



CONSTITUTION AND BYLAWS

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***THE CONSTITUTION AND BYLAWS OF THE
MONTANA STATE CHAPTER
OF THE ASSOCIATION OF PUBLIC-SAFETY
COMMUNICATIONS OFFICIALS (APCO)***

ARTICLE I

NAME/GEOGRAPHICAL AREA

Section 1.1-Name

This organization shall be known as the MONTANA Chapter of the Association of Public-Safety Communications Officials, Inc. (APCO).

Section 1.2-Geographical Area

As authorized by the CHARTER issued by the International Office of the Associated Public-Safety Communications, Inc., on 12 August 1973, the geographical area included within this chapter is the State of Montana.

ARTICLE II

MISSION

Section 1-Mission:

Montana APCO is a member driven association of communications professionals that provides leadership and opportunities; influences public-safety communications decisions of government and industry; promotes professional development; and fosters the development and use of technology for the benefit of the public and responders.

ARTICLE III

PURPOSE

Section 1-Purpose:

1.1 The purpose of the MONTANA Chapter of APCO shall be to:

1.2 Foster development and progress of the profession of public-safety communications and to promote cooperation in the communications activities of Town, City, County, State, Tribal, and Federal public safety agencies and other governmental authorities, and of the communication centers thereof, to the end that the safety of human lives, the protection of property and general welfare of all people may be benefited to the highest degree.

1.3 Represent its members, public safety communications and supporting information technological interests in general before regulatory and policy-making bodies as may be appropriate; and

1.4 Through the programs and membership of the organization, protect citizens and their property and provide for their welfare by these and other appropriate means.

ARTICLE IV
CONFLICT OF INTEREST

Section 1. Purpose

The purpose of the conflict of interest policy is to Montana APCO Inc.'s (Chapter's) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization 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 2. Definitions

2.1 Interested Person – Any director, principal officer, or member of interest, as defined below, with Board of Directors delegated powers, who has a direct or indirect financial interest, is an interested person.

2.2 Financial Interest – A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

2.21 An ownership or investment interest in any entity with which Chapter has a transaction or arrangement.

2.22 A compensation arrangement with the Chapter or with any entity or individual with which the Chapter has a transaction or arrangement, or

2.23 A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Chapter is negotiating a transaction or arrangement.

Compensation – includes direct and indirect remuneration as well as gifts or favors that are more than \$100.00 in value.

ARTICLE V
MEMBERSHIP AND QUALIFICATIONS

Section 1-Application

1.1- Application for membership in this Association shall be submitted to APCO International, and will be subject to verification of eligibility/membership classification. Membership in the Montana APCO Chapter shall be open to persons in good standing who satisfy the requirements of these Bylaws.

1.2 The Montana APCO Chapter shall have those membership classes as provided for in the current APCO International Policy Manual and Bylaws.

1.3 Membership SHALL NOT BE DENIED on the basis of race, color, creed, sex, or national origin.

Section 2-Changes in Membership Qualifications

2.1 Should the occupational status of any member change so as to affect membership qualification, the membership classification shall automatically change to concur with this new classification

2.2 Any elected officer of this Chapter shall automatically vacate such office upon loss of qualification as a Full voting-eligible member.

Section 3-Chapter LIFE Member Guidelines

3.1 The purpose of these guidelines is to award individual Chapter members based upon the member meeting an established set of guidelines set forth in these bylaws.

3.2 The Chapter Life Member distinction is a designation that is added to the member's current membership category title.

3.2.1 The designation of Chapter Life Member is recognized only within the chapter conferring the distinction.

3.2.2 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.

3.2.3 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.

3.3 The conferring chapter shall annually pay to the Association Office the dues amounts specified in the Policy Manual for the category of membership for which each such Chapter Life Member is qualified.

3.4 The following guidelines are recommended as a minimum for Chapter Life Membership and should be considered for incorporation in the chapter's Constitution and Bylaws. Assistance is available to chapters from the Association Membership Department and the Bylaws Committee. To be eligible for this recognition, the nominee will normally be expected to:

3.4.1 Have been a member of the Association a minimum of fifteen (15) years, at least five (5) of which shall be as a member of this chapter; and

3.4.2 Hold current membership in the appropriate membership category; and

3.4.3 Have made at least five (5) major contributions at the chapter and/or Association level, which have contributed significantly to the chapter, Association, the commercial community, and/or the general public safety community. Items to be considered may include, but not be limited to the following. It is suggested that each additional completion of items 3.3.6 through 3.3.13 shall each constitute a single contribution.

3.4.3.1 Served a minimum full term as Chapter President.

3.4.3.2 Member of a Chapter Board of Officers for at least four (4) years.

3.4.3.3 Local Area Frequency Advisor for at least four (4) years.

3.4.3.4 Chapter Commercial Committee Chair for at least four (4) years.

3.4.3.5 Executive Council Member for at least four (4) years.

3.4.3.6 Regional or Annual Conference Chair.

3.4.3.7 Regional or Annual Conference Committee Chair.

3.4.3.8 Chapter Conference Chair.

3.4.3.9 Chapter Conference Committee Chair.

3.4.3.10 Chair of Association Standing Committee.

3.4.3.11 Chair of Chapter Standing Committee.

3.4.3.12 Major contribution to the art of communications.

3.4.3.13 Any item from the requirements for Life Membership in the Association that is not already listed above.

This honor shall be bestowed upon qualified members by the nominee's chapter upon recommendation by the chapter's executive committee and majority approval of the chapter quorum. Notification of this appointment shall be sent to the Membership Department at the Association office.

3.5 Other Membership Awards-Guidelines and forms for APCO International Life Member and Senior Member are located in the APCO International Policy Manual.

