

**APSE: The Network on Employment  
State Chapter Bylaws revised February 2001**

**Bylaw I**

Section 1: Statement of Purpose

1. The purpose of the Local APSE Chapter of The Network on Employment shall be to pursue the following goals within the geographical area(s) represented by its membership:
  - 1.1 To assist in the establishment, expansion and refinement of quality SE for individuals with severe disabilities. Inherent in quality SE is the assurance that individuals control their employment outcomes and career goals.
  - 1.2 To advocate for social change consistent with the desire of people with severe disabilities to achieve those lifestyles which most nearly approximate those of their peers without disabilities.
  - 1.3 To assist individuals who experience severe disabilities in their efforts to assert their civil and human rights in the areas of education, employment, and community living.
2. The APSE Chapter shall attempt to determine local or regional concerns of importance to the members and constituents of APSE and communicate those concerns to APSE.
3. As the APSE Chapter becomes involved in specific endeavors in pursuit of its goals it shall, in all cases, report these activities to national APSE.

**Bylaw II**

Section 1: *Qualifications* for Membership

1. Membership shall be open to any interested member of national APSE upon payment of dues as currently determined by the Governing Board.

A group of APSE members, organized for the purpose of developing an APSE Chapter, shall be recognized by APSE for that purpose exclusively upon receipt of a formal written statement by at least 8 voting national APSE members indicating their intent to do so. Such a group shall then have 12 months from the receipt of this statement by the national APSE office to meet all requirements for achieving formal chartered status. Approval will be given by APSE (i.e., in recognition) upon receipt of an information form signed by the 8 voting national APSE members with (a) a proposed name to be used while the APSE Chapter is being formed; (b) the names of ad hoc officers, key coordinators, or reorganizing committee members; (c)

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mission statement; (d) a statement of activities planned for accomplishing the establishment of the APSE Chapter; and (e) written acceptance of the Chapter Bylaws. No other group in that geographical area will be given approval until the first group indicates loss of interest or the one-year development period lapses. Geographical area will be defined in advance, so that the boundaries exist within one state or a combination of entire states, countries, cities, province(s) or other commonly accepted political/geographical boundaries. These geographical boundaries will be designated by the country in which the APSE Chapter is located. If the chapter either re-charters, reorganizes, or goes into a probationary status, this same provision applies.

2. The APSE Chapter shall offer potential members the national APSE membership rates. The state chapter Governing Board shall not be empowered to award complimentary memberships in National APSE but may make recommendations for it to the APSE Executive Director and/or the APSE Executive Board.
3. APSE Chapters must have a minimum of 20 members to be chartered. All of these original members at large must be voting national APSE members, and 100% of the Governing Board must always be individual national APSE members.

## Section 2: *Membership Meetings*

1. Meetings for the entire membership shall be held at least once a year with at least a quorum of members attending. A quorum shall be 30% of the current members actually in attendance.
2. All members and all APSE Chapter activities will be governed by the applicable policies and procedures of national APSE as developed and disseminated by the national APSE Executive Board.

## **Bylaw III**

### Section 1: Powers and Duties of the state chapter Governing Board

1. The state chapter Governing Board shall have the power to:
  - 1.1 Determine and fix the dates and places of Governing Board meetings;
  - 1.2 Set dates and places of regional conferences and workshops;
  - 1.3 Set themes, programs, and other plans for conferences and workshops;
  - 1.4 Declare the existence of a vacancy on the Governing Board occurring between regular elections and fill such vacancy by appointment;
  - 1.5 Create and fill staff positions as necessary and feasible;
  - 1.6 Authorize the bonding of staff members who handle funds;

- 1.7 Investigate any matter pertaining to the welfare of the APSE Chapter that may require action;
- 1.8 Transact all necessary business between meetings of the Governing Board;
- 1.9 Review and approve budget;
- 1.10 Establish policy;
- 1.11 Establish long range planning and goals;
- 1.12 Review and approve actions of any executive staff member;
- 1.13 Develop and disseminate a chapter newsletter to all chapter members;
- 1.14 Select board members to serve as members of the Delegates Advisory Panel of APSE when developed together with the APSE Chapter President.

