



Membership Handbook

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Version 5.0

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1. Welcome

The purpose of this Handbook is to provide members with an inclusive and comprehensive guide to British APCO. Practical information is included on how you can make the most of your membership of British APCO and the support it provides. As a member of our Association we also feel it is important to share our decision-making processes and functions with you and these are also set out in this [Membership Handbook](#)

2. British APCO – Our company details

British APCO is the British Association of Public Safety Communications Officials. This is the trading name of BAPCO Limited, a company limited by guarantee and incorporated under the Companies Act with company number 04343539. Its registered office is at The Grainger Suite, Dobson House, Regent Centre, Newcastle upon Tyne NE3 3PF. We are a not for profit organisation. We are VAT registered and our VAT number is 772 1158 35.

3. Structure of British APCO

BAPCO's directors are ultimately responsible for the management of our company. In partnership with our Executive Committee they are responsible for strategic decision making. Directors and the Executive Committee are supported by a senior paid employee (currently our Chief Executive) who is in turn supported by a contracted administration and finance team. You can find full details of the BAPCO Team on the Members' Area of our website at <http://www.bapco.org.uk/>

4. What are British APCO's key purposes?

British APCO was formed over twenty years ago as a consequence of the then Home Secretary's *Major Review of Emergency Services Radio Communications*. The review recognised the need for greater knowledge exchange in this area across emergency services as the digital age approached.

British APCO's role is in promoting, supporting and improving the development, delivery and use of public safety communications and information technology (public safety technology) across all of those involved in the public safety world.

British APCO achieves this by fostering informed debate: engaging in a range of relevant activities in the UK and Europe and by maintaining influential relationships with public sector agencies, suppliers, government departments and operational users.

British APCO seeks to:

- promote the development of public safety technology to provide effective systems to enhance delivery of services for the benefit and safety of the public;
- promote the collection, exchange and dissemination of information so as to enhance the delivery of services for the benefit and safety of the public;
- maintain an effective relationship with the public safety technology community to ensure that developments are monitored, and that industry is constantly aware of the current and future user requirements;
- represent its members in further developing public safety technology in general by providing support and advice to policy making bodies of services, organisations and government departments concerned with the safety of the public;
- participate with other international partners in initiatives which will benefit the safety of the public internationally

5. Our Values

As an association British APCO is committed to encouraging equality and diversity among our workforce, membership, Directors and Executive Committee members and eliminating unlawful discrimination. Our Equality and Diversity Policy can be found at Appendix B.

6. Membership of British APCO

As an organisation, British APCO exists to serve the needs of its members and to foster knowledge exchange and development in public safety technology to support and improve the delivery of public safety.

Membership brings key benefits designed to keep members up to date with developments in public safety technology.

- Free attendance to events which are designed to be pre-eminent in the UK's public safety technology calendar.
- Access to the Members' area of British APCO's website containing exclusive information of limited distribution.
- Free delivery of our quarterly Journal featuring the latest in public safety technology news and information.
- Engagement with key stakeholders working on research and development projects that also deliver benefits across the sector and improve public safety.

We have a range of membership categories which reflect the needs of the public safety technology sector - these membership categories may change from time to time according to the needs of this community but at present they comprise:

1. Full (Paying) Member

2. Full (Non-Paying) Member
3. Associate Member
4. Life Member
5. Past President

Full criteria are set out in the [Appendix A](#) to this Handbook.

6. How is Membership Granted and Revoked?

Our membership application process is quick and straightforward. The membership application form can be accessed via our website at www.bapco.org.uk and submitted electronically to our administration team. On payment of any fee required, you will then receive information confirming the category of membership awarded and access to your account on our website including full access to the Members' Area of the site.

We have never had to remove a member, but it is important that we have a process in place should the need arise. The Executive Committee have the power after considering the conduct of any member and, if deemed appropriate, to invoke censure, suspension or expulsion from the organisation.

7. Support for Members

British APCO is supported by a membership administration team who are there to deal with any query you may have – they will endeavour to answer your enquiry or put you in touch with the relevant person in British APCO who can. Their contact details are:

Telephone **03303 327173**
E mail support@bapco.org.uk

8. Decision Making within British APCO

In order to ensure that we fulfil our key aims in the fast-changing public safety technology sector it is vital that we are able to take strategic decisions in a democratic, transparent and speedy manner. As a members' association it is also important to us that all members have access to, and understand, our decision-making processes. These are set out in the following Appendix A.