ARTICLE VI NON-PROFIT STATUS

Section 1- Non-Profit Status:

1.1 No part of the net earnings of Montana APCO shall accrue to the benefit of, or be distributed to its members, officers, or to any other private persons; except to pay reasonable compensations for services rendered and/or pre-approved reimbursement for actual expenses incurred.

1.2 Montana APCO shall not carry on any activities which may be prohibited for an organization ruled exempt from Federal Income Tax under Section 501 (c) (6) of the Internal Revenue Code of 1954, or the corresponding provision of any further United States internal revenue laws.

ARTICLE VII OFFICERS-EXECUTIVE COMMITTEE

Section 1-Composition

There shall be an Executive Committee. It shall consist of the President, Vice-President, Secretary/Treasurer, Immediate Past President, Executive Council Representative, Chapter Eastern and Chapter Western Ambassadors, and a Chapter Commercial Advisory Member who have been seated in accordance with these bylaws.

Section 2-Chapter Commercial Advisory Member (CCAM)

The Chapter Commercial Advisory Member shall be appointed, on a bi-yearly basis, upon a recommendation of the Chapter Commercial Members, and approved by the existing Executive Committee. The CCAM must be a Commercial member of the Montana APCO Chapter.

Section 3-Elected Officer Criteria

3.1 The right to hold elected office, at all levels, and in all areas, of this Association is a privilege of those members appointed to a full membership status as provided by APCO International Policy Manual and Bylaws.

3.2 All candidates will be required to produce an Intent to Serve Letter signed by their agency Administrator/Manager/Director/Supervisor as applicable to allow them to fulfill the requirements of the office. This letter will be provided by the Secretary/Treasurer to each candidate that may travel at the expense of the Montana APCO Chapter. Upon nomination the candidate is to return the document to the Secretary/Treasurer.

Section 4-Election of Chapter Officers

The election of Chapter Officers shall be conducted in the following manner:

4.1 In election years the Chapter Secretary/Treasurer shall send letters to the membership by September 1st soliciting nominations for office. Nominations may be solicited electronically.

4.2 In odd numbered years the election of officers shall be for the positions of: President, Executive Council Representative, and Eastern Ambassador. In even numbered years the election of officers shall be for the positions of: Vice President, Secretary/Treasurer, and Western Ambassador.

4.3 Members shall be given twenty-five (25) days to either fill out nominations and return them to the Chapter Secretary/Treasurer via USPS or other postal service, or if being conducted electronically, submit nominations electronically. If nominations are being conducted electronically, members will be sent a link for nominations with instructions, that will be directly monitored and managed by the Secretary/Treasurer.

4.4 Nominations received after the deadline will not be considered.

4.5 The names of people nominated for any office will be checked by the Secretary/Treasurer against Chapter and International records to determine eligibility.

4.6 A candidate nominated for more than one office may only accept the nomination for ONE position.

4.7 Ballots will then be prepared by the Secretary/Treasurer containing the name(s) of the eligible candidate(s) for each office, plus a line for a write in vote for each office. Titles of current offices held, or designations shall not be added to names for candidates.

4.8 The prepared ballots shall then be mailed out to ALL CURRENT members, as of the date of the election, with instructions for casting their votes and returning the ballots not more than twenty-five (25) days after submission to the electorate. Any ballots received AFTER the deadline WILL NOT be counted.

4.9 To be elected to any Chapter Office a candidate MUST RECEIVE a simple majority of the votes cast.

4.10 Should a simple majority not be determined on the first ballot, a "run-off" vote will be conducted between the two (2) candidates who received the greatest number of votes in the first ballot.

Section 5-Term Limits of Officers

5.1 All positions will serve a term of two (2) years and are able to succeed themselves by running for a second term, if nominated. There will be term limits for all positions of four (4) years, except the Secretary/Treasurer who will serve a term of four (4) years with no term limit.

5.2 The Immediate Past President will serve one term, two (2) years, as a member of the Executive Committee unless the current President is re-elected, then the term limit will follow the current elected Presidents' term limit of four (4) years.

Montana Chapter Election Cycles and Term Limits Table

Executive Committee Position	Term Limit	Elected Odd Years	Elected Even Years
President Two-year term	Four years	X	
Vice President Two-year term	Four years		X
Secretary/Treasurer Four-year term	No term limit		X
Executive Council Representative Four-year term	Four years	X	
Immediate Past President Serves one two-year term unless current President is re-elected then will follow the current term limit for the President.	Two years	N/A	N/A
Western Ambassador Two-year term	Four years		X
Eastern Ambassador Two-year term	Four years	X	
Chapter Commercial Advisory Member Appointed every two years	N/A	N/A	N/A

Term limits are in place immediately upon adoption of bylaws. The initial terms are listed in the above chart.

Section 6-Executive Committee Meetings

1.1 The Executive Committee shall convene at least once each month, with meeting dates and locations. Attendance can be completed by multiple means, including electronic means or call dates and times, to be self-determined.

1.2 Three-fourths of the current Executive Committee shall constitute a quorum for all regularly scheduled meetings. A quorum shall be a majority of the chapter executive board then in office.

1.3 Special meetings of the Executive Committee may be convened upon request of any of its members; such requests will be addressed to the President and/or Secretary/Treasurer. The Secretary/Treasurer shall forward notices of such special meetings in the most expeditious manner to all members of the Executive Committee.

1.4 Any action taken by the Executive Committee affecting the welfare of this Chapter shall be reported the next Chapter meeting.

1.5 It is the responsibility of the Executive Committee to approve the budget proposed by the Secretary/Treasurer and recommend adoption by the Membership.

Section 7-Notification of Election Results

Immediately after an election of officers, the Chapter Secretary/Treasurer shall publish the results of the election to all Chapter members. The President shall fill out a membership change application with the new officers and submit to the Membership Department at APCO International.