2. The state chapter Governing Board must ensure that all APSE Chapter meetings occur in spaces that have adequate insurance. The APSE Chapter shall indemnify (either through insurance or personally through APSE Chapter Members) national APSE for any settlement of judgments resulting from APSE Chapter activity, and any and all suits and attorney fees also arising there from.

## Section 2: Responsibilities of the state chapter Governing Board

1. The Governing Board shall meet for at least one (1) full meeting every three- (3) months. Each member will have one (1) vote on any issue coming before the body. No proxy votes shall be taken.
2. Special meetings shall be called by the President or by the joint action of one-half of the voting members of the Governing Board.
3. Each member of the Governing Board shall receive a written notice prior to any meeting of the Governing Board.
4. The Governing Board, between meetings, may exercise its power and perform its duties by mail vote, a majority vote being required for approval except in the instances specified elsewhere in this document. In the case of a mail vote, each member shall be notified of any proposed action and allowed two (2) weeks from the date of mailing of notifications in which to return the vote. In the case of an urgent matter, fax or phone or e-mail votes are permitted, a majority vote being required for approval except in instances specified elsewhere in this document.

#### Section 4: Ex-officio Board Members

1. Ex-Officio Board Members shall be appointed by the state chapter Governing Board or President for a period of three years, unless renewed. Ex-officio members may attend all meetings of the state chapter Governing Board and may participate but shall have no vote.

#### Section 5: Terms of Office of the state chapter Governing Board

1. At the first annual election one-third of the state chapter Governing Board members shall be elected for a three-year term, one-third for a two-year term, and one-third for a one-year term. At each annual meeting thereafter, one-third of the Governing Board shall be elected for three-year terms.
2. Officers of the Governing Board shall be elected each year by the state chapter Governing Board.
3. Officers positions shall include the roles and responsibilities of at least a; President, Vice-President, and Secretary and/or Treasurer. Regional President(s) for each geographical area deemed by the state chapter Governing Board in need of separate representation will be approved by the state chapter Governing Board.

#### Section 6: Composition of the state chapter Governing Board

1. The state chapter Governing Board shall be composed of five to fifteen persons.
2. Within three years of recognition of formal chapter status, the state chapter Governing Board composition should include: person experiencing disability, family member of person experiencing disability, an employer, and SE direct service provider.

### **Bylaw IV**

#### Section 1: Procedures for Election of state chapter Governing Board Members and Officers

1. An announcement of regularly occurring vacancies on the state chapter Governing Board shall be published as a call for nominations from the APSE Chapter membership. Vacancy announcements will be made available to all chapter members via mail, e-mail, fax or the chapter newsletter.
2. Final selection of nominees shall be made by an Election Committee appointed by the president in consultation with the state chapter Governing Board.
3. Official ballots will be mailed to the membership in time for the results to be compiled by the end of **November**.

4. The Election Committee shall count the ballots.
5. The state chapter President will announce the winners via the APSE Chapter newsletter or letter and inform all participants of the outcome of the election.
6. Should a vacancy occur during the year, the President, with approval of the state chapter Governing Committee, will make appointments to last until the next election.
7. Officers of the state chapter Governing Board will be elected by the state chapter Governing Board and shall be named collectively the Governing Committee.
8. Newly elected board members, officers and Delegates Advisory Panel representatives will assume these positions by **January 1<sup>st</sup> of each year.**
9. Submit the names, contact information and terms of all newly elected board members, officers and delegate panel members to the national office within 30 days of the completion of the election.

