfill the requirements of their respective office as outlined in the Policy Manual of this Chapter.

Section 17.5: UNSPECIFIED EXPENSES

1. The Board of Directors or the Membership Quorum shall be authorized to approve all other expenses not specifically outlined in the Policy Manual of this Chapter.

Section 17.6: CHAPTER HOSPITALITY

1. The Chapter will not monetarily support, or purchase alcoholic beverages for the purpose of a Chapter hosted hospitality suite or room at any International, Regional or Chapter conference.

ARTICLE XVIII: AFC LOCAL ADVISORS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 18.1: PURPOSE

1. The Atlantic Chapter – APCO, Inc. agrees to confer and provide funding support, as funds permit, for APCO AFC Local Advisors in good standing who receives Board of Directors approval to attend the Annual Atlantic Chapter Conference as described below.
 - 1.1 The Chairman of the Atlantic Chapter – APCO, Inc. AFC Local Advisor Committee shall provide a recommendation to the Board of Directors for approval of one or more Local Advisor(s) to attend the next scheduled conference based on the conference location and the current coordination activity of the recommended Local Advisor(s).
 - 1.2 Such recommendation shall be received in writing or email correspondence a minimum of 120 days prior to the conference start date.
 - 1.3 The approved Local Advisor(s) shall be notified in writing or email correspondence from the Chairman of the Atlantic Chapter – APCO, Inc. AFC Local Advisor Committee of their approval to attend the conference a minimum of ninety (90) days prior to the conference start date.
 - 1.4 The approved AFC Local Advisor shall confirm their intention to attend the conference a minimum of sixty days (60) prior to the conference start date, in writing or email correspondence, to the Chairman of the APCO Atlantic Chapter AFC Local Advisor Committee and Atlantic Chapter Treasurer.
 - 1.5 The Atlantic Chapter Treasurer shall confirm the attendance of the approved Local Advisor(s) to the Chairman of the Atlantic Chapter- APCO, Inc. AFC Local Advisor Committee.
 - 1.6 The approved Local Advisor(s) shall register for full attendance of the conference to include host lodging and conference meals.
 - 1.7 AFC Local Advisors shall submit receipts for reimbursement of reasonable costs for portal-to-portal travel to and from the conference to the Atlantic Chapter Treasurer.
 - 1.8 There shall be no reimbursement provided for a rental vehicle except when required, cost effective and approved by the President, in advance.
 - 1.9 In the event the approved AFC Local Advisor is unable to attend the conference, the Chairman of the Atlantic Chapter – APCO, Inc. AFC Local Advisor Committee shall submit the name of an alternate Local Advisor for Board approval a minimum of 14 days in advance of the starting date of the conference.

ARTICLE XIX: GENERAL TRAVEL POLICY

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 19.1: GENERAL TRAVEL POLICY

1. It is the Atlantic Chapter – APCO, Inc. policy to provide payment and/or reimbursement for reasonable and proper travel expenses incurred by Board of Directors while conducting official business. However, the Board of Directors may suspend or restrict this policy as necessary due to budget constraints. The following guidelines define reasonable and proper expenses that may be reimbursed.
 2. Transportation expenses only cover travel to participate in meetings:
 - 1.1 Board of Directors shall utilize the most economical mode of transportation consistent with the purpose of the travel.
 - 1.2 Travel via commercial airline shall be reimbursed for the actual amount based upon coach class airfare. Extending a trip an extra day or two in order to qualify for cheaper airfare is permitted provided the airfare savings will offset the extra cost for lodging.
 - 1.3 Travel via commercial carrier other than commercial airline (bus, train, etc.) shall be reimbursed for the actual amount subject to a requirement that the amount shall not exceed the amount that would have been paid if travel had been via commercial airline.
 - 1.4 Local travel via bus, rail, taxi, shuttle, and/or subway shall be reimbursed.
 - 1.5 The use of rental vehicles is discouraged and shall require the prior approval of the President.
 - 1.6 Use of a rental vehicle shall only be reimbursed if the rental is necessary to carry out Atlantic Chapter – APCO, Inc. business.
 - 1.7 The use of privately owned vehicles is permitted except that the cost of such travel shall not exceed the amount that would have been paid if such travel had been made via commercial airline. The President shall establish “per-mile” reimbursement based on federal guidelines.
 3. Lodging expenses shall be reimbursed for in and out-of-Chapter travel.
 - 1.1 Lodging expenses shall be reimbursed based upon a standard room in a facility providing reasonable comfort, security, and cleanliness either at or near the place of the business being conducted. Board of Directors are encouraged to use “government rate” whenever available.
 - 1.2 The President is permitted the use of an upgraded room at Atlantic Chapter conferences. This room shall include a sitting area within which small meetings may be conducted and a sleeping area that is separated from the sitting area by a closable door.