Appendix A

Rules and Procedures for the operation of BAPCO Limited, trading as British APCO

1. Rules and Procedures

1.1 These rules have been set out by the Directors and Executive Committee in accordance with the Articles of Association and shall govern the running of the members' association (the Association) operated by the company.

2. Membership Categories

2.1 Membership of the Association consists of the following categories:

- Full (Paying) Member
- Full (Non-Paying) Member
- Associate Member
- Life Member
- Past President

3. Membership Criteria

3.1 Persons with an interest in the work of Public Safety in the United Kingdom, the Channel Isles or the Isle of Man are eligible to become Full members of the Association.

3.2 Employees of the company are not eligible to hold Full membership of the Association.

4. Full (Non-Paying) Member

4.1 Persons who are:

- Current or retired employees of Public Safety Organisations
- Government staff involved in Resilience and/or Public Safety
- Staff or students involved in the teaching or studying of recognised qualifications in the field of public safety technology or carrying out accredited academic research in such

4.2 "Public Safety Organisations" shall mean those agencies or departments of central or local government, which provide services concerned with:

- Law enforcement
- Fire and emergency rescue
- Medical and ambulance services
- Civil resilience responders
- Emergency management and other related activities designed to provide services to the public in an emergency
- Bona fide volunteer aid organisations which are recognised as such with support or endorsement by central or local government

5. Full (Paying) Member

- 5.1 Those persons, employed or self-employed in commercial activities and business, developing or producing public safety technology or advising/providing consultation services on such.
- 5.2 Any persons not specifically mentioned in section 4 of this appendix.

6. Associate Member

- 6.1 Those persons who, at the discretion of the Executive Committee, may have the skills, knowledge or contribution to further enhance the aims of the Association.
- 6.2 Associate Members shall not have voting rights but may serve at the invitation of the Executive Committee for specific and limited purposes.

7. Life Member

- 7.1 This highest level of membership shall be awarded only to those persons currently holding either category of Full Membership in the Association. This honour may only be bestowed on members who have made an outstanding and significant contribution toward the fulfilment of the purpose of the Association.
- 7.2 This honour shall be bestowed following a nomination, supported by at least three Full member signatories or by nomination from a member of the Executive Committee. Nomination(s) will be decided and approved by a majority vote by the Executive Committee.

8. Past President

- 8.1 This category of membership seeks to recognise the office of President and the service given by those who have occupied it. Past Presidents remain members for life, unless and until they resign from the organisation or the criteria for the revocation of membership is met. There is no charge for this category.

9. Granting and Revocation of Membership

- 9.1 Application for any category of membership may be sought using agreed application processes in place.
- 9.2 The Executive Committee, after considering the conduct of any member and, if deemed appropriate, may invoke censure, suspension or expulsion from the organisation.

10. Subscriptions

- 10.1 Subscriptions will be paid annually by Full (Paying) Members and Associate Members of the Association as may be decided by the Executive Committee.

EXECUTIVE COMMITTEE

11.Establishment

- 11.1 There shall be an Executive Committee of the Association and it shall consist of:
- President (Director of BAPCO Limited)
 - Vice-President (Director of BAPCO Limited)
 - Vice-President (Director of BAPCO Limited)
 - Senior Paid Employee – Non Voting
 - Up to 6 Full Members of the Association appointed by the Board of Directors and approved by the Executive Committee (preferably and wherever possible to be serving Public Safety personnel).
 - Up to 6 individuals of separate Commercial organisations or independent status, appointed by the Board of Directors and approved by the Executive Committee, having skills that will benefit the Association.
 - Representatives from both the Small Business Group and the Marketing Committee shall be able to nominate one representative each to sit on the Executive Committee. These positions will not attract voting rights.
 - The Board of Directors may co-opt any individuals to the Executive Committee who in their opinion will bring personal skills and knowledge to the working of the Board and Executive in furtherance of BAPCO's aims and policies. Such appointments will be personal and will be reviewed regularly (not less than annually) by the Board of Directors. Individuals nominated by this process do not hold voting rights.

