

ILLINOIS APCO POLICY MANUAL

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ARTICLE I: THE POLICY MANUAL

SECTION 1.1: ESTABLISHMENT

PURPOSE

The Illinois APCO Policy Manual shall set forth the operating policies of the Chapter. The Illinois APCO Policy Manual shall provide the requirements and guidelines which shall govern the functioning of the Board of Officers, the Executive Board and others as may be specified. It shall be the reference guide for the proper conduct of the day-to-day affairs of the Chapter.

AUTHORITY

There shall be an Illinois APCO Chapter Policy Manual. It shall be maintained and kept in current condition by the Executive Board. The Illinois APCO Policy Manual shall be separate from the Bylaws, provided the requirements of the Bylaws are otherwise observed.

POLICY

1. The Policy Manual shall define policies of the Chapter and may define practices and Procedures.
2. Copies of the Policy Manual shall be made available to Chapter members as follows:
 - 2.1 A printed copy of the complete Illinois APCO Policy Manual shall be provided to each member of the Executive Board within 30 days of their election to the Executive Board. A printed copy of the complete manual need not be provided to members of the Executive Board upon their election to the next higher office or to members of the Executive Board upon their re-election to the Executive Board.
 - 2.2 A printed copy of each section added to the Illinois APCO Policy Manual shall be provided to each member of the Executive Board within 30 days after approval of that section.
 - 2.3 A printed copy of each section of the Illinois APCO Policy Manual that is amended shall be provided to each member of the Executive Board within 30 days after approval of the amended section.
 - 2.4 A printed copy of the updated Index shall be provided to each member of the Executive Board within 30 days after approval of the change.
 - 2.5 A copy of the complete Illinois APCO Policy Manual in an electronic PDF format shall be maintained on the Illinois APCO website for access by the general membership. Such copy shall be kept current.
 - 2.6 "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 such action is approved by the Executive Board.

ARTICLE I: THE POLICY MANUAL

SECTION 1.2: CHANGES TO THE POLICY MANUAL

PURPOSE

To define the practices and procedures to be followed in making changes to the APCO Policy Manual.

AUTHORITY

The Illinois APCO Policy Manual is established in accordance with the provisions of certain requirements for amending and are contained therein. This section further defines those requirements.

POLICY

1. The Executive Board shall review biannually, and upon adoption, approve the form and content of the Chapter Policy Manual.
 - 1.1 Approval shall be made during the regular meeting of the Executive Board.
2. A proposal to modify the APCO Policy Manual may be submitted by the Executive Board, by any committee of the Chapter or by any member of the Chapter who is eligible to vote in the Chapter business meetings. Such entity shall be known as the “maker”.
3. Proposals to modify the Illinois APCO Policy Manual shall be submitted in accordance with either of the following two formats:
 - 3.1 Method A generally is best used in cases of minor changes to existing sections of the Illinois APCO Policy Manual.
 - 3.1.1 The maker prepares a cover letter explaining the need for the proposed change and the benefits to be gained.
 - 3.1.2 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 Illinois APCO Policy Manual Section.
 - 3.1.3 The maker highlights text changes by showing text to be deleted as strikethrough text and text to be added as underline text.
 - 3.2 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 Illinois APCO Policy Manual.
 - 3.2.1 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”.

8. The Bylaws Committee shall update the Index each time a new section is added or a section is amended.
9. After the Bylaws Committee has verified the accuracy of the new/modified section, the President shall cause the new or modified Illinois APCO Policy Manual Section and the updated Index to be published in accordance with the requirements of Section 1.1 of the Illinois APCO Policy Manual.

ARTICLE II: THE CHAPTER

SECTION 2.1: CORPORATE STATEMENTS

PURPOSE

To ensure the Chapter's Corporate Statements are properly maintained and safeguarded as valuable documents.

AUTHORITY

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

POLICY

1. The Association of Public Safety Communications Officials-International, Incorporated Is a volunteer membership organization founded in 1935 and incorporated in the State of Indiana as a not-for-profit corporation in 1939. It is registered to transact business in the State of Florida and maintains its corporate headquarters in Daytona Beach, Florida.
2. The Illinois Chapter of the Association of Public Safety Communications Officials-International, Incorporated Is a volunteer membership organization chartered by APCO, International on the 12th day of June 1941.
3. The Illinois Chapter is incorporated in the State of Illinois as a not-for-profit corporation in 19XX. It is registered to transact business in the State of Illinois.
4. The President shall review the Chapter's Articles of Incorporation annually to ensure that they are current and accurate.
 - 4.1 Any change in the Chapter's Articles of Incorporation shall be presented to the Executive Board for approval during a regular meeting of the Board.
 - 4.1.1 The President may update the listing of Chapter Officers, as necessary, to show the current members of the Executive Board. He/she shall notify the Executive Board that the list has been updated.
5. The President shall annually review the Chapter's "Registration to Transact Business" in any and all jurisdictions requiring such registration.

- 5.1 The President may update the information contained on the registration, as required. He/she shall notify the Executive Board of any change made.
- 5.2 The Treasurer shall ensure timely payment of all fees necessary to maintain such registration.
6. The President shall provide for the preservation of the Chapter's Corporate Statements in accordance with the Chapter's Records Retention Policy.

ARTICLE II: THE CHAPTER

SECTION 2.2: RULES OF ORDER

PURPOSE

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

AUTHORITY

"Robert's Rules of Order, Revised" shall govern the Chapter in all cases to the extent that such rules are not inconsistent with the Bylaws or special rules of the Chapter.

POLICY

1. *ROBERT'S RULES OF ORDER, NEWLY REVISED, TENTH EDITION*, October 2000, published by Perseus Publishing of Cambridge, MA, is the current and authorized edition of this document. The special rules contained herein are based upon that document.
 - 1.1 In the event of a conflict between the document named above and any other published version of "Robert's Rules of Order", the above-named document shall prevail.
2. "Robert's Rules of Order" and the special rules identified herein shall govern the conduct of all official meetings of the Chapter including meetings of the Quorum, meetings of the Executive Board, and meetings of committees appointed by the Executive Board.
 - 2.1. The President shall ensure that a copy of the current, authorized edition of "Robert's Rules of Order" is available for reference at all meetings of the Quorum and of the Executive Board.
3. A majority of the applicable quorum (i.e. the Quorum or the quorum of the Executive Board) shall vote in favor of an action before such action may be implemented.
 - 3.1 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.
 - 3.2 The Chair is cautioned that certain actions require that a "super majority" of either two-thirds of the applicable quorum or three-fourths of the applicable quorum to vote in favor of the action before such action may be implemented.