ARTICLE VIII OFFICER DUTIES AND AUTHORITY

Section 1 - Chapter President

1.1 Duties

1.1.1 Preside at all meetings of this Chapter and act as the Chairman of the Chapter Executive Committee.

1.1.2 Appoint committees in accordance with these Bylaws.

1.1.3 Carry out all the purposes of this Chapter as set forth in these Bylaws.

1.1.4 Keep the Executive Committee members informed on all Chapter matters.

1.1.5 Make appointments to fill vacancies in Chapter Offices and/or call for nominations.

1.1.6 Make appointments to fill vacancies in Boards requesting to have a Montana APCO representative.

1.1.7 Carry out duties as delegated in this Article, and those policies duly adopted by the Quorum and the Executive Committees.

1.1.8 Appoint special committees to perform tasks deemed necessary during the term of office in accordance with these Bylaws.

1.1.9 Call any committee into session at any time.

1.2 Authority

1.2.1 The President will act in accordance with the bylaws and other guidance of the Montana APCO Chapter, and APCO International. The Chapter will accept no responsibility for any actions or commitments made by the President that violate such guidance.

The Chapter President's parliamentary decision at meetings will adhere to the meeting rules of this Chapter and/or Roberts Rules of Order.

Section 2-Chapter Vice-President

2.1 Duties

2.1.1 Perform all the duties of the Chapter President in his or her absence.

2.1.2 Perform all duties as assigned by the Chapter President

2.2 Authority

2.2.1 The Vice-President will serve as presiding officer for any and all meetings of this Chapter and of the Executive Committee during the absence of the President. The President shall designate a member of the Executive Committee to serve as presiding officer in the event the Vice-President is unable to serve. The Chapter will accept no responsibility for any actions or commitments made by the Vice-President that violate such guidance.

Section 3-Chapter Secretary/Treasurer

3.1 Duties

3.1.1 Keep a complete paper roll from the most current electronic version of the Chapter membership.

3.1.2 Prepare and keep a full report of the funds in the treasury, business expenditures and receipts for presentation at each semi-annual general business meeting and at such other times as the Executive Committee may direct.

3.1.3 Act as recording Secretary at all official Chapter meetings, keeping the minutes of any and all Chapter and Executive Committee meetings, and cause those minutes to be either posted to the website OR otherwise distributed to the Membership, such as PS Connect.

3.1.4 Receive and answer correspondence and perform such other Chapter duties as may be required by the President.

3.1.5 Establish credit and banking facilities

3.1.6 Arrange for printing, recording and clerical facilities

3.1.7 Provide information and other services as necessary to perform his or her duties.

3.1.8 Incur reasonable expenditures in accordance with these bylaws.

3.1.9 Promptly deliver all Chapter monies, financial records, books and papers to his or her successor or whomever the Chapter President may designate.

3.1.10 The Secretary/Treasurer shall be bonded and/or be a Notary Public for the State of Montana at the expense of the Montana APCO Chapter.

3.1.11 Maintain all necessary bank accounts, deposit receipts, and pay Chapter approved general operating expenses incurred by Montana APCO.

3.1.12 Any expenditure that exceeds budgeted approval by more than \$2000 must be approved by the membership. The Executive Committee shall approve all other excess expenditures.

3.1.13 Maintain a reasonable checking account balance based on the approved budget. Additional funds may be deposited into an interest-bearing account of CD.

3.1.14 Authorized signatures on Chapter accounts will be that of the duly elected Secretary/Treasurer, Vice-President, and Chapter President.

3.1.15 Keep full and adequate records of all Chapter fiscal transactions in compliance with generally accepted accounting principles (GAAP)

3.1.16 Submit a written annual financial report to the Executive Committee or designee each June and comply with any audit requirements established by the Membership or Executive Committee.

3.1.17 Cause the preparation of all Federal tax returns, if required, and have an audit of the fiscal records made at such time as the Executive Committee may direct.

3.1.18 Assemble an annual budget and propose to the Executive Committee, providing ample time for approval by the Membership prior to the budget year (June-July)

3.1.19 Perform other duties as may be required by the Executive Committee.

3.2 Audit

3.2.1 Upon the election or resignation of the Secretary/Treasurer, the Chapter shall incur a fiscal audit of the chapter accounts.

3.3 Authority

3.3.1 The Secretary/Treasurer will act in accordance with the bylaws and other guidance of the Montana APCO Chapter, and APCO International. The Chapter will accept no responsibility for any actions or commitments made by the Secretary/Treasurer that violate such guidance.

Section 4-Executive Council Representative

4.1 Duties

4.1.1 It shall be the duty of the Executive Council Representative to represent the Montana APCO Chapter on the Executive Council

4.1.1.1 In the event the Executive Council Representative cannot represent the Montana Chapter at the Executive Council meeting, it will be Representative's responsibility to arrange a proxy for the meeting who shall hold a current elected position on the Chapter Executive Committee, with the concurrence of the Chapter President.

4.1.2 Serve as a liaison between APCO International and the Montana Chapter.

4.1.3 Keep the Chapter membership current and up-to-date on APCO International issues by formally reporting at Chapter meetings. A written report

will be sent to the Executive Committee which may include the
Communique.

Executive Council

4.1.4 Act in accordance with the published bylaws of APCO International in
reference to the duties required of Executive Council members.

4.2 Authority

4.2.1 The Executive Council Representative will act in accordance with the bylaws and other
guidance of the Montana APCO Chapter, and APCO International. The Chapter will accept no
responsibility for any actions or commitments made by the Executive Council Representative that violate
such guidance.