## Bylaw V

### Section 1: Duties of Officers

1. Duties of the President shall be to:
  - 1.1 Call and preside at all meetings of the Governing Board;
  - 1.2 Appoint Chairpersons of all committees in consultation with the Governing Board, where appropriate.
  - 1.3 Appoint all committee members not otherwise provided for;
  - 1.4 Serve as a member "ex-officio" of all committees;
  - 1.5 Act jointly with the secretary/treasurer in financial matters;
  - 1.6 Designate special functions and responsibilities for all members of the Governing Board;
  - 1.7 Generally supervise the activities of the APSE chapter and perform all other duties pertaining to the office and consult with the Governing Board in all matters feasible;
  - 1.8 Inform the Executive Director of national APSE of all matters, which affect the interest of APSE. Be sure all reports are made to and from the Executive Director in a timely fashion.
2. Duties of the Vice-President shall be to:
  - 2.1 Perform all duties and be vested with all the powers of the President in the absence or continued disability of the President;
  - 2.2 Perform such duties as are designated by the chapter Governing Board.

- 2.3 Succeed to the Presidency if that office is vacated.
3. Duties of the Regional Vice-President(s) shall be such as are designated by the Chapter Governing Board.
4. Duties of the Secretary and/or Treasurer shall be to:
  - 4.1 Supervise the receipt and disbursement of all funds at the direction of the state chapter Governing Board and following all policies and procedures of national APSE as developed and disseminated by the national APSE Executive Board;
  - 4.2 Act jointly with the President in financial matters;
  - 4.3 Present the financial report at each meeting of the state chapter Governing Board;
  - 4.4 Serve as the Chairperson of the Finance Committee should it is appointed;
  - 4.5 Compile and present the minutes of each state chapter Governing Board meeting to national APSE Executive Director within two (2) weeks from date of meeting;
  - 4.6 Maintain a permanent history of the APSE chapter.

### **Bylaw VI**

#### Section 1: Ad Hoc Committees

1. The APSE Chapter President may appoint Ad Hoc Committees.
2. Ad Hoc Committees shall go out of existence at the completion of their function or at the end of the term of office of the President by whom they are appointed.
3. Chairpersons of the Ad Hoc Committees shall submit a written report to the President annually and/or at the completion of the function of the committee.

### **Bylaw VII**

#### Section 1: Not-for-Profit Status/ Group Exemption

1. The APSE chapter may not contemplate pecuniary gain or profit to any member or officer therein, and is to be organized solely for nonprofit purposes. The APSE Chapter will at all times comply with the requirements of the Internal Revenue Code 1954 (as now or hereafter amended) as it pertains to organizations exempt under Section 501(c) (6).
2. National APSE is a 501-(c) (6) tax exempt organization. As such, membership dues and donations are NOT tax deductible as a charitable contribution. Review the IRS

Code 1954 (as now and hereafter amended) as it pertains to organizations exempt under 501-(c) (6).

3. Chapters recognized by APSE will be a tax exempt 501 (c) (6) organization under national APSE's Group Exemption provided: (a) the chapter has applied for its own Federal Employer Identification Number (FEIN); (b) the chapter has sent written permission to be covered to national APSE; (c) the chapter is located in the United States (non-U.S. chapters must comply with the laws in their country).

#### Section 2: Annual Dues

1. The APSE Chapter may charge such annual dues of its members over and above the amount necessary to remain current as national APSE members as it deems appropriate, provided however, that all APSE members shall be current in payment of dues to national APSE. The APSE Chapter may offer complimentary APSE chapter membership, however, the chapter must make payment to national APSE in the amount of national APSE dues.
2. All membership billing of dues will be done by national APSE and the State Chapter dues will be sent to the chapter in a timely manner.
3. All membership applications, recruitment brochures, conference brochures, requests for donations, and other written material must specifically and in plain View State, "Dues are not tax deductible."

#### Section 3: Conference and Workshop Fees

1. The APSE Chapter may charge such fees for participation in regional conferences and workshops as it deems appropriate, including exhibitor fees.