- 3.3 The Chair is cautioned that certain votes are based upon the total membership of the applicable body and not just those members in attendance. In such cases, members who are absent or otherwise abstain from voting have the effect of being a negative vote since they are included amongst the voting quorum for purposes of determining the number of affirmative votes needed for passage.
 4. All votes on motions and other official actions shall be conducted in one of the following manners:
 - 4.1 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.
 - 4.2 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.
 - 4.3 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 who shall make the final tally known. To the greatest extent possible, the individuals conducting the count shall be “disinterested parties”. If such “disinterested parties” are not available, then the individuals conducting the count shall represent both sides of the argument.
 - 4.4 For each method of conducting a vote, only those members of the applicable quorum who are eligible to vote shall cast a “vote”.
5. The Quorum or the Executive Board may take action on a matter only as the result of 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” except as noted below:
 - 5.1 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” 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.
 - 5.2 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” 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.

5.2.1 Matters before the Quorum that are “Tabled” shall end with the closing of the business meeting if not acted upon.

5.2.2 Matters before the Executive Board that are “Tabled” may be carried from one meeting until the next.

5.3 A motion to “Adjourn” a General Business Meeting of the Annual Quorum shall allow for the ending of the then current meeting.

5.4 A motion to “Adjourn” a meeting of the Executive Board shall allow for the ending of the then current meeting.

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

6.1 The President shall serve as the Chair of all meetings of the Quorum and the Executive Board:

6.1.1 The First Vice-President and the Second Vice-President shall serve in order of seniority as the Chair in the absence of the President.

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

7. The Chair shall have the following prerogatives:

7.1 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.

7.2 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.

7.3 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.

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

7.4.1 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.

7.4.2 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.

- 7.4.3 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

ARTICLE II: THE CHAPTER

SECTION 2.3: FINANCIAL PRACTICES

PURPOSE

To identify the financial practices the Chapter will utilize.

AUTHORITY

The authority for the financial practices of the Chapter are found in Article V, Section 5.7 of the Bylaws.

POLICY

1. Each duly elected officer of the Chapter will exercise prudent financial practices when making purchases or dealing with Chapter investments and expenses.
2. The Secretary and Treasurer shall be authorized the necessary funds to fulfill the requirements of their offices as outlined in the Bylaws of this Chapter.
3. Reasonable and proper expenses of the Executive Board members during their term of office; including reasonable expenses for the attendance of the Executive Board members to the Annual APCO Conference, may be paid by this Chapter with the prior approval of the Executive Board.
 - 3.1 The financial status of the Chapter shall be taken into consideration before any travel expenses are authorized or paid.
 - 3.2 Reimbursements for approved Chapter expenses shall be made according to Section 6.1
4. The Executive Board shall be authorized to approve all other expenses not specifically outlined in the Bylaws of this Chapter unless otherwise directed by a vote of the Chapter membership.
5. The Executive Board may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances.
6. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Executive Board.

- 6.1 In the absence of such determination by the Executive Board, such instruments shall be signed by the Treasurer and countersigned by the President or a Vice President of the Corporation.
7. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Executive Board may select.
8. The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December in each year.
9. Asset Management
 - 9.1 Retention
 - 9.1.1 All rights, title and interest, both legal and equitable, in and to property of the Chapter, shall remain in the Chapter.
 - 9.2 Release
 - 9.2.1.1 Chapter property in the hands of others for the purposes of the Chapter shall be returned to the Chapter immediately upon demand.
 - 9.3 Dissolution
 - 9.3.1 The assets of this Corporation will, upon dissolution be distributed for one or more exempt purposes, or to the Federal Government, or to a State or Local Government for a public purpose, as selected by a two-thirds (2/3) majority vote of a Chapter business meeting.
 - 9.3.2 The Executive Board shall have full power and authority, upon an affirmative vote by two-thirds (2/3) of the Executive Board members, to dispose of Chapter property.
 - 9.4 Liability
 - 9.4.1 The Executive Board shall be responsible for having the Chapter adequately covered by liability and other necessary insurance which shall include but not be limited to fidelity coverage.
 - 9.5 Cost
 - 9.5.1 The Chapter shall bear the costs associated with the provisions of this Article.

ARTICLE III: MEMBERSHIP

SECTION 3.1: APCO SENIOR MEMBER NOMINATION PROCEDURES

PURPOSE

To establish the procedure for submitting nominations of Illinois APCO Chapter members for Senior Membership in the Association.

AUTHORITY

The criteria for selection and privileges accorded to members who have achieved the distinction of being designated a Senior Member are in Article IV, Section 4.3, of the Association Policy Manual.

POLICY

1. The Senior Member designation is added to the member's current membership category title, which can change during the course of the member's career based upon one's current employment status (e.g., "Senior Active Member", "Senior Commercial Member", or simply "Senior Member" for those in the Member category of membership).
2. All chapters shall recognize a "Senior Member" designation.
3. This honor shall be processed in the following manner:
 - 3.1 The nomination shall be made by the Executive Board. The Executive Board shall make a recommendation for nomination to the Quorum. The nomination shall be approved based on the majority approval of the Quorum.
4. The nomination shall be forwarded to the Executive Director for submission to the Credentials Committee.
5. Senior Membership Grade may be granted by the Board of Officers, based upon the recommendation of the Credentials Committee and the Board's review of the Chapter's documentation.
 - 5.1 The Executive Committee of the Association ~~Board~~ shall cause a "congratulatory letter" to be prepared and sent to the member.
 - 5.2 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.
 - 5.3 Headquarters staff shall update the membership database such that the "membership card" shows the new designation.

ARTICLE III: MEMBERSHIP

SECTION 3.2: APCO LIFE MEMBER NOMINATION PROCEDURES

PURPOSE

To establish the procedure for submitting nominations of Illinois APCO Chapter members for Life Membership in the Association.

AUTHORITY

Criteria for selection and privileges accorded to members who have achieved the distinction of Life Member in the Association are in Article IV, Section 4.4, of the Association Policy Manual.