Section 5-Eastern Montana and Western Montana Ambassadors. Members-at-Large

5.1 Duties

5.1.1 Participate in Chapter Executive Committee meetings and Conference calls.

5.1.2 Reach out to prospective members

5.1.3 Welcome new members

5.1.4 Solicit feedback from and represent their constituency on Chapter matters.

5.1.5 Coordinate ideas with their ambassador counterpart.

5.1.6 Establish an open line of communications between the membership and its
Executive Committee.

5.1.7 Facilitate the education of other public safety communications personnel
with regards to APCO International and the Montana Chapter in terms of mission,
purpose, and benefits.

5.1.8 Recruit other public safety communications personnel in an effort to share
Ideas, programs, and resources with each other; and

5.1.9 Assist the chapter's leadership with setting the organization's legislative
Agenda and assist and solicit feedback on official positions on issues affecting
Emergency communications in Montana.

5.1.10 Assist in soliciting interest from members to serve on Chapter Committees.

Section 6-Commercial Representative (CCAM-Chapter Commercial Advisory Member)

6.1 Duties

6.1.1 Must play an active role in the Chapter with guidance from the APCO Policy Manual.

6.1.2 Perform in a manner which promotes and improves the wellbeing of the Chapter and APCO
International.

6.1.3 Represent the interests of the commercial members.

- 6.1.4 Never abuse the position in a manner which would or could be viewed as creating a conflict of interest.
- 6.1.5 Never use the position as a means to promote their individual business or personal interests in a manner not provided to other Chapter Commercial members.
- 6.1.6 Encourage commercial involvement in the Chapter.
- 6.1.7 Promote commercial Chapter membership.
- 6.1.8 Promote good will between the commercial and general membership.
- 6.1.9 Be willing and giving of time and efforts relating to Chapter activity.
- 6.1.10 Become knowledgeable regarding APCO International and Chapter policy.

Section 7-Immediate Past-President

7.1 Duties

The Immediate Past President will serve one term, two (2) years, as a member of the Executive Committee. Their duties will be to provide continuity in the Office and advise the current President on Chapter matters.

Section 8-Vacancies in Office

A vacancy in office will be defined as the absence of an officer, for whatever reason in excess of 90 days, or if they should resign from their office. Any vacancy in office will be brought before the entire Executive Committee to determine if an extended leave of absence is necessary or if the vacancy should be considered permanent.

8.1 President

8.1.1 If the vacancy occurs in the first year or second year of the two-year term, the following will occur:

8.1.1.1 For President, the Vice-President will fill the remainder of the year, unless the Vice-President does not accept the appointment, then the outgoing President shall appoint the President from the current Executive Committee.

8.2 Vice-President

8.2.1 If the vacancy occurs during the first year of the two-year term, the following will occur:

8.2.1.1 For Vice-President if the vacancy occurs during the first or second year of the two-year term a special election will be held to fulfill the term.

8.3 Other Vacancies-Secretary/Treasurer, Executive Council Representative, Eastern or Western Ambassador.

8.3.1 A vacancy in the office of Secretary/Treasurer, Executive Council Representative, Eastern or Western Ambassador, other than a temporary vacancy expected to last less than 90 days, shall be filled by an appointment made by the President, to fulfill the remainder of the term. Such appointment shall require ratification by a majority vote of the Executive Committee. Such confirmation shall certify that the appointee satisfies the eligibility requirements contained in these Bylaws.

ARTICLE IX
COMMITTEES, BOARDS, and COUNCILS

Section 1-Standing Committees

The Standing Committees which this Chapter will actively maintain are the EXECUTIVE, FREQUENCY ADVISORY, AWARDS, and TRAINING and STANDARDS committees. The addition of other Standing Committees shall be at the discretion of the Chapter President.

A complete list of Standing Committees, other than the Executive Committee, with purpose and descriptions, will be attached as an addendum to the Bylaws.

A complete list of Montana APCO representation on boards and councils will be maintained in the addendum to the Bylaws.

Except for the EXECUTIVE COMMITTEE, the Chapter President shall appoint Chairs for each Standing Committee. The chair of each Standing Committee shall appoint or accept nominations from individuals expressing an interest to serve. Each committee shall have a description and purpose statement for inclusion on the website. Once chairs and members have been appointed and selected, respectfully, the lists shall be submitted to the Chapter Secretary/Treasurer for the Chapter record. The terms for each Committee shall coincide with the election of officers.

Chairs shall be appointed by the Chapter President within 25 days of the Chapter meeting in which new officers are installed. If the President is unable to fill the chair appointment due to lack of interest, for any given committee, the committee shall remain vacant for that committee year.

Standing Committees and their Chairs shall determine the matters they shall consider, subject to direction as the Chapter President shall deem desirable to achieve the purposes of the Chapter, provided NO Presidential limitation shall be placed on the EXECUTIVE COMMITTEE. Standing committee chairs are required to advise the Chapter President of any matters they feel the chapter should take action on.

A Quorum of a Standing Committee, except as otherwise provided, shall be its Chair and any number of members participating in a meeting or a membership poll.

Section 2-Executive Committee

There shall be an Executive Committee It shall consist of the Chapter President, Vice-President, Secretary/Treasurer, Immediate Past President, Executive Council Representative, Chapter Eastern and Chapter Western Ambassadors, who have been seated in accordance with these bylaws. In addition, there will be a Chapter Commercial Advisory Member. All positions will have voting privileges on the Executive Committee.

2.1 Duties

2.1.1 Report at each meeting of this Chapter all measures considered during the current year and suggest means of advancing and implementing the purpose of this Chapter; and,

2.1.2 Supervise all accounts and expenses and review any audit of the accounts of the Secretary/Treasurer, required or otherwise; and,

2.1.3 Make definite recommendations to the Quorum on matters published and/or matters of which it has received notice.

2.14 Be fiscally accountable and responsible for expenditures using Membership monies.

The Executive Committee is the governing body of this Chapter. It shall carry out all of the instructions given to it by the Chapter. It shall have the power and authority between meetings of this Chapter to perform all functions and do all acts which this Chapter might do or perform. It shall NOT have the power to amend the Chapter Bylaws except to update them to bring them into compliance with any substantive changes made. Any other changes MUST BE submitted to the Chapter membership for approval on an item by item basis. It has the power to convene or poll itself by majority vote.