#### Section 4: Budget

1. A yearly chapter budget shall be prepared and presented for approval to the state chapter Governing Board.
2. Requests for inclusion in the following year's budget should be presented to the state chapter Governing Board.
3. The budget may be revised by the state chapter Governing Board during the year at its discretion.
4. All forms requested by national APSE will be submitted in a timely fashion.

5. Quarterly reports must be submitted to the National APSE office on a quarterly and annual (fiscal year April 1 to March 31) basis (the annual report to be received no later than April 30).

#### Section 5: Fund Raising

1. The APSE Chapter may participate in any type of fund raising activity subject to the following limitations:
  - 1.1 Notwithstanding any other provisions of these policies, the APSE Chapter shall not carry on any fund raising activities not permitted by the law.
  - 1.2 The Chapter shall act in accordance with codes governing fundraising activities by any organization exempt from federal income tax under Section 501(c) (6) of the Internal Revenue Code of 1954 (as now and hereafter amended). See the cited Code for details.
  - 1.3 The Chapter shall act in accordance with codes governing fundraising activities by any organization exempt from federal income tax under Section 170 (c) of the Internal Revenue Code of 1954 (as now and hereafter amended). See the cited Code for details.
  - 1.4 The Chapter shall act in accordance with local, state, or federal laws concerning fundraising activities.
2. The APSE Chapter shall not actively compete with national APSE for funding available in the geographical area covered by the APSE Chapter when national APSE is actively seeking such funding.
3. The Chapter shall not make application for grant funding from any federal government agency except with the prior national APSE Board approval.
4. Any member or non-member may make a gift, bequest, or contribution to an APSE Chapter subject to the APSE Chapter reporting such gift, bequest or contribution to national APSE. National APSE reserves the right to reject, on behalf of the APSE Chapter, any such gifts, bequests, or contributions deemed too difficult to administer, outside the corporate purpose of APSE, or jeopardizing to its tax status. It must be clearly stated that gifts and/or contributions are not tax deductible.

#### Section 6: Responsibilities to National APSE

1. The APSE Chapter shall report on a quarterly and annual (**fiscal year April 1 to March 31**) basis (**the annual report to be received no later than April 30**) the following information:

- 1.1 A description of all fundraising activities including date, person primarily responsible, nature and extent of activity, gross income obtained, cost of activity and net income;
  - 1.2 A description of all expenditures made by the APSE Chapter including date, nature and amount of expenditure and person(s) approving expenditures;
  - 1.3 Current balance of funds held, location of funds and persons responsible for funds.
2. The APSE Chapter will pay service charges incurred by national APSE in the conduct of business on behalf of the chapter, i.e., bookkeeping charges and other professional fees. The APSE Chapter will receive a detailed list of any service charges incurred.
3. The state chapter Governing Board must adopt a Bylaw stating that national APSE and its APSE Chapters make no long-term affiliations. Coalitions are to be formed with specific goals and with a limited timeline. The national APSE Executive Board, considering input from chapters, has the authority to approve or disapprove any APSE coalition, whether formed by a committee, Chapter, or any other APSE related group.
4. APSE Chapters that host or sponsor conferences or other events must adopt and adhere to the following policy: The conference planning group or committee shall make consistency with national APSE positions a key criterion for accepting or rejecting a proposal for conference or workshop presentations. Presentations that contradict APSE policy or positions should not be accepted except where the conference committee expressly intends to create debate on a critical issue about which APSE has taken a position. In such instances, the conference program should indicate the intent of creating debate through divergent presentation, by using a debate or similar point/counterpoint format.

## Section 7: Assets

1. All assets held by the APSE Chapter shall revert to APSE national at the termination of the existence of the APSE Chapter provided that:
  - 1.1 All local obligations of the APSE Chapter have been fully satisfied, and;
  - 1.2 APSE continues to be an organization exempt from federal income tax under Section 501(c) (6) of the Internal Revenue Code of 1954 (as now or hereafter amended).