POLICY

1. The Life Member designation is added to the member's current membership category title, which can change during the course of the member's career, based upon one's current employment status (e.g., "Active Life Member", "Commercial Life Member", or simply "Life Member" for those in the Member category of membership).
2. A "Life Member" designation shall be recognized by all chapters.
3. This honor shall be processed in the following manner:
 - 3.1 The nomination shall be made by the Executive Board.
 - 3.2 The Executive Board shall make a recommendation for nomination to the Quorum.
 - 3.3 The nomination shall be approved based on the majority approval of the Quorum
4. This nomination, accompanied by documentation of eligibility, shall be sent to the APCO Headquarters, for submission to the Credentials Committee, not later than February 1st of the calendar year of the Annual Conference at which the nomination is to be considered.
4. If approved by the Association Board of Directors, 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.
5. This award shall be presented in accordance with the following.
 - 5.1 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.

- 5.1.1 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.
 - 5.1.2 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.
 - 5.1.3 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.
6. If not approved in any instance in this process, the Chapter shall be appropriately advised by the Executive Director.
7. Presentations of Life Membership
 - 7.1 This honor shall be commemorated with the presentation of a plaque and a Life Member pin at the Closing Banquet held in conjunction with the Annual Conference at which the Life Member designation was approved.

ARTICLE III: MEMBERSHIP

SECTION 3.3: CHAPTER SENIOR MEMBER NOMINATION PROCEDURES

PURPOSE

To recommend guidelines for Illinois APCO Chapter Senior Membership, a designation that can be awarded to individual chapter members based upon the member meeting an established set of guidelines

AUTHORITY

The criteria for selection and privileges accorded members who achieve Senior Member are in the Membership Designation 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 section of this Policy Manual.

POLICY

1. The Chapter Senior Member distinction is a designation that is added to the member’s current membership category title.
 - 1.1 The designation of Chapter Senior Member is recognized only within the Illinois Chapter.

- 1.2 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.
- 1.3 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.
2. This honor shall be processed in the following manner:
 - 2.1 The Executive Board shall make a recommendation for the appointment to the Quorum.
 - 2.2 The appointment shall be made based on the majority approval of the Quorum
- 3 Notification of this appointment shall be sent by the Chapter Secretary to the Membership Department at the Association office
- 4 Chapter Senior Member Eligibility Procedure:
 - 4.1 To be eligible for Chapter Senior Member, the nominee shall, as a minimum, have been a member of the Illinois Chapter of APCO for a minimum of ten (10) years and a current member. In addition, they shall as a minimum complete at least three (3) significant contributions to the Chapter and one (1) at the Association level from those listed below:
 - 4.1.1 Served a full term as President of the Chapter.
 - 4.1.2 Served a full term as a Chapter Executive Board Member.
 - 4.1.3 Actively served as a member of an association special committee or special task force (e.g. NPSPAC, PSWAC, Project 25, 31, 33, 34, 35, CALEA, etc.) Count Service on each committee as a separate contribution.
 - 4.1.4 Actively served as a member of one (1) or more association standing committees or taskforces.
 - 4.1.5 Served as Chair of a committee for a chapter, state, regional, or annual conference.
 - 4.1.6 Served three (3) or more years as a local area frequency advisor.
 - 4.1.7 Served two (2) or more years as the Chair of a chapter standing committee.
 - 4.1.8 Served as a presenter at a chapter, state, regional, or annual conference.
 - 4.1.9 Actively served on a chapter, state, regional, or annual conference.

ARTICLE III: MEMBERSHIP

SECTION 3.4: CHAPTER LIFE MEMBER NOMINATION PROCEDURES

PURPOSE

To recommend guidelines for Illinois APCO Chapter Life Membership, a designation that can be awarded to individual chapter members based upon the member meeting an established set of guidelines.

AUTHORITY

The criteria for selection and privileges accorded members who achieve Life Member are in the Membership Designation 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 section of this Policy Manual.

POLICY

1. The Chapter Life Member distinction is a designation that is added to the member's current membership category title.
 - 1.1 The designation of Chapter Life Member is recognized only within the Illinois Chapter.
 - 1.2 Other than being bestowed with the title and having one's dues paid by the chapter, the membership privileges of a Chapter Life Member shall be determined by the category of membership for which the member would otherwise qualify.
 - 1.3 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.
2. This honor shall be processed in the following manner:
 - 2.1 The Executive Board shall make a recommendation for the appointment to the Quorum.
 - 2.2 The appointment shall be made based on the majority approval of the Quorum.
3. Notification of this appointment shall be sent by the Chapter Secretary to the Membership Department at the Association office.
 - 3.1 Chapter Life Members shall not pay any Chapter or Association dues, the process by which is outlined in the Illinois APCO Policy Manual. The Secretary and Treasurer shall forward to the Membership Records Manager a listing of

such members along with a check for the Association dues so these members may maintain interest in the affairs of APCO-International, Inc.

- 3.2 This highest level of membership shall be awarded only to those persons currently holding another category of membership in the Chapter. The Life Member title shall be added to that of any other category of membership. This title and the member's regular other membership category title with all its privileges and benefits shall be enjoyed, and held exempt from dues, for the life or resignation of such member.
 - 3.2.1 This honor may be bestowed upon members who have, at the Chapter level, made a minimum of five (5) significant contributions toward the fulfillment of the purpose of the Chapter. Consideration will be given to the range of applicable accomplishments that demonstrate the candidate's breadth of contributions to the purpose of APCO.
 - 3.2.2 To be eligible for Chapter Life Member, the nominee shall have been a member of the Illinois Chapter for a minimum of ten (10) years and a current member. In addition, they shall, as a minimum, complete three (3) of the following requirements identified below:
 - 3.2.2.1 Served a full term as President of the Chapter.
 - 3.2.2.2 Served as a member of the Executive Board for four (4) years.
 - 3.2.2.3 Served as a local area frequency advisor for at least four (4) years.
 - 3.2.2.4 Served as the Chapter Commercial Advisor member for at least four (4) years.
 - 3.2.2.5 Served a full year as one of the committee chairs for the Chapter's annual conference.
 - 3.2.2.6 Served as a member of an association standing committee or taskforce for three (3) years.
 - 3.2.2.7 Served as the member of a committee for either a regional or international conference.
 - 3.2.2.8 Served as a chair of one or more chapter committee for five (5) years
 - 3.2.2.9 Actively served on a committee for the chapter's annual conference for three (3) years.
 - 3.2.2.10 Served a full term as an Executive Council Representative.