Meetings of the Executive Committee shall convene at such time and place as may be determined upon the call of the President or as self-convened, or upon the call of two thirds (2/3) of the members thereof.

Two (2) weeks written notice should be given members thereof, except when this Chapter is in Conference, except when otherwise provided by majority vote of the Committee members.

Section 3 - Duties of Committees

Where otherwise not stated, the duties of ALL committees shall be defined by the Chapter President. All Committee chairs shall give a report on activities on their respective committee at each Chapter meeting. If the Committee Chair is unable to attend the meeting, an electronic report sent to the Chapter President shall be read and accepted. These reports shall become part of the Chapter record.

Section 4-Meeting of Committees

Standing Committees are recommended to meet in conjunction with the Chapter meeting, but may also meet regularly as approved by the committee chair monthly via conference call.

Section 5-Board and Council Appointments

5.1 The Chapter President shall appoint, reappoint, and withdraw appointments at their discretion with the approval of the Executive Committee.

Solicitations for interest shall be distributed by email and PS Connect to the MT APCO Chapter membership for interest by December 1st of each year with appointments being made by January 1st of the following year. This timeline may change based on the respective council/board appointment timeline.

Appointments shall be made on a yearly basis.

The Chapter President may appoint themselves to a position on a board or council, with the approval of the Executive Committee, if no interest is voiced for a position.

Section 6-Board and Council Appointment Guidelines

6.1 State of Montana 9-1-1 Advisory Council

6.1.1 It is recommended that the Chapter President serve as the MT APCO representative on the State of Montana 9-1-1 Advisory Council.

6.1.2 Montana Law Enforcement Museum Board

6.1.3 State of Montana Public Safety Communications Advisory Council

6.2 Positions of representation with a MT APCO Chapter Representative may be created in the future. This list should not be considered exclusive and can be updated to include future positions.

6.3 If the current Montana APCO President does not wish to hold the position of MT APCO Chapter Representative on the State of Montana 9-1-1 Advisory Council, the following requirements will be made for interested members wishing to serve on the designated boards/councils.

6.3.1 Interested parties must meet the following requirements:

6.3.1.1 Be a member of the MT APCO Chapter and be in good standing.

6.3.1.2 Be employed in a professional capacity or retired with honor from the field addressed by the board/council". Report the board's/council's work and decisions back to MT APCO Chapter Executive Committee.

6.3.1.3 Interested parties must write a letter of interest and reason for desiring to serve as a MT APCO Representative

6.3.1.4 An interested MT APCO Chapter Representative must sign a waiver that they are not part in any lawsuit or investigation that will shed a bad light on the Montana APCO Chapter.

6.3.1.5 A member will only be able to serve on one board at a time.

6.3.1.6 Letters of interest and waivers will be sent to the Chapter President.

ARTICLE X

FINANCES

Section 1 - Banking Facilities

Funds of this Chapter shall be kept on deposit in any accredited banking institution as approved by the Chapter Executive Committee.

Section 2 - Bookkeeping

The Secretary/Treasurer shall keep complete records of all monies and transactions.

Section 3 - General Expenses for Secretary/Treasurer

The Chapter Secretary/Treasurer may incur any reasonable and proper expenses in the performance of his/her duties. Such expenses would include, but not be restricted to, postage, stationary supplies, receipt books and other record keeping supplies.

Section 4 - Report to the Chapter Executive Committee

The Chapter Secretary/Treasurer shall submit periodical financial statements to the Chapter Executive Committee if requested and have a complete audit of all records made at such time as the Executive Committee may direct.

Section 5 - Disbursement of Funds

Disbursement of any and all Chapter funds and monies shall be by check or electronic bank transaction only.

Section 6-Chapter Bank Accounts

2.1 Checking-A reasonable and proper drawing account for approved expenses shall be established. The President, Vice-President and Secretary/Treasurer will have the ability to make purchases. All receipts for these purchases must be submitted to the Secretary/Treasurer in a timely manner for proper accounting and reconciliation. Purchase must be approved by the Executive Committee.

2.2 The Chapter Checking Bank Account receives deposits for the Chapter share of membership dues.

2.2.1 Dues collected will be made available for replenishing the Scholarship Account

2.2.2 Travel Expenses approved in Section 8 of Article IX-Finances will be paid from this account.

2.3 Conference-A Conference Banking account has been set up for proceeds received from the Annual Conference and Training Summit.

2.3.1 The Conference Account shall be used for Montana APCO Award winners according to the guidelines set up for Awards and expenses for the Montana Chapter Annual Conference and the Training Summit.

2.4 Scholarship-A Scholarship Banking account has been set up for disbursement of Scholarship Awards to Montana APCO Members.

Section 7-Other Approved Purchases

Gifts, Charity, Donations: A reasonable cost may be submitted to the Executive Committee for approval prior to the purchase.

Committee members may submit for reimbursement for expenses and purchases as directed by the Executive Committee. Receipts for these purchases must be submitted to the Secretary/Treasurer in a timely manner for proper accounting and reconciliation.