## **Bylaw VIII**

### Section 1: Non-Discrimination

1. The APSE Chapter shall not discriminate on the basis of race, creed, religion, ethnicity, color, national origin, age, sex, marital status, sexual orientation, or the presence of any disability.

## **Bylaw IX**

### Section 1: Responsibilities of APSE Chapter Status

1. The APSE Chapter agrees to comply with all requirements established by national APSE, whether established in the Articles of Incorporation, Bylaws, or published Policies and Procedures of national APSE and to continue under its general supervision and control.
2. An APSE Chapter will face suspension if it fails to comply with the requirements established by the national APSE.
  - 2.1 In the event that the Board of Directors of the national APSE determines that the current status of activities of any APSE Chapter are placing APSE in jeopardy of either losing its recognition as a tax exempt organization under Section 501(c) (6) of the Internal Revenue Code of 1959 as amended, or of having said tax exempt status restricted in any way; or in the event that the activity of such APSE Chapter exposes APSE to risk that the national APSE Board of Directors feels is unacceptable, then the national APSE Board of Directors shall be empowered to suspend immediately recognition of said APSE Chapter as a duly authorized APSE Chapter. Notice of such suspension must be forwarded in writing to the affected APSE Chapter within five (5) working days after the date of the national APSE Board of Directors action. The notice shall contain a statement of the reason for the suspension and a period of time not to exceed 30 days during which time the APSE Chapter may attempt to comply with the directives of national APSE. In the event that the documentation of compliance is not forthcoming within the period of time set forth in the Notice, national APSE shall withdraw all recognition of the APSE Chapter as a Chapter of APSE.
  - 2.2 In the event the national Board of Directors of the national APSE determines that any Chapter of the national APSE is not in full compliance with all the requirements for such APSE Chapters, the national APSE Board of Directors shall direct the Executive Director of national APSE to notify such non-compliant APSE Chapter, in writing, of

the areas in which the APSE Chapter is not in compliance with the national requirements. The APSE Chapter will be given the opportunity to correct such areas of non-compliance within a period of up to thirty (30) days and submit documentation of such compliance to the national APSE Executive Director. In the event that the compliance is not made within the required period or evidence is not presented to indicate that compliance will result in the near future, then the APSE Chapter shall be suspended at the end of the thirty (30) day period with that suspension continued for a period of up to six (6) months. In the event that the compliance problems are not **rectified** by the end of the six-(6) month period, the APSE Chapter shall be denied all future recognition as an APSE Chapter of the national organization.

### **Bylaw X**

#### Section 1: Use of APSE Name and Logo

1. The APSE name and logo shall be used only in connection with activities that have received the prior written approval of national APSE Executive Director or the national APSE Board of Directors.
2. The APSE Chapter shall have no authority to obligate APSE in any way, including written or oral contracts or agreements, leases, debts, financial or service obligations, fund raising activities, endorsements or approvals, litigation or participation in litigation, the drafting of legislation or regulations or any other activity or participation without prior consent of the national APSE Board of Directors.
3. National APSE shall not accept responsibility for any negligent or intentional conduct that would in any way impose liability upon national APSE. The APSE Chapter shall indemnify (either through insurance or personally through APSE Chapter members) national APSE for any settlements or judgments resulting from APSE Chapter activity, and any and all costs of suits and attorney fees also arising therefrom.
4. Neither the name or logo of APSE shall be used or appear to be used in any commercial venture, fund raising activity, or publication without prior written consent of national APSE.
5. All APSE Chapters are required to be known formally as the (name of state) Chapter of the national APSE. Any acronym chosen as a subtitle is at the discretion of the APSE Chapter, but subject to approval by the national APSE office.