ARTICLE III: MEMBERSHIP

SECTION 3.5: CHAPTER HONORARY MEMBER NOMINATION PROCEDURES

PURPOSE

To recommend guidelines for Illinois APCO Chapter Honorary Membership, a designation that can be awarded to individuals that may or may not hold membership in the Association.

AUTHORITY

Establishment of a Chapter Honorary Membership is provided for in the Membership Designation 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 section of this Policy Manual.

POLICY

1. Chapter Honorary Membership is a designation that can be awarded, at the prerogative of the Illinois 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. This honor shall be processed in the following manner:
 - 3.1 The Executive Board shall make a recommendation for the appointment to the Quorum.
 - 3.2 The appointment shall be made based on the majority approval of the Quorum
4. The term of this category shall be for a period of twelve (12) months and thereafter as the chapter may determine in accordance with the provisions of this section.
5. Notification of this appointment shall be sent by the Chapter Secretary to the Membership Department at the Association office
 - 5.1 The benefits of this category are increased fellowship due to recognition of contributions made especially in the event of this title being added to a current membership title.
 - 5.2 The following persons are eligible for this category.
 - 5.2.1 Those who have made significant contributions to the objectives of the Illinois Chapter.

- 5.2.2 Retired members who have held membership in any category for more than twenty (20) years.

ARTICLE IV: EXECUTIVE BOARD

SECTION 4.1: MEETINGS

PURPOSE

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

AUTHORITY

The Executive Board shall meet and conduct the business of the Chapter at such times and places as the President or a majority of the Executive Board shall specify as authorized by Article V, Section 5.7 of the Chapter's Bylaws.

POLICY

1. The Executive Board shall, at a minimum, meet in person four (4) times per year.
 - 1.1 The Executive Board may meet at such other times and places as necessary to conduct the business of the Chapter.
 - 1.1.1 Meetings may be conducted via teleconference and /or other electronic means.
2. Members of the Chapter may attend meetings of the Executive Board as observers.
 - 2.1 Chapter members attending as observers shall not be permitted to be present during meetings designated as an executive session.
 - 2.2 Neither the Chapter nor the Executive Board shall be obligated to provide prior notice or documentation of agendas, etc. to members attending meetings of the Executive Board solely as observers.

ARTICLE IV: EXECUTIVE BOARD

SECTION 4.2: MINUTES

PURPOSE

To establish a procedure for recording and retaining official minutes of meetings of the Illinois APCO Executive Board

AUTHORITY

The meetings of the Executive Board are required by Article VII, Section 7.6 of the Chapter's Bylaws.

POLICY

1. Minutes of all official meetings of the Executive Board shall be recorded.
2. The official minutes of the meetings of the Executive Board will provide a permanent, written record of actions taken, decisions made, and a listing of items discussed.
3. The Secretary shall serve as clerk of record who will record the minutes of all meetings of the Executive Board.
4. Minutes of all official meetings of the Executive Board shall be reviewed and approved by the Board.
 - 4.1 At the conclusion of each meeting, within the time specified by the Board, copies of the minutes taken shall be forwarded to each member of the Executive Board.
 - 4.2 The Executive Board shall approve the minutes, as corrected, at their next meeting or at the first meeting at which the corrected minutes are available.

ARTICLE IV: EXECUTIVE BOARD

SECTION 4.3: NOMINATION PROCEDURES

PURPOSE

To establish a procedure for nominating Chapter members for election to the Illinois APCO Executive Board

AUTHORITY

Nominations of candidates for the Executive Board are authorized by Article VI of the Chapter's Bylaws.

POLICY

1. The Nominations Committee shall evaluate the qualifications of each candidate and shall certify compliance with these requirements to the Quorum.
2. The Nominating Committee chairperson shall announce the positions for which candidates are being sought no later than the September membership meeting.
3. Application Forms shall be available on the website at the time the announcement is made.
4. Positions of Leadership. APCO International required positions of Chapter President, Chapter Secretary and Executive Council representative may only be held by voting-eligible Members, subject to the individual satisfying all other eligibility criteria for the position being sought, except that individuals selected to a post that is intended to solely represent Chapter members in a non-voting category must themselves be members in the same non-voting category. Additional positions may be established at Chapter

discretion. Positions include but are not limited to, Vice-President, President-Elect, Chapter Commercial Advisory Member, or Treasurer.

5. Revocation. If, at any time, a member shall violate any of the terms of Membership, the Association may revoke the individual's membership pursuant to the policies and procedures of the Association.
6. The election of members to the following positions shall be held during the last month of the calendar year, in which the term of office expires. Nothing in this Policy Manual shall be construed in such a manner as to prevent any member from succeeding themselves.
 - 6.1 President, First Vice President, Second Vice President, Secretary, Treasurer, four (4) Executive Board members, and Chapter Representative to the Association's Executive Council.
 - 6.2 All elective positions in this Chapter shall be elected from nominations by the Nominations Committee in accordance with Bylaws and the Illinois APCO Policy Manual, or in the absence of candidates from the Nomination Committee, the President shall appoint at the advice and consent of the Executive Board.
 - 6.2.1 When the nomination process produces two or more candidates for an elective position, then that position shall be elected by a balloting process, in accordance with the Illinois APCO Policy Manual.
 - 6.2.2 When the nomination process produces only one candidate for an elective position, then the Nominations Committee Chair shall take a voice vote at the close of the nomination process to elect that individual to the position to which they were nominated.
 - 6.2.2.1 Candidates elected by voice vote shall take office according to Section 6.4.4 of this Article.
 - 6.2.3 No more than one person from the same employer shall serve as a voting member on the Executive Board at any time.
 - 6.2.3.1 The one-person limitation applies to employed individuals or those retired within the past 12-months from the same employer and not currently employed by another public safety agency.
 - 6.2.3.2 If an election process causes more than one person from the same employer to be eligible to serve as a voting member on the Executive Board during any given time frame, the results shall be determined in the following order:
 - 6.2.3.3 In the absence of candidates under this section the limitations of paragraph 6.4.3 may be waived.

6.2.3.4 The current office holder(s), from the same employer shall retain their office(s).

6.2.3.5 The candidate running with opposition that receives the highest vote number total shall serve in the position they ran for.

6.2.3.6 When multiple candidates running for different positions win and have received identical vote totals, the following hierarchical selection process shall be utilized.