- 1.3 If a family member or other person not eligible for travel reimbursement accompanies the Board of Director member, the Board of Director member shall pay any increase in the room rate resulting from that person's occupancy.
 - 1.4 The length of stay shall be based upon the needs of the Atlantic Chapter – APCO, Inc. business being conducted consistent with the availability of transportation. Officers may extend a stay for purposes of travel when the total length of the business being conducted plus travel time to/from their home on that same day will exceed fifteen (15) consecutive hours.
2. Meal expenses shall be reimbursed for Board of Director related activities only.
 - 1.1 In recognition of the need for the Board of Directors to participate in meal functions that provide "good will" relationships, Board of Directors may purchase meals for other individuals, if they are promoting Atlantic Chapter – APCO, Inc. business. Board Officers are expected to exercise prudent judgment in their expenditures.
 3. Incidental expenses shall be reimbursed for event registration only.
 4. Expenses not allowed include, but are not limited to:
 - 1.1 Personal telephone usage.
 - 1.2 Laundry and dry cleaning.
 - 1.3 Television movies.
 - 1.4 In-room internet access, unless required for Chapter business.
 - 1.5 Exercise facility usage.
 - 1.6 Tours and entertainment except as an official part of the Atlantic Chapter business being conducted.

ARTICLE XX: AWARDS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 20.1: AWARDS

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

1.1 PRESIDENT'S AWARD

1.1.1 The Chapter President may select, with sole discretion and choice, one (1) individual who has made an outstanding contribution to the Chapter or Association for recognition.

1.1.2 This award shall be known as the President's Award.

1.1.3 The President's Award shall be presented at the Chapter's Annual meeting.

1.2 CHAPTER CONFERENCE AWARD

1.2.1 The Atlantic Chapter recognizes that the Annual Meeting and Conference is chaired by a volunteer from the Chapter. There is significant effort expended in accepting this position.

1.2.2 The Chairperson must be continuously responsible for each committee's efforts and remain in touch with the Chapter President and Board for status updating and contract approvals.

1.2.3 In an effort to ensure a success for the chapter event, the Board may approve training experience by sending the Chairperson to the APCO International Conference to promote our Chapter conference, coordinate and network with prospective exhibitors and presenters, and observe the committee actions at the conference.

1.2.4 Accordingly, the Chapter will provide registration, travel and accommodations to an annual APCO International Conference.

1.2.5 The Chapter Board of Directors will discuss and vote by majority to award the training experience to the APCO International Conference.

1.2.6 Criteria for consideration in making the determination will include the financial impact on the Chapter treasury.

ARTICLE XXI: AMENDMENTS TO BYLAWS

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 21.1: AUTHORITY

1. The Bylaws of this Chapter may normally be amended only by a two-thirds (2/3) majority vote of the Quorum at the Chapter's Annual meeting during a Regular Business Session, in accordance with Section 21.2 of this Article.
2. In the event of waiver of the requirements of said Section 2, the amending procedure will be in accordance with Section 21.3 of this Article.

Section 21.2: PROCEDURE

1. The Bylaws of this Chapter may normally be amended by presenting a resolution in writing, and proper form, to the Board of Directors at least ninety days (90) before the Chapter's Annual meeting.
2. The Board of Directors shall review the suggested change and immediately forward a copy of the change, along with their recommendation, to the Chapter Bylaw Committee for their action.
3. The format of the proposed amendment shall be as follows:
 - 3.1 Indicate the **INTENT** of the proposal.
 - 3.2 Indicate the name of the **MAKER** of the proposal.
 - 3.3 Indicate the Chapter's Annual meeting **QUORUM** whose consideration is desired. For example, 2013 Atlantic Fall Regional Conference Quorum.
 - 3.4 Indicate the **ARTICLE(S), SECTION(S), and PARAGRAPH(S)**, of the Bylaws proposed to be amended.
 - 3.5 State the **DEFICIENCIES** of the current Bylaws, or the **NEED** for added language to the current Bylaws.
 - 3.6 State the **GAINS** and **BENEFITS** of the proposed amendment.
 - 3.7 Provide a short **NARRATIVE** of the suggested method and/or language for the proposed amendment.
 - 3.8 The Bylaw Committee shall, after consideration of the proposal, report to the Membership Quorum at the Chapter's Annual meeting.

