

## **ARTICLE I: THE POLICY MANUAL**

### **SECTION 1.1: ESTABLISHMENT**

#### **PURPOSE**

To define the purpose of the Illinois APCO Policy Manual and its distribution.

#### **AUTHORITY**

The Policy Manual is established in accordance with the provisions of Article V, Section 2.1 of the Chapter's Constitution.

#### **POLICY**

1. The Policy Manual shall define policies of the Chapter and may define practices and procedures necessary to implement the requirements of the Chapter's Constitution and Bylaws.
2. The authority to establish, amend, or delete sections of the Policy Manual is defined in Article V, Section 2.1 of the Chapter's Constitution. The requirements of the Constitution shall be followed.
3. Copies of the Policy Manual shall be made available to Chapter members as follows:
  - 3.1 A printed copy of the complete Illinois APCO Policy Manual shall be provided to each member of the Executive Board within 30 days of their election to the Executive Board. A printed copy of the complete manual need not be provided to members of the Executive Board upon their election to the next higher office or to members of the Executive Board upon their re-election to the Executive Board.
  - 3.2 A printed copy of each section added to the Illinois APCO Policy Manual shall be provided to each member of the Executive Board within 30 days after approval of that section.
  - 3.3 A printed copy of each section of the Illinois APCO Policy Manual that is amended shall be provided to each member of the Executive Board within 30 days after approval of the amended section.
  - 3.4 A printed copy of the updated Index shall be provided to each member of the Executive Board within 30 days after approval of the change.
  - 3.5 A copy of the complete Illinois APCO Policy Manual in an electronic PDF format shall be maintained on the Illinois APCO website for access by the general membership. Such copy shall be kept current.

- 3.6.1 “Current” shall be defined to include the addition of new sections, the exchange of amended sections, and the removal of deleted sections within 30 days after such action is approved by the Executive Board.