6.2.3.6.1 President / First Vice President / Second Vice President / International Executive Council Member / Secretary / Treasurer / Executive Board Members

6.2.3.6.2 In the case of a tie for the same position, the candidate who shall serve in the position will be determined through a method of random chance selection as determined by the sitting Executive Board.

6.2.4 Elected candidates shall assume positions at the conclusion of the business meeting held during the last month of the calendar year, in which the term of office expires.

6.3 Should there be no candidate for any position, they shall be filled in the manner provided for in Article V, Section 5.6 of the Bylaws.

6.3.1 In the event of a vacancy of the International Executive Council representative; the President shall appoint someone that meets the eligibility requirement or may fill the position himself/herself for the remainder of the term.

MEMBERSHIP MEETINGS AND QUORUM

Section 4.4 Membership Meetings

PURPOSE

To establish a procedure for membership meetings.

AUTHORITY

The meetings of the Executive Board are required by Article VII, Section 7.6 of the Chapter's Bylaws.

POLICY

1. The Chapter shall meet a minimum of four (4) times per calendar year, one of which may be held at the APCO International Conference.
2. The Chapter meeting schedule shall be established each year by the Executive Board.
3. Special meetings of the Chapter shall be called by the President, or three (3) Executive Board members, or upon written application of ten (10) Full Member category members.
 - 3.1 Notice of such meeting, and statement of the reason for such meeting, shall be sent to the Secretary.
4. Membership Quorum
 - 4.1 Total of three Executive Board members and an additional five other voting eligible category members represented in person shall constitute a Quorum at any meeting.
 - 4.2 A simple majority of voting eligible category members present and voting at a business meeting shall decide all issues except an Amendment to the Bylaws, in which case two-thirds (2/3) majority vote shall be required and the provisions of Article X of the Bylaws shall apply.
 - 4.3 All authority derives from the voting membership of the Chapter.
 - 4.4 The voting membership of the Chapter is represented by the Quorum as formed at the Business Meetings. As such, the Quorum wields the full power of the Chapter.
 - 4.5 The Quorum shall have sole authority to amend the chapter Bylaws. This authority may not be delegated to the Board of Officers, Executive Board or any other entity.
 - 4.6 The Quorum shall have the sole authority to remove one of the Chapter officers from office once they have been impeached.
5. Voting rights
 - 5.1 All persons in a voting-eligible category of Membership are entitled to one vote on each matter submitted to a vote under the Chapter Membership Quorum.
 - 5.2 The right to vote within the Illinois Chapter at meetings of the Quorum is a privilege of the Full Member category members and of those members of the Chapter granted designation as "Life Member" by the Association.
 - 5.3 During Executive Board meetings voting shall be limited to Board of Officers, Immediate Past President, Commercial Advisory member, and the four additional Executive Board members.
 - 5.3.1 The President shall only vote in the case of a tie.

5.3.2 The Frequency Advisors shall not have any voting privileges during Executive Board meetings.

5.3.3 Other classes of membership may exercise voting privileges only in those specific standing or special committees on which they are permitted and appointed to serve.

5.4 Positions of Leadership

5.4.1 APCO International required positions of Chapter President, Chapter Secretary and Executive Council representative may only be held by voting-eligible Members, subject to the individual satisfying all other eligibility criteria for the position being sought, except that individuals selected to a post that is intended to solely represent Chapter members in a non-voting category must themselves be members in the same non-voting category. Additional positions may be established at Chapter discretion. Positions include but are not limited to, Vice-President, President-Elect, Chapter Commercial Advisory Member, or Treasurer.

5.4.2 Revocation. If, at any time, a member shall violate any of the terms of Membership, the Association may revoke the individual's membership pursuant to the policies and procedures of the Association.

ARTICLE V: COMMITTEES, APPOINTMENTS, AND TASK FORCES

SECTION 5.1: COMMITTEE, APPOINTMENTS, AND TASK FORCES

PURPOSE

To provide guidelines for establishing Illinois APCO committees and task forces.

AUTHORITY

Standing Committee are authorized by Article V, Section 5.7 of the Bylaws.

POLICY

1. The following is a list of the Standing Committees for the Illinois APCO Chapter.
2. The Committees shall consist of five (5) or more members which shall include an Executive Board Member. It is preferred that a full member category member of each committee shall be named chair.
3. The duties of all committees shall be defined by the President where otherwise not stated.
4. The President shall appoint committees as the need arises.

- 4.1 These special committees 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, or until changes are made by the President for the good and welfare of the Chapter.
 - 4.2 The President with consent shall make recommendations for appointments to state boards as needed.
5. The standing committees are Bylaws, Nominations, Historical, Legislative, Awards and Scholarships, Public Service Awareness and Education, Chapter Conference, Training and Certification, and Emerging Technology.
- 5.1 The Bylaws Committee
 - 5.1.1 This Committee shall assist in matters of amending the Bylaws of this Chapter and the Association. It shall also prepare other types of resolutions.
 - 5.1.2 The Bylaws of this Chapter may be amended by presenting, in writing, to the President before any business meeting.
 - 5.1.3 The President shall have the Secretary electronically post a copy of the proposed change to the Chapter website and send a notification to the Chapter membership advising of the posting no less than thirty (30) days prior to the meeting at which the amending vote shall take place.
 - 5.1.4 A Chapter business meeting Quorum may amend and revise the language of a proposed change to Bylaws to amend by majority vote on each such proposed revision.
 - 5.1.5 All amendments passed and adopted by this Chapter in accordance with the Bylaws shall be in full force and effect upon the adjournment of the meeting wherein considered and adopted, provided an exception to this is not otherwise contained in the language of the amendment itself.
 - 5.2 The Nominations Committee
 - 5.2.1 This Committee shall be chaired by the immediate Past President and, at a minimum, shall include the Secretary and one voting eligible member at large.
 - 5.2.2 This committee shall actively study the Chapter membership, observing individuals in an effort to evaluate interest in, and willingness to work at, promoting the goals of APCO, both at the Chapter and the Association levels.
 - 5.2.3 This committee shall select a minimum of one candidate for each position to be elected. This committee shall present its recommendations to the membership prior to the annual election.

5.3 The Historical Committee

- 5.3.1 The appointed chairman of this committee shall be the Chapter's liaison to the Association's Historical Committee.
- 5.3.2 This Committee shall actively research, compile, and maintain a file on the records and history of this Chapter and the Association
- 5.3.3 This Committee shall administer the maintenance of the Chapter's historical collection at the Bradley University Library in conjunction with APCO International.