- 3.9 This report will be listed on the agenda under new business, and will include:
 - 3.9.1 A recommendation to adopt or reject the proposal, and
 - 3.9.2 The reasoning for the recommendation.
4. After an appropriate discussion period, the resolution shall be voted on by the quorum.
5. As indicated in Section 21.1 of this Article, a two-thirds (2/3) majority of voting-eligible members present must vote in favor of the proposal in order for it to pass.

Section 21.3: WAIVER OF REQUIREMENTS:

1. Should it become desirable to waive normal procedure to amend the Bylaws of this Chapter, during the Chapter's Annual meeting only, the following procedure shall be followed:
 - 1.1 An announcement shall be made by the President of the request for waiver, and include an outline of the issues involved in such amending requests.
 - 1.2 A motion and a second to waive normal amending procedures must be received, with sufficient time for discussion, to determine the need for the waiver.
 - 1.3 A three-fourths (3/4) majority vote to waive the requirements of Section 21.2 of this Article must be received.
 - 1.4 A two-thirds (2/3) majority vote shall be necessary to determine each amending issue, voted on separately.

Section 21.4: EFFECTIVE DATE OF AMENDMENTS AND RESOLUTIONS:

1. All resolutions passed and adopted by this Chapter, in accordance with the rules set forth in the Chapter Bylaws, shall be in force and effect upon the adjournment of the meeting wherein considered and adopted, provided an exception to this effect be not otherwise contained in the language of the resolution itself.

ARTICLE XXII: MEMORIAL and CHARITABLE GIVING

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors]

Section 22.1: PURPOSE – OVERVIEW

2. The Chapter will receive, upon occasion, information and/or requests pertaining to the special observances of specific events or activities. These may include charitable giving opportunities, memorials, and other special circumstances. The Chapter has a long history of supporting these activities, and it will be the policy of the Chapter to assist its members and agencies with these requests where possible and prudent.

Section 22.2: MEMORIALS

1. Upon notification of the death of an Atlantic Chapter member, their spouse, or other immediate family member, the President will determine the specifics of any established memorial observances or donations as prescribed by the surviving family. In all cases, the wishes of the family will be observed.
2. In the case of death of a current, or retired Chapter member,
 - 2.1 The Board of Directors will be consulted on potential representation at services and other observances, as may be appropriate.
 - 2.2 The President will direct the Treasurer to transit a monetary donation in the amount of Two-hundred (\$200) to an established memorial fund, in a timely manner.
3. In all other cases, the President will direct the Treasurer to transit a monetary donation for fifty (\$50) to an established memorial fund, in a timely manner.
4. In the absence of a memorial fund, a floral or another memorial arrangement will be sent to the services location.
5. In the case of a family requesting “no flowers or other observance”, the monetary donation will be made to the APCO International Sunshine Fund in the same amount.
6. In any case, a majority of the Board of Directors may amend the monetary amount specified for just cause.

Section 22.3: EVALUATION TASK FORCE

1. Annually, the President will appoint an Evaluation Task Force from the Board of Directors to evaluate specific requests from other agencies or associations for financial and/or other Chapter assistance.
2. The President will direct a review of the specific requests to be conducted by the Evaluation Task Force.

3. The Evaluation Task Force will report to the Board of Directors with their recommendations for support or denial of the request.

Section 22.4: CHARITABLE GIVING

1. The Board of Directors may receive suggestion or request for charitable giving originating from a Chapter member or agency.
2. Upon receipt of such a request the President will:
 - 2.1 Direct the Evaluation Task Force to review and evaluate the suggestion and/or request for charitable giving.
3. The Evaluation Task Force will report their findings to the Board of Directors with their recommendations for support or denial of the request.