Section 8-Travel Expense Guidelines

Based on the financial standing of the Chapter, and upon approval of the Executive Committee, the following travel expenses may be considered:

8.1 Executive Council Representative's attendance at the Executive Council meeting only.

8.1.1 The Chapter may fund the Executive Council representative for travel for meeting dates only to include airfare, lodging, and meals (per diem), parking, and mileage. Travel may include shuttle and public transportation costs roundtrip to/from the hotel. The Chapter will reimburse for one (1) bag if traveling by air. The chapter does not pay for car rental or first-class tickets or accommodations

8.2 The Chapter President may also be considered for travel if the Executive Council Representative cannot attend or in addition to the Executive Council Representatives travel. The Chapter may fund the President's trip to the APCO International Conference OR Western Regional Conference to include: airfare, lodging, meals (per diem), registration, parking, and mileage. Travel may include shuttle and public transportation costs roundtrip to/from the hotel. The chapter will reimburse for one (1) bag if traveling by air. The chapter does not pay for car rental or first-class tickets or accommodations

8.3 No other chapter officer will be approved for travel without a valid reason. If travel is requested it will be presented to the Executive Committee with documentation.

8.4 Travel expenses of any kind will not be paid for committee meetings at APCO International conferences.

8.5 Travel dates for reimbursement will begin no sooner than a day before the meeting or conference dependent upon location and meeting or conference schedule. Return travel will be no later than the day following the end of the meeting for the meeting or conference as is applicable. Airfare will be based on reasonable coach rates. If a member chooses to drive a personal vehicle they will be compensated the state mileage rate up to and not to exceed the reasonable coach airfare. Lodging at one of the conference hotels or at a hotel of choice, but not to exceed the conference hotel rate(s).

8.8 Per Diem: To be paid at current GSA rates, minus any known conference meals provided. Should there be an excess of funds provided those funds shall be returned to the Chapter. If reasonable expenditures exceed the per diem rate, receipts may be submitted for reimbursement consideration.

8.9 An expense form will be provided to the Chapter Officer to complete within 30 days after completion of travel. Reimbursements will be made only after travel has been completed.

8.10 All travel reimbursement is dependent upon the financial position of the Chapter.

8.11 If the APCO International Executive Committee or member is invited to Chapter Conferences the Chapter will cover their registration if they choose to attend. The chapter does not pay for travel costs associated. If an APCO Western Region Board of Director is invited and attends the conference, the Chapter will cover their registration if they choose to attend. The chapter does not pay for travel costs associated.

ARTICLE XI

DUES

Section 1-Dues Notices

Dues are in accordance with current APCO International guidelines. See APCO International Policy Manual and Bylaws Manual located on the website at: <https://www.apcointl.org/about>

Section 2-Dues Payment Schedule

Dues payment schedules are in accordance with current APCO International guidelines. See APCO International Policy Manual and Bylaws Manual located on the website at: <https://www.apcointl.org/about>

ARTICLE XII

QUORUMS

Section 1-Meeting Quorums

A meeting quorum shall consist of those Chapter Members attending a business session at a Chapter Meeting.

Section 2-Chapter Executive Committee Quorum

A meeting of the Chapter Executive Committee shall not be official unless attended by a majority of its members either by a face to face meeting or conference call.

Section 3-Chapter Committee Meeting Quorum

A Chapter Committee Meeting Quorum shall consist of those committee members attending a committee meeting at the business session at a Chapter meeting with in a face to face meeting or conference call.

ARTICLE XIII

CHAPTER MEETINGS

Section 1-Chapter Meetings

The Chapter shall hold regular meetings at least semi-annually -- once in the spring/early summer (BEFORE the APCO Annual Conference) and once in the late summer/fall (AFTER the APCO Annual Conference). The time and place for each meeting shall be selected at the preceding meeting, provided however, that the Chapter Executive Committee may select such other time and place as they may see fit, in the event the selected meeting time and/or place should later prove to be undesirable or unavailable.

The Chapter shall also have the option of holding meetings electronically via web conference or conference calls. The Chapter President shall designate meetings as electronic when the meeting announcement is decided.

ARTICLE XIV

VOTING BETWEEN MEETINGS

Section 1-Voting

Should an issue of importance to the Chapter and its members arise between regular Chapter business meetings, other than amendment of the Chapter Bylaws, the Chapter President shall have initiated a referendum ballot by mail to all voting members; shall provide for the tallying of those ballots; and, shall act in accordance with the will of those ballots.

Electronic voting in the form of email may be used in lieu of mail ballots. Email votes must be retained in printed form for the Chapter record. The Chapter Secretary/Treasurer shall be responsible for setting up the requirements for such a vote with oversight by the Chapter President.

Section 2-Retention of records

All voting records held by the Montana APCO Chapter shall be retained for a period of three (3) years at which time they shall be destroyed by shredding.

**ARTICLE XV
PROCEDURE**

Section 1 - Parliamentary Procedure

Upon any question coming before this Chapter not otherwise specifically provided for in the Bylaws of the Association and/or Chapter, the Presiding Officer shall be governed by the latest edition of ROBERTS RULES OF ORDER.

Section 2 - Ruling Body

The RULING BODY of the Association shall be the FULL Classification membership.

The RULING BODY of this Chapter shall be the Chapter Executive Committee.

Section 3 - Removal from Office (Impeachment)

3.1 An elected officer may be removed from office for cause by a two-thirds (2/3) majority vote of the Chapter Executive Committee after notice and hearing.

3.2 Removal. Any Director, including Executive Committee members as defined in these Bylaws may be removed for reasons of malfeasance, misfeasance, or nonfeasance of duty, or for committing an act that brings significant discredit to the Association. The President may suspend a Director from the performance of his/her duties, including voting privileges, during the period between that person being impeached and the Board of Directors adjudicating the matter. In the event the President is impeached, then the senior member of the Executive Committee who was not impeached may suspend the President from the performance of his/her duties during the period between the President being impeached and the Board of Directors adjudicating the matter. The post occupied by the suspended Director shall remain vacant until such time as the matter leading to the suspension has been adjudicated by the Board of Directors or otherwise appropriately resolved.