5.4 Legislative Committee

- 5.4.1 This Committee shall inform the membership in all aspects of State and Federal legislation that have an effect on the Illinois APCO Chapter and public safety agencies.
- 5.4.2 This Committee will recommend new legislation that will benefit the Illinois APCO Chapter and the public safety community.
- 5.4.3 This Committee will function as a joint committee with Illinois NENA, with equal representation and funding provided by each Chapter.

5.5 Awards and Scholarship Committee

- 5.5.1 This Committee shall administer Chapter scholarships and awards as determined by the Chapter Executive Board.

5.5.2 Otto Rhoades Scholarship

- 5.5.2.1 Illinois APCO sponsors an annual scholarship for the purpose of supporting the educational efforts of its members and their families. The scholarship is named in honor of Past International and Illinois Chapter President and APCO Life Member Otto Rhodes.

The Otto Rhoades Scholarship is open to all current chapter members and qualifying family members. Scholarship money can be used for tuition, books, or lab fees.

5.5.3 Cortina RPL Scholarship

- 5.5.3.1 The APCO Institute Leadership Certificate Program is a comprehensive 12- month online program leading to the professional designation of Registered Public-Safety Leader (RPL). RPL recipients receive a certificate of acceptance into the APCO Institute Registry of Public-Safety Leaders, a formal and prestigious acknowledgment of excellence within our industry. To be eligible to apply, you must be:

- 5.5.3.1.1 An APCO International member (Illinois Chapter) in good standing with a demonstrated record of service to our Association and our industry.
- 5.5.3.1.2 Must maintain APCO membership during the RPL Program and one year immediately after.
- 5.5.3.1.3 Full-time employment with an Illinois 9-1-1 PSAP
- 5.5.3.1.4 Willing and able to commit to completing and critiquing the program requirements
- 5.5.3.1.5 Dedicated to accepting the challenge of ongoing leadership and service for the betterment of public safety communications

5.5.4 Chapter Annual Awards

5.5.4.1 The awards recognize individuals who perform in an outstanding manner throughout the year. Illinois APCO will present awards in the following categories:

- 5.5.4.1.1 Communications Director / Manager of the Year
- 5.5.4.1.2 Line Supervisor of the Year
- 5.5.4.1.3 Technician of the Year
- 5.5.4.1.4 Telecommunicator of the Year
- 5.5.4.1.5 Trainer of the Year
- 5.5.4.1.6 Other Awards & Scholarships as designated by the Chapter Executive Board

5.5.4.2 The winners will be the nominees who best meet the following requirements:

- 5.5.4.2.1 Personal and professional conduct must be indicative of unimpeachable moral character, emotional stability, integrity and dependability. Describe how this nominee's conduct meets these requirements.
- 5.5.4.2.2 Displays personal habits and personality that merits and receives the respect and esteem of co-workers, supervisors, peers and others. Describe how the nominee's personal habits and personality meet these requirements.

- 5.5.4.2.3 Exhibits outstanding performance in controlling any situation, i.e. emergency incidents, personnel, emergency repairs, etc. Describe how this nominee's performance meets these requirements.
- 5.5.4.2.4 Exceptional courage, foresight, alertness or skill in the performance of highly creditable and unusual situations. Describe how this nominee's display of exceptional courage, foresight, alertness and skill meet these requirements.
- 5.5.4.2.5 Acts of valuable communications service demonstrating special faithfulness and perseverance. Describe the actions that show how this nominee's conduct meets these requirements.
- 5.5.4.2.6 Actions which reflect the highest tradition of public safety communications. Describe the actions that show how this nominee's conduct meets these requirements.
- 5.5.4.2.7 Actions which demonstrate dedication to the field of public safety communications and a continuing interest in maintaining the highest standards.

5.5.5 Public Service, Awareness & Education Committee

5.5.5.1 This committee shall provide for public and membership education

5.5.6 Chapter Conference Committee

5.5.6.1 The Chapter shall participate in an annual state conference of the Illinois Public Safety Telecommunications Association.

5.5.6.2 The President shall serve on the Board of Officers of the Illinois Public Safety Telecommunications Association

5.5.7 Training and Certification Committee

5.5.7.1 This committee shall focus on training and certification including recommending and designing curriculum.

5.5.7.2 The committee may make recommendations on the implementation of the program to ensure a standard of service statewide. It may work with the Statewide 9-1-1 Administrator as needed to advance this effort.

5.5.7.3 This committee will function as a joint committee with Illinois NENA, with equal representation and funding provided by each Chapter.

5.5.8 Emerging Technologies Committee

- 5.5.8.1 This committee shall focus on introducing and educating membership of new and emerging technologies affecting PSAP/ECC.
- 5.5.8.2 The committee will make educational recommendations on information that should be shared with the membership
- 5.5.8.3 The committee will provide quarterly reports to the IL APCO Executive Board.
- 5.5.8.4 The committee will be comprised of IL APCO chapter membership
- 5.5.8.5 The committee will have a minimum of one representative appointed from the IL APCO Executive Board to participate in committee meetings.
- 5.5.8.6 When a commercial advisor representative is appointed to the committee, that position shall not serve as a co-chair of the committee, but a participating member only.
- 5.5.8.7 A Commercial Advisory Representative will assist with coordination of subject matter experts.
- 5.5.8.8 The committee will refrain from endorsing any specific commercial partner related to any emerging technology.
- 5.5.8.9 When a commercial partner subject matter expert is requested, priority will be will be given first to IL APCO commercial members, followed by IPSTA Sponsor participants before other vendors are invited.

5.5.9 Statewide Advisory Board

- 5.5.9.1 The Illinois Chapter of APCO shall be one of the 11 voting members of the Statewide Advisory Board.
- 5.5.9.2 The Executive Board shall recommend for appointment by the Governor.
- 5.5.9.3 The Statewide 9-1-1 Advisory Board shall: advise the Department of State Police and the Statewide 9-1-1 Administrator on the oversight of 9-1-1 systems and the development and implementation of a uniform statewide 9-1-1 system; make recommendations to the Governor and the General Assembly regarding improvements to 9-1-1 services throughout the State;

and exercise all other powers and duties provided in the Emergency Telephone System Act. The Statewide 9-1-1 Advisory Board shall submit to the General Assembly a report by March 1 of each year providing an update on the transition to a statewide 9-1-1 system and recommending any legislative action. The Department of State Police shall provide administrative support to the Statewide 9-1-1 Advisory Board.