11.2 The right to be a member of the Executive Committee is open to any Full Member, subject to the total number of voting members of this committee from the manufacturing /commercial industry never exceeding 50% of the agreed committee structure.

Nominations for appointment will be sought from full members of the association. Those seeking appointment must be seconded by a BAPCO Full Member. They will be asked to prepare a short resume of their skills and knowledge and the benefit they will bring to the working of the association. They should also include a statement, where applicable, that they have the support of their employer to undertake association duties.

All appointments are on an individual, not an organisational, basis. Nominees from commercial members will be expected to participate on behalf of the aims of the association and not their employing organisation.

The Board of Directors will consider all such applications and make recommendations to the Executive committee for approval or otherwise.

Those appointed to serve will do so for a period of three years. At the end of this period

they will be able to seek re-appointment. It is expected that two user and two industry representatives will stand for re-appointment each year as their three-year term ends. (NB. In order to bring this clause into effect at the earliest opportunity an interim process will be proposed by the Board to the Executive Committee)

Any person so appointed must make a declaration of interest at any time where a matter conflicts with representation.

11.3 The General role of Executive Committee membership is:

- Serving Public Safety personnel
 - To advise the Executive Committee on matters affecting the emergency services and other Public safety organisations, with regard to current organisational developments, communications, control rooms and IT.
 - To actively participate in debate and positively represent the agreed views of the British APCO Executive Committee to constituent services.
 - To encourage membership.
- Commercial/Independent Representatives
 - To advise the Executive Committee on commercial, political and other matters affecting the commercial membership.
 - To advise the Executive Committee on matters relating to a commercial approach to British APCO's business.
 - To use acknowledged commercial expertise on matters affecting British APCO's public image and methods of attracting operating income.
 - To advise the Executive Committee on areas within their respective expertise.
 - To encourage membership.

12. Executive Committee Meetings

12.1 The President should arrange and Chair at least three meetings of the Executive Committee in a twelve-month period and written notice (e-mail will suffice) shall be given to each member of the Executive Committee at least ten days in advance of any meeting. At least 50% of the members forming the Executive Committee shall be present to constitute a quorum for any of its meetings. The Chair shall have the casting vote. If for any reason the President is unable to Chair the meeting, one of the Vice-Presidents will assume this duty.

12.2 An Executive Committee Member may, at any time, voluntarily resign from the position, by either communicating their resignation by suitable means to the President and Senior Paid Employee, or in person at a meeting of the Committee. In such cases the President shall arrange for nominations for a replacement to be found for appointment at the earliest opportunity.

12.3 If the Executive Committee agrees by a majority vote that any action(s) of a member of the Committee is deemed unacceptable, or that the member has failed to provide the support and undertakings expected of him or her, the member will be removed from the Committee and advised in writing by the President of the decision

and the reasons supporting it.

13. Duties and Responsibilities

13.1 The Executive Committee exercises the powers of the company under delegation from the Directors and shall have the authority to take all appropriate measures and to perform all duties required to accomplish the objectives of the company.

13.2 The Executive Committee shall uphold the rules in this Membership Handbook, by which its business and affairs shall be conducted and governed. The Executive Committee may suggest amendments to the Membership Handbook, such amendments may be actioned only by the Directors in accordance with the company's articles.

13.3 In consultation with the Executive Committee, Directors shall appoint the Senior Paid Employee of the Association and may also authorise the employment of other persons as they consider necessary for the successful function of the Association and shall set all terms and conditions of employment.

13.4 The Executive Committee shall take all appropriate steps to keep the membership apprised of the results of its activities and all matters of pertinent concern to the membership as a whole.

14. Voting

14.1 The right to vote at a meeting of the Executive Committee shall be restricted to the following persons:

- The Directors
- Members of the Executive Committee not including co-opted members or representatives of the Small Business Group or the Marketing Committee.
- Proxy voting by absent Executive Committee members may be adopted in order to progress Executive Committee business. Such voting must be in writing (e-mail will suffice) and that vote, being deemed as if it was voiced at the meeting, will be made available to the Executive Committee members present at the meeting.