Section 22.5: TRAINING OPPORTUNITIES – STATE CONFERENCES

1. The Board of Directors may receive requests from other agencies or associations for Chapter financial assistance or other assistance relating to training events and/or educational opportunities.
2. Upon receipt of such a request the President will:
 - 2.1 Direct the Evaluation Task Force to review and evaluate the specific request.
3. The Evaluation Task Force will report their findings to the Board of Directors with their recommendations for support or denial of the request. Specific considerations will include:
 - 4.1 The relevancy the proposed training event to our core mission.
 - 4.2 The opportunities for Chapter members to participate in the training event and/or educational opportunity.
 - 4.3 The potential benefits for those members.
 - 4.4 The potential for positive exposure for the Chapter and its members.
5. If the training event, conference and/or educational opportunity is approved by the Board of Directors, funding will occur in this manner:
 - 5.1 The sponsoring or host agency receiving registrations will enter into a Memorandum of Understanding (Appendix A), which will specify the pertinent details of the event.
 - 5.2 For each Chapter member attending the event, the Chapter Treasurer will remit fifty percent (50%) of the registration fees for the event to the sponsoring or host agency.
 - 5.3 The reimbursement will not exceed one hundred dollars (\$100.00) per person, per event.
 - 5.4 The reimbursement is for registration costs only. No travel, meals, or incidentals not covered by the registration fee are allowed for reimbursement.
 - 5.5 Payment will be made for Chapter members registering for the event on a “first-come, first-served” basis.

- 5.6 Chapter costs for any event will not exceed two thousand dollars (\$2,000.00).
- 5.7 The sponsoring or host agency shall remit an invoice to the Atlantic Chapter Treasurer for the above costs along with validation that the Atlantic Chapter members attended their event and paid their share of the registration fee.
- 5.8 The Atlantic Chapter Treasurer will remit a single payment to the Grantee each month prior to the event, and one final payment after the event for any remaining balance.
- 5.9 Payment is intended for Atlantic Chapter members who attend the event. The Grantee is expected to provide Atlantic Chapter – APCO, Inc. with an attendance roster and refund any fees paid for those who were unable to attend the event.
- 5.10 On occasion, the Board of Directors may allocate additional Chapter funding for attendance of Board members, Senior or Life Members, or other Chapter officials at these events as deemed reasonable and prudent.
- 5.11 The Board of Directors may allocate additional Chapter funding in support of the training/conference event if there is justifiable benefit to our Chapter and its members.

Attachment “A”



MEMORANDUM OF UNDERSTANDING

The APCO Atlantic Chapter enters into this agreement with ***(Grantee or Agency Name and Address)*** for the purpose of providing support to Chapter members who may benefit from attendance or participation in ***(Description or Name of)*** training day and/or event.

This agreement is for Chapter member’s involvement on ***(insert date or dates)***.

The APCO Atlantic Chapter Board of Directors may receive and evaluate requests and may consider these requests with these or other considerations:

- The relevancy of the proposed training event to our Chapter’s core mission.
- The opportunities for Chapter members to participate in the activity.
- The potential benefits for those members.
- The potential for positive exposure for the Chapter and its members.

This funding agreement is subject to the following conditions:

- For each Chapter member attending the event, the Chapter Treasurer will remit fifty-percent (50%) of the registration fees for the event to the grantee. The per-member reimbursement will not exceed one hundred dollars (\$100.00) per-person, per-event and is for event registration costs only (no travel, meal or incidentals not covered in the registration fee).
- Payment will be made for Chapter members registering for the event on a “first-come, first-served” basis, and Chapter costs for the entire event will not exceed two thousand dollars (\$2000.00).
- The sponsor/host agency shall remit invoice to the Atlantic Chapter Treasurer for the above costs along with validation that the Atlantic Chapter – APCO, Inc. members attended their event, and paid their share of the registration fee.
- The Atlantic Chapter Treasurer will remit a single payment to the Grantee each month prior to the event, and one final payment after the event for any remaining balance.
- Payment is intended for APCO members who attend the event. The Grantee is expected to provide APCO-Atlantic an attendance roster and refund any fees paid for those who were unable to attend the event.
- ***(Grantee or Agency Name)*** will facilitate arranging a small conference or meeting room sized to accommodate ten (10) attendees and provides speakerphone capabilities for use by the Atlantic Chapter Board of Directors for a meeting on the date of the event. The Atlantic Chapter-APCO, Inc. will incur all costs (if any) for the meeting room.

Signature: _____ President or authorized Officer of Grantee

Date signed: _____ **Grantee or Agency Name:** _____

Grantee Agency Name: _____

Signature: _____ **Date signed:** _____

President, Atlantic Chapter – APCO, Inc.

END