ARTICLE V: COMMITTEES AND TASK FORCES

SECTION 5.2: TELECONFERENCE POLICY

PURPOSE

To provide guidelines for the use of teleconference resources by Illinois APCO Executive Board and the committees.

AUTHORITY

The authority for the use of teleconference resources is established in Article IV, Section 2.1 of the Chapter's Bylaws.

POLICY

1. Only Illinois APCO Committee Chairs and Executive Board members will be allowed to use the Chapter's teleconference accounts to conduct committee and/or Chapter business.
2. Other uses of the Chapter's teleconference accounts will have to be approved by the Illinois APCO President. Should the Chapter President not be available to approve a teleconference request, the First Vice President will be notified and given the discretion to approve.
3. When an Illinois APCO Committee Chair wishes to hold a teleconference meeting, they will contact the Illinois APCO Treasurer. The Chapter Treasurer will give the Committee Chair the procedure to conduct the teleconference.
 - 3.1 The Committee Chair shall provide the Chapter Treasurer with the name of the committee, the date, time, approximate number of people attending the teleconference, and the purpose of the teleconference.
 - 3.2 If the Executive Board requires teleconference facilities, the Chapter President will contact the Chapter Treasurer to set up this teleconference
 - 3.3 The President shall provide the date, time and approximate number of people attending the teleconference.

- 3.4 The Chapter Treasurer will e-mail the teleconference information to the Chapter's Executive Board.
- 3.5 After receiving a teleconference request, the Chapter Treasurer shall e-mail or fax to the requestor the needed documentation to document the teleconference.
 - 3.5.1 The documentation sheet will contain the access telephone number, the meeting number, the P.I.N., the Committee name and the name of the requestor.
 - 3.5.2 The documentation sheet will also contain instructions for the requestor and committee members on how to participate in the teleconference call.
- 3.6 When the teleconference is completed, the requestor will complete the form with the time the call started, time the call ended and the name of the committee members that attended. This form will be faxed or e-mailed back to the Chapter Treasurer.
- 3.7 The Chapter Treasurer will keep the documentation sheets in a file. When the Chapters taxes are prepared, this documentation will be removed from the file, and kept with the tax papers.

ARTICLE VI: TRAVEL AND REIMBURSEMENT

SECTION 6.1: GENERAL TRAVEL AND REIMBURSEMENT POLICY

PURPOSE

To provide uniform guidelines for reimbursement of expenses to eligible members of the Executive Board.

AUTHORITY

The Board of Officers is required to manage the finances of the Chapter under Article V, Section 5.7 of the Chapter's Bylaws.

POLICY

1. The Chapter President, the International Executive Council Representative, the Chapter Secretary and Chapter Treasurer are the only members of the Chapter for whom expenses will generally be reimbursed. Other Executive Board members, with expenses, will need to have their items approved by the Executive Board prior to the purchase/travel. Expenses will only be reimbursed as detailed in the following paragraphs.
2. Eligible members will be reimbursed for out-of-pocket expenses related to the operation of their office. These expenses are detailed in Paragraph 8. All such claims for reimbursement shall be made on the proper form accompanied by original receipts.

3. The President is approved for the following travel and associated expenses:
 - 3.1 The Chapter President is expected to attend the International Annual Conference, the North Central Regional Conference and the annual IPSTA Conference.
 - 3.1.1 The Chapter President shall be reimbursed for expenses relating to attending these conferences subject to the conditions set forth in Paragraph 8.
 - 3.2 Should the President not be able to attend any of the above conferences, the President shall appoint a proxy to attend the conference(s).
 - 3.2.1 The appointed proxy shall be reimbursed for expenses subject to the conditions set forth in Paragraph 8.
4. The International Executive Council Representative is approved for the following travel and associated expenses:
 - 4.1 The International Executive Council Representative is expected to attend the International Annual Conference, the Mid-Year International Executive Council meeting and the North Central Regional Conference.
 - 4.1.1 The International Executive Council Representative shall be reimbursed for expenses relating to these conferences subject to the conditions set forth in Paragraph 8.
 - 4.2 Should the International Executive Council Representative not be able to attend any of these conferences, the President shall appoint a proxy to attend the conference(s).
 - 4.2.1 The appointed proxy shall be reimbursed for expenses subject to the conditions set forth in Paragraph 8.
5. The Chapter Secretary will generally be reimbursed only for expenses related to the operation of that office, or at the discretion of the Executive Board.
6. The Chapter Treasurer will generally be reimbursed only for expenses related to the operation of that office, or at the discretion of the Executive Board.
7. The Frequency Coordinators shall not be eligible for reimbursement by the Illinois Chapter for expenses related to coordination activities since APCO International is now receiving all revenue and paying all expenses relating to Frequency Coordination.
8. In addition to expenses related to the operation of their offices, the President and International Executive Council Representative may request reimbursement for the following expenses:
 - 8.1 Registration

- 8.1.1 The Chapter will pay or reimburse any and all registration fees for the President or his Proxy for the International Annual Conference, the North Central Regional Conference and the annual IPSTA Conference.
- 8.1.2 The Chapter will pay or reimburse any and all registration fees for the International Executive Council Representative or his proxy for the International Annual Conference, the Mid-Year Executive Council meeting and the North Central Regional Conference.

8.2 Lodging

- 8.2.1 The Chapter will pay or reimburse lodging expenses, at the single conference rate or government rate, for the President and International Executive Council Representative or their proxies for an approved conference or meeting at the conference or 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.

8.3 Airfare

- 8.3.1 The Illinois Chapter will pay or reimburse airfare expenses up to the cost of a 14-day advance coach round trip airfare ticket. An upgrade to first class is at the member's expense. The member should submit the original receipt.
- 8.3.2 The Illinois Chapter will pay or reimburse the lesser between a 14-day advance coach airfare ticket airline and the current IRS mileage rate. If mileage rate is selected the expense will not exceed that of a 14-day advance coach airfare ticket. The member shall be responsible for determining the lowest 14-day advance coach airfare rate prior to requesting reimbursement. Mileage expenses will be reimbursed based on federal guidelines.

8.4 Parking

- 8.4.1 Parking expenses at the departure airport will be reimbursed at the rate of \$15 per day 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.
- 8.4.2 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.

8.5 Food and Beverage

- 8.5.1 The Illinois 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. Receipts are required for reimbursement.