PRESIDENT and OFFICERS, (Company Directors)**15. Appointment of Directors, Vice-President or President**

15.1 These roles are key to the leadership, success and smooth running of the association. Appointees are selected by the Board who make their recommendation to the Executive Committee for approval.

Nominations for these positions shall be sought from Full members of the association via a notice placed on the association web site at least 21 days prior to any selection process.

Those seeking appointment must be seconded by a BAPCO Full Member. They will be asked to prepare a short resume of their skills and knowledge and the benefit they will bring to the working of the association. They should also include a statement, where applicable, that they have the support of their employer to undertake association duties.

The existing Board of Directors will consider all such applications and make recommendations to the Executive committee for approval.

Those appointed to serve will do so for a period of three years. At the end of this period they will be able to seek re-appointment to any role should they so wish. (NB. In order to bring this clause into effect at the earliest opportunity an interim process will be proposed by the Board to the Executive Committee)

At the next available General Meeting, such recommendations shall be put to a simple majority vote by show of hands of Full Members of the Association operated by BAPCO Limited. Such members will be asked to approve such recommendations by the Executive Committee. Only candidates so approved by Full Members of the Association may subsequently be appointed as a Director, Vice President or President of BAPCO Limited.

15.2 Where the post of a Director, Vice-President or President is vacated in the period between General Meetings, the appointment and selection process shall be run again as if it were an initial appointment. The appointment is made on an interim basis until it is endorsed by Full members at the next General Meeting.

15.3 Where Full Members of the Association operated by BAPCO Limited are tied in a vote in relation to this clause, the President, whom failing the longest serving Vice- President, shall have the casting vote.

16. President

16.1 The President shall also serve as one of the Directors of the company and supported by the Senior Paid Employee and contracted administrative support shall be specifically responsible for the administration and strategy of the company. This includes its regulation and supervision of financial management and for liaison with other organisations. The President shall perform such other duties as may from time to time be assigned to him/her by the Director's Board and /or Executive Committee or by resolution of the company. The President shall also represent the company at any International meetings as agreed by the Executive Committee.

16.2 The President shall serve for a minimum period of one year and a maximum of three years at which point they may seek re-appointment

16.3 In addition to other such duties as may be required by the responsibilities of the office, the President shall:

- Preside at all Association business meetings including any General Meeting of the Association such as Annual, Biennial or Extraordinary.
- Act as Chair of the Board and Executive Committee
- Supervise and give support to the Senior Paid Employee for the benefit of the day-to-day functioning of the Association

16.4 The President shall have authority to:

- Incur legitimate and reasonable personal expense in the proper performance of the functions of the office, reimbursable by the Association, and to authorise such expenditures by others;
- Poll or call meetings of the Executive Committee or any advisory group;
- Make recommendations for the appointment of the Senior Paid Employee.

17. Vice-Presidents

17.1 The Vice-Presidents shall each also act as Directors of BAPCO Limited.

17.2 The Vice-Presidents will be eligible to serve for a term of three years, or a shorter period if appropriate. At the end of each three-year term the Vice-Presidents will be able to seek re-appointment. Normally, the longest serving Vice-President will be recommended by the Executive committee to the membership for appointment to the position of President if that position is vacant, or at the expiry of the President's term of office. Where a Vice-President does not wish (or is not able) to hold such a new position, the other Vice-President may be recommended by the Executive committee for appointment to President. If the succession process stalls, for whatever reason, the President and/or Vice-Presidents may continue in office on an interim basis at the discretion of the Directors, until such time as the Directors are able to hold a selection process for the vacated positions.

17.3 In order to provide flexibility either of the Vice-Presidents may perform all the duties of the President during the absence of the President. Also, either, or both, of the Vice-Presidents shall be responsible for overseeing the organisation and delivery of the main Annual Event and shall perform such other duties as may from time to time be assigned to him/her by the Executive Committee.

18. Successor to the President

18.1 If the President is not for any reason able to complete the agreed term of office, the longest serving Vice-President shall become the President immediately and shall serve until a selection process can be held at the next General Meeting where they may stand and if appointed may continue to serve as President for a further three year period thereafter.