### **Bylaw XI**

#### Section 1: Delegates Advisory Panel

1. A panel of chapter delegates shall meet annually at the APSE conference. Each APSE chapter shall send two (2) delegates; the APSE Chapter President (or in the president's absence, a State Chapter Governing Board member appointed by the President) and one (1) other state chapter Governing Board member selected by the state chapter Governing Board.
2. The two-(2) delegates from each chartered state chapter will serve on the Delegates Advisory Panel as established by APSE Policies and Procedures.

## Section 2: Elections to the Chapter Delegates Council

1. The Delegates Advisory Panel shall elect the Chapter Delegates Council. The Chapter Delegates Council works with the national APSE Board of Directors, representing chapter issues and concerns in matters that come before the national APSE Board of Directors.
2. Chapter Delegates Council members will serve staggered three-year terms. At the first annual election one-third of the Council members shall be elected for a one-year term, one-third for a two-year term, and one-third for a three-year term. The chairperson has an automatic three-year term. At each annual election thereafter, one-third of the Council members shall be elected for three-year terms.
3. During their terms, each member of the Chapter Delegates Council must remain an active Board member with their state chapter and must be one of the two delegates representing their state on the Delegates Advisory Panel. In the event a Council member's term on their state chapter Governing Board expires before their Council term, that individual's state chapter Governing Board may appoint the Council member as an ex-officio member of the chapter Governing Board through the expiration of their term on the Chapter Delegates Council; or in the case the state Chapter Governing Board does not appoint the delegates council member to an ex-officio member of the Chapter Governing Board; the Chapter Delegates Council will exercise the option of appointing another Delegates Advisory Panel member to finish the remainder of the term on the Chapter Delegates Council.
4. The Chapter Delegates Council shall elect a Chairperson who shall serve as a full voting member of national APSE's Board of Directors for a three-year term.
5. The election of the Delegates Council members will require that state chapters submit the names of their two-(2) delegates for that year to the Delegates Council five **(5) months prior to the annual national conference**. Names of nominees to the Delegates Council will be submitted to the Delegates. Elections of the Delegates Council members by the Delegates Advisory Panel will occur in February by region if the region Delegate term is expiring. Ballots will be issued from the Delegates council chair.
6. The Delegates Council members will include in their agenda for the annual meeting at the APSE conference, a vote of confidence for the Delegates Council Chair.

7. The immediate past Chairperson remains on the Delegates Council, in an ex-officio capacity, for one-year following the expiration of their term.

### Section 3: Roles and Responsibilities of Delegates Council Members

1. The members of the Delegates Advisory Panel shall attend the delegate assembly during APSE annual conference and perform such duties as national APSE requires.
2. Each pair of chapter delegates shall have the option of submitting to the panel Chairperson agenda topics to be discussed by the Delegates Advisory Panel. These agenda topics shall be included with the written national APSE Board of Directors meeting update that is sent to each national APSE Board member prior to the board meeting.
3. The Chairperson shall preside over the meetings and affairs of the Panel and the Delegates Council and shall be responsible for formal communications, recommendations, and resolutions being forwarded from the Panel and the Delegates Council to the national APSE Board of Directors and for the return of all responses and concerns of the national APSE Board to the Panel and the Delegates Council.
4. It shall be clear that the function of the Panel and the Delegates Council shall be advisory in nature only, but that the national APSE Executive Board shall consider all advisory comments made by the panel and the Delegates Council as shall, from time to time, be requested by the national APSE Executive Board.

## **Bylaw XII**

### Section 1: Publications

1. The APSE Chapter shall publish a newsletter at least once per year in a form to be approved by the state chapter Governing Board.
2. All first issues of periodic newsletters or bulletins to be sent or distributed by the APSE Chapter shall be approved by national APSE in advance. National APSE may then give such periodic newsletter publications a general approval rather than on an issue-by-issue basis. If given initial approval, national APSE is to receive copies of all APSE Chapter newsletters in a timely fashion. If general approval is not given, or until given, all issues must receive prior approval before printing.