**ARTICLE XVI
AMENDMENTS**

Section 1 - Requests for Drafting Resolutions

Resolutions and requests for drafting of resolutions shall be in writing and submitted to the Chair of the Bylaws Committee in sufficient time for consideration and reporting to the membership prior to the casting of any ballots.

Section 2 - Amending Resolutions

Resolutions proposing amendment to the Chapter Bylaws shall be written in formal character, shall include the exact location of the affected part, shall contain the exact substitute wording, if any, and shall be presented in duplicate to the Chair of the Bylaws Committee.

Section 3-Power to Amend

These Bylaws may be amended or repealed, and new Bylaws may be adopted, by resolution adopted by a two-thirds majority of the Membership Quorum in regular session provided that notice of the proposed amendment is contained in the notice of the meeting that is posted and postmarked no later than thirty (30) days prior to the meeting of the Membership Quorum. Such amendments shall become effective upon the

adjournment of the Annual Conference at which they were adopted unless the resolution specifies an alternate effective date.

Section 4 - Quorum Revision of Resolution

Upon the taking up of the matter of a resolution by the Quorum and within its sovereign power as dictated by the best interests of this Chapter, a Meeting Quorum may make amendments and revise language thereof, by means of a majority vote being taken upon each such proposed resolution amendment and/or revision.

Section 5 - Effective Date of Amendments

Amendments passed and adopted by this Chapter in accordance with other provisions of the Bylaws, shall be in force and effect upon the adjournment of the meeting wherein considered and adopted, provided an exception to this effect is not otherwise contained in the language of the resolution adopted.

ARTICLE XVII

DISBURSEMENT OF ASSETS UPON DISSOLUTION

Should MONTANA APCO, INC., be dissolved, any funds remaining in the treasury after payment of obligations, if any, shall be distributed to a like-wise tax-free organization or organization as selected by the Chapter Executive Committee if between regular meetings, or, by a two-thirds (2/3) majority vote of the Meeting Quorum.

ARTICLE XVIII

VOTING RESTRICTIONS

The right to vote on matters which in the judgment of the APCO International Executive Committee, are international in scope or which involve changes in the International APCO Policy Manual and/or Bylaws, is a privilege of FULL CLASS members only. Only members in the Full classification may vote in the International Quorum.

Voting rights on Montana APCO Chapter matters shall be extended to ALL CHAPTER Members, regardless of their membership classification.

Voting members are required to be citizens of the United States of America and its territories or possessions.

Date of Amendments to and/or Revisions of the Montana APCO Chapter Constitution and Bylaws

AMENDED/REVISED: 18 NOVEMBER 1976

AMENDED/REVISED: 20 JANUARY 1982

AMENDED/REVISED: 11 APRIL 1983

AMENDED/REVISED: 3 FEBRUARY 1984

AMENDED/REVISED: 15 JULY 1986

AMENDED/REVISED: 10 MARCH 1991

AMENDED/REVISED: 22 APRIL 2018

AMENDED/REVISED: 25 SEPTEMBER 2019

AMENDED/REVISED: 12 APRIL 2020

AMENDED/REVISED: 8 SEPTEMBER 2022

ADDENDUMS

**DECLARATION OF CANDIDACY
FOR MONTANA APCO CHAPTER OFFICE**

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) Montana Chapter Annual Conferences.

I have been informed of the desirable attribute I must possess 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 been informed 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 Agency representative, 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 Montana Chapter APCO Annual Meetings attended:

Candidates for the Executive Council Representative are required to have held elected office within the Chapter for a minimum period of one (1) year. 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:

**EMPLOYER’S CONCURRENCE OF CANDIDACY
FOR MONTANA CHAPTER OFFICE**

_____ has discussed the desire to declare

candidacy for election as the _____ of the Montana APCO Chapter

As the candidate’s employer, I am keenly aware of the value in the Montana Chapter’s mission and the honor of Montana – 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 Executive Committee.

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 will serve as an Officer on the Executive Committee.
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 Executive Committee of the Montana Chapter – APCO, Inc.

SIGNED: _____ **DATE:** _____

PRINTED NAME OF AGENCY REPRESENTATIVE: _____

AGENCY NAME: _____

**ROBERT E. LEO SCHOLARSHIP
MONTANA CHAPTER OF APCO**

ROBERT E. LEO SCHOLARSHIP COMMITTEE

1. The Robert E. Leo Scholarship Committee is comprised of the following:
 - 1.1 Chapter President
 - 1.2 First Vice President
 - 1.3 Secretary/Treasurer
 - 1.4 At least one, preferably (two) members from the voting-eligible member classification appointed by the President.
2. The Robert E. Leo Scholarship Committee shall review all scholarship applications received and make a written recommendation to the Executive Committee for approval of all Robert E. Leo Scholarship Awards.

FUNDING

1. The Chapter shall provide 10% of their Annual Dues income yearly for funding the Robert E. Leo Scholarship Program. The Chapter shall provide 15% of the Conference Account balance yearly for funding the Robert E. Leo Scholarship Program. Transfer of funds will be made on the last business day of December of each year. At a minimum the available amount for funding should be \$300 from annual dues and \$3500 from the conference account. If these amounts are not met for monetary reasons then an agreed upon amount will be made at a meeting of the Scholarship Committee as soon as possible after the last business day of the year.
2. Donations may be accepted for the Scholarship fund and a link will also be available on the website for accepting donations.
3. The Treasurer shall submit a report to the Robert E. Leo 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 Scholarship account.
4. The Robert E. Leo Scholarship Committee shall review these figures and make a written recommendation to the Executive Committee prior to the next scheduled Chapter meeting.

5. The Robert E. Leo 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.
4. 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.