- 8.5.2 Food & Beverage expenses that exceed established federal per-diem guidelines would not be reimbursed.
- 8.5.3 When using the federal per-diem guidelines the individual meals will not be broken down into a specific dollar amount.
- 8.5.4 Food & Beverage expenses cannot be averaged over the length of the event in order to comply with the established federal guideline per-day ceiling.

8.6 Miscellaneous Expenses

- 8.6.1 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. All miscellaneous expenses must be accompanied by a receipt and a statement of explanation.
- 8.6.2 A single, long distance telephone call not to exceed \$10 per day will be allowed.
- 8.6.3 Reimbursement for other long-distance telephone calls are not automatically reimbursable
- 8.6.4 All Miscellaneous Expenses are subject to Executive Board approval before reimbursement will be made

9. Documentation

- 9.1 A properly documented receipt should be obtained for each item of expense (except mileage) exceeding \$2.00.
 - 9.1.1 A regular receipt from the service provider should be submitted whenever possible.
 - 9.1.2 If no such receipt exists, a credit card receipt will suffice.
 - 9.1.3 If receipts for meal expenses are not available (group meals and one check, etc.) then the member shall submit a statement detailing the cost of the meal and the reason why no receipt is being provided.
- 9.2 All requests for direct payment or reimbursement shall be made on the proper current Expense Reimbursement form.
 - 9.2.1 In the case of direct payments a copy of the registration form or other proper documentation shall accompany the request.
 - 9.2.2 In the case of reimbursements original receipts must accompany the request. Copies of receipts will not be accepted.
- 9.3 Payments for all covered expenses or reimbursements in paragraphs 8.1–8.5, will be processed upon receipt by the Treasurer.

- 9.4 Miscellaneous Expenses, Paragraph 8.6, will be processed after approval of the Executive Board.
10. The financial status of the Chapter shall be taken into consideration before any travel expenses are authorized or paid.

ARTICLE XI: RECORDS MANAGEMENT

SECTION 11.1: DOCUMENT RETENTION AND DESTRUCTION

[Changes are subject to approval by a two-thirds (2/3) majority vote of the whole Board of Directors.]

PURPOSE

To prescribe general guidelines for a Records Management Program that provides for the permanent archiving of historical documents, as well as to include processes for the organization, retention period, and eventual disposal of all other categories of records (financial, business, and otherwise) of the Chapter. These general guidelines shall ensure compliance with laws and regulations, eliminate accidental or innocent destruction of records, and promote efficient and cost-effective recordkeeping protocols.

AUTHORITY

The Chapter is authorized to establish and adhere to a document retention and destruction policy to conform to IRS guidelines for federally tax-exempt entities.

POLICY

1. General Responsibility
 - 1.1 It is the responsibility of all members or other persons with caretaker duties over original source documents in paper or electronic format, to comply with the Chapter's document retention and destruction procedures or schedules.
 - 1.2 Such procedures shall be established by the President in accordance with prevailing Federal, State, and Local laws or regulations as well as requirements of coordinating agencies, standards-setting bodies, certification or licensure programs, grant-makers, and other contractual parties, as appropriate, with which Illinois APCO is associated.
 - 1.3 Responsibilities to manage such schedules fall to the appropriate Executive Board Member or Committee Chair.
2. Exclusions

- 2.1 Legal Hold. No records (paper or electronic) will be destroyed that are pertinent to any ongoing or anticipated litigation or other investigative proceeding.
 - 2.2 Archives. Notwithstanding the established destruction schedules, the Chapter shall set aside certain documents and records, such as publications and periodicals, and other artifacts of historical significance to the Chapter.
3. Terms for Retention
- 3.1 While minimum periods are suggested, the retention of documents identified below and of documents not referenced should be determined primarily by application of prevailing law, regulation, or policy with any destruction to be superseded by the exclusions noted in 2 above.
 - 3.2 Where applicable (e.g., leases, licenses, contracts, personnel files, etc.), the specified retention periods are measured after disposition, expiration, or all obligations end.
 - 3.3 The following should be retained permanently.
 - 3.3.1 Governance records. Articles of Incorporation, Constitutions, Bylaws, amendments, other organizational documents, and minutes of any governing body, including minutes of the Executive Committee of the Board, minutes of the Board of Directors, and minutes of the Membership Quorum.
 - 3.3.2 Tax records. Applications for tax-exempt status (Form 1023), tax exemption determination letters and related correspondence, federal (Form 990) and state tax returns, and files related to tax audits.
 - 3.3.3 Financial records. Audited financial statements and related correspondence, and attorney contingent liability letters.
 - 3.3.4 Intellectual property records. Copyright and trademark registrations and samples of protected works.
 - 3.3.5 Dues and donor records. Membership records (including designations), chapter documentation, fund statements, grants, gift earmarks, and related donor records.
 - 3.4 The following should be retained for a minimum of ten (10) years.
 - 3.4.1 Sales and use tax returns.
 - 3.4.2 Lobbying records. Federal and State lobbying reports and supporting data.
 - 3.5 The following should be retained for seven (7) years.
 - 3.5.1 Real estate records. Deeds, leases, mortgages, purchase agreements, and closing documents.

- 3.5.2 Insurance. Claims (after settlement), fire, safety, and accident reports.
- 3.5.3 Bank statements. Reconciliations, general ledgers, journals, deposit slips, and cancelled checks.
- 3.5.4 Litigation files. Documents related to legal claims (after settlement).
- 3.5.5 Contracts and inventory. Consultant and vendor agreements, software licenses, equipment leases, inventory, and maintenance files.
- 3.5.6 Corporate filings. Annual reports and charitable registrations.
- 3.7 The following should be retained for three (3) years.
 - 3.7.1 Budget and accountancy records. Including approved budgets, chart of accounts, general ledger, journals, accounts receivable, accounts payable, and petty cash vouchers.
 - 3.7.2 Official documentation. Conflict of interest disclosure forms, declaration of candidacy forms, applications for various Chapter activities, and correspondence issued from the Executive Committee or Board.
 - 3.7.3 Property tax returns.
- 3.8 The following should be retained for one (1) year.
 - 3.8.1 Employment applications and resumes not related to actual employee personnel files.
 - 3.8.2 Americans with Disabilities Act documentation.
 - 3.8.3 Unconsummated proposals. For grants requests or for contractual services in response to bid requests that are not ultimately selected or chosen.