## **Bylaw XIII**

### Section 1: Proposals

1. It is the intent of national APSE to allow a chapter to amend these bylaws to make them more applicable in their communities with state specific amendments. All proposed amendments must be approved by national APSE and any amendments made are subject to national APSE's current or future regulations and governance. If any conflict exists between the APSE Chapter Charter and the regulations of national APSE, national APSE Policies and Procedures take precedence.
2. State specific amendments to these Bylaws may be sponsored at any time by a member of the state chapter Governing Board or by petition of 25% of its members.
3. When a state specific amendment has been proposed, the state chapter President shall notify all members of the state chapter Governing Board and allow thirty (30) days from the date of mailing for their response. Final changes can be made via a special ballot if the state chapter Governing Board is not in session or via discussion at a regular state chapter Governing Board meeting, subject to approval of national APSE and ratification by the required membership vote.
4. When a state specific amendment is proposed, the state chapter President shall notify the national APSE Board of Directors through the national APSE President, who shall notify all national APSE Board members and the Chapter Delegates Council, allowing thirty (30) days from the date of the mailing for their response. Changes can be made by special ballot if the national APSE Board of Directors is not in session.
5. The national APSE President will notify the state chapter President if the proposed amendment is approved or not approved.

## Section 2: Ratification

1. Following national APSE Board of Director approval, an amendment shall be ratified when approved by two-thirds of the state chapter vote received, with a quorum of 30% of the current membership.
2. When an amendment is ratified, the state chapter President shall notify each state chapter Governing Board member and national APSE with an exact copy of the amendment as approved within forty-five (45) days following the date of ratification. The amendment shall become effective ten (10) days after the notice of ratification has been mailed.

## **Bylaw XIV**

### Section 1: Referendum Procedures

1. An action taken by the state chapter Governing Board may be challenged by a referendum inaugurated upon petition of 25% of the state chapter membership.

2. A referendum shall be said to have been inaugurated when written notice of the request for the referendum, supported as described above, is received by the state chapter President within ninety (90) days of the mailing of the report on the action taken by the state chapter Governing Board.
3. The referendum shall be submitted to the state chapter membership for vote at the next annual meeting of the APSE Chapter, with a quorum of 30% of the current membership.
4. A majority vote on the referendum would require the state chapter governing board to adopt the majority position.

### **Bylaw XV**

#### Section 1: Suspension of Bylaws

1. A specified section or sections of the Bylaws may be suspended for no longer than the period between meetings of the state Chapter Governing Board by a majority vote of the state Chapter Governing Board, with approval of the national APSE Board of Directors.

### **Bylaw XVI**

#### Section 1: Additions or Alterations

1. These bylaws may be amended or repealed by national APSE Board of Directors.
2. National APSE Board of Directors will, unless changes are required by law or otherwise have strict timelines, seek an advisory vote from the Chapter Delegates Council on all bylaw changes.
3. National APSE Board of Directors may, at its discretion, seek an advisory vote on particular matters from (a) chapter Governing Boards, (b) chapter members, or (c) APSE's general membership. In the case of an advisory vote, only (a) duly registered and recognized fully-chartered chapters, (b) registered chapter members having paid all dues in full, or (c) registered national APSE members having paid all dues in full, shall be entitled to vote.
4. Advisory votes may be taken by mail, e-mail or in person at the annual Delegates Advisory Panel meeting or in person at the annual membership meeting.
5. In the event national APSE alters or amends its regulations concerning APSE Chapters; the APSE Chapter shall amend its Bylaws accordingly within sixty (60) days. If law requires such additions, alterations by the APSE Chapter must be made immediately.
6. If any conflict exists between the APSE Chapter Charter and the regulations of national APSE, national APSE Policies and Procedures takes precedence.

Bylaws accepted by: \_\_\_\_\_, President  
(President's Signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print President's Name: \_\_\_\_\_