APPLICATION OF ROBERT E. LEO SCHOLARSHIP FUNDS

1. The Montana APCO Chapter Training Committee 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. Preference will be given to APCO courses. One scholarship will be available for training other than APCO but still in support of the Public Safety and the 9-1-1 and Public Safety profession.
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.
3. Robert E. Leo Scholarships may also be applied to registration fees for APCO Chapter Training or Chapter Conferences.
4. **Scholarship award amounts shall be at least the amounts listed below.**
 - a. **One (1) award for \$500 for APCO Training or attendance at the MT APCO Conference.**
 - b. **One (1) award for \$250 for APCO Training or attendance at the MT APCO Conference**
 - c. **One (1) award for \$250 for Public Safety Training by any other training program or organization or used for attendance at the MT APCO Conference.**
 - d. **One (1) award for the RPL (Registered Public-Safety Leader) Course through APCO in the amount of \$995 or current cost.**

5. Scholarship funds shall apply to the following:
 - 4.1 Books, registration, or other actual course expenses included in registration.
 - 4.2 Deviation from the expenses in this category shall be at the discretion of the Scholarship Committee.
6. Scholarship funds **shall not** be applied to the following:
 - 5.1 Travel, lodging, meals or any other living expenses.

COMPLETION OF FUNDED COURSES

1. Robert E. Leo Scholarship recipients shall return certificates of course completion along with paid receipts for allowable course expenses to the Montana Chapter Secretary/Treasurer within thirty days (30) of course completion.

All courses must be scheduled prior to the closure of the scholarship period.
2. All courses must be completed within sixty days (60) of the end of the scholarship period of the *next* year.
3. The scholarship application period begins on January 1st and ends June 30th of each year.
4. Requests for allowable registration fee reimbursement for Chapter Conferences shall require a copy of the registration form and a paid receipt showing the actual amount paid.

CHAPTER MENTORS

1. The Robert E. Leo 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.

APPLICATION CRITERIA & SUBMISSION PROCESS

1. APPLICANTS

1.1. All applicants shall meet the following standards:

1.1.1. Be currently employed in the Public Safety Communications, Technology or Radio field in Public Safety as defined by membership classifications. This scholarship is not available for commercial members. Scholarships can not be used for APCO membership.

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 Montana Chapter – APCO, Inc. within the “Full Member” or “Associate Member” or “Online Member” (or be a member in any of these classifications in a group membership) 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.

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

1.2.8 Montana APCO Executive Committee members are not eligible for the Robert E. Leo Scholarship.

2. APPLICATION TIMELINE

- 2.1 The Robert E. Leo Scholarship Committee must receive all applications no later than 11:59 pm MDT, March 31st of each year.
- 2.2 Robert E. Leo Scholarship awards will be announced 60 days prior to the Montana Chapter Business meeting held at the Fall Montana APCO Annual Conference.
- 2.3 Absolutely no late applications will be accepted.

3. APPLICATION CONTENT

- 3.1 The application packet and online application form is located on the Montana Chapter – APCO website. Online applications only will be accepted. 3.2

A complete **online** application shall consist of the following:

- 3.2.1 Completed Application Form
- 3.2.2 A brief summary of work history.
- 3.2.3 A letter of recommendation from the current employer.
- 3.2.4 All inquiry and response questions answered.
- 3.2.5 A short 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 if necessary.

4. APPLICATION SUBMISSION

- 4.3 All applications must be submitted online to the Robert E. Leo Scholarship Committee. Information for the submission can be located on the APCO Montana Chapter web page.
Applications not submitted online **will not** be considered for a Robert E. Leo Scholarship.

4.3.1 SELECTION CRITERIA

4.3.1.1 Incomplete applications or late applications will not be scored, and/or processed for a Robert E. Leo Scholarship.

4.3.1.2 The Robert E. Leo Scholarship Application will be rated on a scale of 1 to 5, with five (5) being the most acceptable.

4.3.1.3 The Robert E. Leo Scholarship Applicant Rating Scale, Attachment “A”, will be used by the scholarship committee to tally the scores from all complete applications. The maximum score will be 30 out of 30.

4.3.2 SELECTION PROCESS

4.1.2.1 All complete and appropriately submitted applications will be reviewed and scored by the Robert E. Leo Scholarship Committee.

4.1.2.2 The Robert E. Leo Scholarship Committee will then make recommendations at the General Business meeting held during the annual conference who then shall vote on final approval of the Robert E. Leo Scholarship Awards.

MONTANA APCO CHAPTER
ROBERT E. LEO SCHOLARSHIP FUND
APPLICANT RATING FORM

Applicants Name: _____

Applicants Agency: _____

Applicant 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:

ROBERT E. LEO

SCHOLARSHIP APPLICATION

Please complete all sections of and attachments to the application. Please **name files with your last name and date**. Attached documents should use the same format and numbered. For example, RELApp-anyone010219, RELApp-anyone010219-2, etc. (a form fillable application is available on the MT APCO website)

SECTION 1 APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

APCO Membership #: _____

Work Telephone #: _____

Home Telephone #: _____

Email: _____

Current Employer: _____

Agency Administrator: (Sheriff, Chief, etc.) _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Position Held: _____

Years of Employment: _____

Supervisors Name: _____

Telephone Number: _____

Email Address: _____

SECTION II WORK HISTORY

Please list an employment history spanning your experience in the public safety profession. You should provide agency names, city and state, position, and length of employment for each entry. Entries should be in chronological order beginning with the most recent excluding your current employment.

SECTION III EMPLOYERS RECOMMENDATION

Please attach a letter of recommendation from your current employer.

SECTION V ESSAY

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.

(You may attach the essay as a separate document)

SECTION VI ADDITIONAL

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

LAST PAGE