19. Compensation of Expenses

19.1 Other than employed members of staff and other approved contractors, no member of the Association may receive financial compensation except for actual expenses incurred in the performance of their role or duties and for which the Directors and Executive Committee has made budgetary provision.

EMPLOYEES

20. Senior Paid Employee

20.1 There shall be a Senior Paid Employee of the Association who shall be appointed by the Directors in consultation with the Executive Committee who may also authorise the appointment of other employees.

21. Supervision

21.1 The Senior Paid Employee is directly responsible to the Board of Directors and the Executive Committee to whom he/she shall report on all matters affecting the Association.

21.2 The Senior Paid Employee shall be responsible for the appointment and day-to-day supervision of all Association employees and contractors.

22. Removal from Office

22.1 The Senior Paid Employee can only be removed from office by the Directors in consultation with the Executive Committee.

23. Duties and Authority

23.1 The duties and authority of the Senior Paid Employee shall be those as laid down in the current job specification for the post.

SUPPORT, AFFILIATION and INTERNATIONAL LIAISON

24. Support

24.1 The Association may provide support and a source of independent expertise to organisations providing services for the benefit and safety of the public.

25. Affiliation

25.1 The Association may be affiliated to, or a participating member of, any international organisation or alliance set up to promote or develop public safety technology for the benefit and the safety of the public and may also enter into affiliation agreements with such individual associations as appropriate to ensure regular contact and the exchange of information.

26. International Liaison

26.1 Nominated members of other international organisations may be invited to attend the Association events and similar reciprocal arrangements may be made for nominated members of the Association, to attend international events.

FINANCE, DONATIONS, GRANTS AND AWARDS

27. Fiscal Year

27.1 The financial year of the Association is April 1st to March 31st.

28. Annual Budget

28.1 The budget for the Association shall be adopted in accordance with the rules established by the Directors and presented to the Executive Committee for approval.

29. Income

29.1 In addition to the usual and expected sources of income, the Association may accept donations. Such funds shall be spent in accordance with the terms of the donor as agreed upon by the Directors and the Executive Committee.

30. Administration of Income

30.1 Reporting to the Directors all income generated for the Association shall be under the administrative supervision of the Senior Paid Employee.

30.2 Directors and the Executive Committee shall take whatever steps are considered necessary to ensure the success and existence of the Association.

30.3 The Directors shall ensure, through the actions of the Senior Paid Employee that all financial matters meet the expected and required level of propriety and are in line with the advice of the appointed Accountants for the Association.

31. Grants

31.1 The Directors, with advice from the Executive Committee, shall have authority to make all decisions regarding the allocation of grants and contributions, where it is the interests of the Association and in furtherance of its aims.

31.2 No application shall be made to, or contributions received from, those motivated by personal benefit or privilege.

32. Research Projects

32.1 The Directors, with advice from the Executive Committee, may approve applications for grant-funded projects.

33. Awards

33.1 The Directors and Executive Committee may make awards at all levels of the Association as evidence of appreciation to those who have performed outstandingly in the field of public safety technology.

Appendix B

British APCO Equality Policy

British APCO is committed to encouraging equality and diversity among our workforce, membership and committee members and eliminating unlawful discrimination.

As a membership association we are committed to represent the values held by both our individual members and those organisations and corporations that are corporate members. As a supplier we will ensure that our partner organisations that represent the association both hold and demonstrate the same values that we hold when dealing with members and customers. Our shows and events will be accessible to all and the content displayed and portrayed at those events will reflect the association's values.

The aim is for our Board and Executive to be truly representative of all sections of society and our member organisations, and for each representative to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- prevent unlawful discrimination in all forms with particular reference to the protected characteristics defined by the Equalities Act 2010 and subsequent legislation; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation

The association commits to:

- encourage equality and diversity in all its undertakings including, the workplace, our exhibitions and events and at meetings of its committees.
- create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and volunteers are recognised and valued
- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities. Such acts or concerns should be reported in the first instance to the CEO or the President.

- review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- monitor the make-up of the workforce and our various boards and committees regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy. Monitoring will also include assessing how the equality policy, and any supporting action plan(s), are working in practice, reviewing them annually, and considering and taking action to address any issues

The equality policy is fully supported by Board and Executive Committee members.